



Humboldt County Cannabis Micro-Grant & Loan Advisory Committee Grant Application Instructions

Introduction

The purpose of Project Trellis is, in part, to bolster the cannabis industry, and protect future cannabis excise tax revenues by providing services to populations and communities in Humboldt who were adversely affected by the criminalization of cannabis, to develop a framework for supportive programs designed to sustain and grow Humboldt's cannabis industry, and to assist cannabis businesses as they work to overcome the financial and logistical challenges of coming into compliance.

Funding for the program will come from local cannabis excise tax revenues, cannabis fines and fees, and state funding via SB 1294.

Funding Focus

The Project Trellis Micro-grant program is aimed at providing capital assistance and business resources to Humboldt County cannabis businesses.

Detailed Project Application

Applicants must provide a detailed project description for use of grant funds to include a description of business and activities; narrative of proposed project and use of funds; ownership or interest in project or site(s); proof of business or agency licensing; proof of regulatory compliance, any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates.

See Grant Application for detailed requirements

Funding Cycle & Amount

The total allocation for the current year is \$180,000 which will be divided among selected project proposals. Individual applicants may apply for up to \$10,000; Co-Operatives and Associations may apply for up to \$50,000. **Applications will be accepted beginning October 14, 2019. The deadline for submitting applications is December 16, 2019**

Funding Eligibility

Applicant must be a Humboldt County based business, cooperative, road association, or nonprofit agency having 75% or more of its operations based in Humboldt County and must be licensed and registered to operate in Humboldt County, whose activities are specific to the



Humboldt County Cannabis Micro-Grant & Loan Advisory Committee Grant Application Instructions

cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry.

Detailed Budget

Applicants must provide a description of attempts to secure alternative funding sources, and a detailed operational budget of the project or grant request which shall include revenues and expenses. See Application Attachment 2 for more information.

Weighted Considerations

For Cannabis Business Grants and Loans, where numerous or competing applications exist, the Humboldt County Cannabis Micro Grant & Loan Advisory Committee shall give weighted consideration to applicants and applications whose operational activities:

- Are from Humboldt County residents, or whose businesses are majority owned by owners residing in Humboldt County.
- Consist of cultivating 10,000 square feet of cannabis or less (not to exclude co-ops and associations whose cumulative area may exceed 10,000 square feet); or
- Add to revenues collected through the Cannabis Excise Tax, or;
- Whose project and/or grant request will result in the creation and/or retention of jobs, or;
- Whose project and/or grant request adds to the sustainability of Humboldt County's cannabis industry;
- Where receipt of requested micro-grant or loan is needed to become solvent.

Required Application Components, Including Attachments

Required:

- Completed Application/Coversheet
- Project Narrative (see instructions Attachment 1)
- Project Budget (see sample, Attachment 2)
- Documentation certifying legal status of business
- Proof of business or agency licensing
- Proof of regulatory compliance
- Any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates.



Humboldt County Cannabis Micro-Grant & Loan Advisory Committee Grant Application Instructions

Optional Attachments that may be Included:

- Timeline with expected project milestones and completion dates
- Letters of support attach documentation of collaboration and/or project need in the form of Letters of Support, Letters of Partner Commitment, and/or Memoranda of Understanding.
- Brief resumes of key personnel
- Market Analysis
- Business Plan
- Associated Research

Please minimize the length and number of attachments and make sure they are relevant to the grant application. Attachments may be shortened or left out of the grant packet at staff's discretion.

Application Process

Applications should be submitted electronically. However, hard copies are accepted if some documents are easier to submit in paper format. Mail or drop-off paper applications to: Project Trellis Grant and Loan Fund, 520 E Street, Eureka, CA 95501. Email electronic copy to sadair@co.humboldt.ca.us.

All complete applications will be forwarded to the Humboldt County Cannabis Micro-Grant & Loan Advisory Committee (CMGLAC) for review. During the review process there may be a site visit or applicants may be contacted with questions. The Committee will review all eligible applications and determine award amounts. Some projects receive a lower amount than was requested. The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee will recommend projects to the Humboldt County Board of Supervisors for approval. A typical approval process can take 60 or more days **from the application deadline**.

Applications are subject to public records acts and disclosure requirements.

Grantee Obligations

Grantees must sign a grant contract that will include a payment and report schedule, insurance requirements and monitoring requirements. Grantees must utilize Cannabis microgrant funds within 24 months of the execution of the grant contract. Exceptions to this policy will be considered for special project needs. Tribal entities will be required to sign a limited waiver of sovereign immunity as part of the contracting process.



Humboldt County Cannabis Micro-Grant & Loan Advisory Committee Grant Application Instructions

At the close of the project, grantees will submit a final project report detailing expenditures, outcomes (quantitative and qualitative), and a project evaluation. Grantees also will provide the Humboldt County Cannabis Micro-Grant & Loan Advisory Committee with project and organizational information for the Fund's annual public report. Grantees must maintain records of all project costs that are claimed by the grantee as being covered by the Grant Fund and other funders. The grant contract may stipulate other monitoring and evaluation requirements as needed.

For More Information

For further information, updates, and application forms for the Grant Fund or the other programs of Project Trellis, please check our website at <https://humboldt.gov/2473/Project-Trellis>. With specific questions about your proposal, email sadair@co.humboldt.ca.us or call (707)445-7745.