



The Headwaters Fund

INVESTING IN OUR COMMUNITY

Application for Community Investment Fund Financing for Communities Loan Program

Thank you for your interest in the Headwaters Community Investment Fund. This application form is for the Financing for Communities loan program. It is strongly recommended that you call or email the Headwaters Fund Coordinator before submitting your application.

Phone: 707-445-7745; Email: headwaters@co.humboldt.ca.us

You may submit your application in paper or electronic version. Send or drop off paper application materials to: Headwaters Fund Coordinator, 520 E Street, Eureka, CA 95501. Electronic copies go to: headwaters@co.humboldt.ca.us

This application form, instructions, and information on the Grant Fund may be found on our website at <http://humboldt.gov/2194/Loan-Programs> - please review this information, especially the Application Instructions, before completing your application.

APPLICATION PACKET CHECKLIST

- _____ Coversheet (Page 1 of the Application, attached)
- _____ Narrative (5 pages, 12 point font, 1" margins)
- _____ Project Budget with description of matching funds
- _____ List of members of the Board of Directors
- _____ Up to five letters of support
- _____ Copy of IRS 501c3 status
- _____ Most recent copy of financial statement reflecting the loan repayment source

The Headwaters Fund
Community Investment Fund Application-Financing for Communities
COVERSHEET

Date of application: _____

Organization Name: _____

Address: _____

Director/CEO: _____

Organization Type: Government (type): _____ Nonprofit (type): _____

Total current year organizational budget: _____ # of FTE employees: _____

Summarize the organization's mission:

Project title: _____

Project start date: _____ Project end date: _____

Geographic focus of project: _____

Contact person name and title: _____

Contact phone: _____ Contact email: _____

Contact address (if different from above): _____

Are technical, design, and environmental studies complete? _____

Loan Amount Requested: _____ Estimated Loan Term: _____

Source of Loan Repayment: _____

Loan Security (description and value): _____

EXPLANATION OF NARRATIVE QUESTIONS

Please answer the questions below, keeping within the recommended space and word limits specified for each. The entire narrative is limited to 10 pages. The 275 word answers should be one page. Answers should be written in 12 point font with 1" margins. For further explanation of outcomes listed below under economic development strategies, please see the Grant Application Instructions.

1) Summary of project/grant request (50 words maximum).

2) Describe the project including project goals. Include a scope of work which describes the methods that will be used to achieve the goals, timeline, and description of relationships with other programs or projects. Describe cross-sector and private industry support for and involvement in the project. (250 words maximum)

3) The Headwaters Fund Board is interested in economic development strategies based on the outcomes listed below. Identify how the project will work toward one or more of these outcomes to further economic development in Humboldt County and lead to job creation. (100 word maximum)

- Benefits the Targets of Opportunity or base industry clusters:
 - Forest Products
 - Tourism
 - Fishing
 - Information and Technology
 - Arts and Culture
 - Specialty Agriculture, Food and Beverages
 - Dairy
 - Niche Manufacturing
 - Education and Research
 - Diversified Health Care
 - Building and Construction
 - Investment Support Services
 - Management Innovation Services

- Develops strategies for economic development
- Reduces regulatory bottlenecks for business retention or creation
- Provides access to external markets or plugs the economic leaks
- Retains and grows existing businesses
- Provides workforce training
- Creates economic development infrastructure
- Increases the number of new businesses through supporting entrepreneurship and innovation
- Leverages future funding or projects
- Reduces poverty by helping people accumulate assets

4) If the project will directly create jobs, describe how many, whether the jobs are at or above the median wage level, and what kinds of jobs they are. (75 word max)

5) If appropriate, explain how the project will provide environmental benefits in one or more of the categories listed below. (100 word maximum)

- Protects and or improves the natural environment
- Supports the sustainable use of environmental resources
- Utilizes environmental knowledge in the creation of jobs

6) Explain how the project contributes to the quality of life for Humboldt County residents in any of the categories listed below. (150 word maximum)

- Builds leadership
- Revitalizes communities/infrastructure
- Builds public infrastructure
- Improves public or pedestrian transportation
- Utilizes existing buildings
- Fits with the community image and identity
- Preserves heritage
- Contributes to Humboldt County being a desirable place to live

7) Explain the qualifications the organization, staff and project partners bring to the project. Outline key staff and partners including their qualifications. (100 word maximum)

8) Describe the work which has already been done to ensure that this project will be a success (i.e. prior research, planning or permitting). (175 word maximum)

9) Describe the outcomes expected from the project. Quantify the outcomes where possible and explain how the outcomes were calculated. Include a calculation of how many and who will benefit from the project. Please be specific and state assumptions. (275 word maximum)

10) What will be the change in the community if the project has succeeded? (275 words maximum)

11) What are the risks and challenges to successful implementation of the project? What are you doing to mitigate that risk? (275 word maximum)

12) How will the project be sustained after the grant? (140 word maximum)

13) What would happen to the project if you did not receive Headwaters Funding? (135 word maximum)

ATTACHMENTS

Please attach the following after the project narrative:

Project budget – use the budget format outlined below and include a description of match sources.

Governance - List of your board of directors or council members.

Support Letters – attach documentation of collaboration and/or project need in the form of up to 5 Letters of Support, Letters of Partner Commitment, and/or Memoranda of Understanding.

IRS tax status certification – most recent (for non-profits only)

Organizational financial statement – most recent (expenses, revenue and balance sheet), audited if available

Annual operating budget

PROJECT BUDGET FORMAT

Use the following format for your project budget submittal. You may modify individual "Project Expense Items" depending on your project's needs (i.e. you do not need to use the expense items shown if they do not apply). For major expenses, please be specific (e.g. instead of listing "Equipment - \$20,000", write "10 laptop computers - \$20,000"). See Application Instructions for guidelines on overhead costs. You may recreate this form on your computer or download it at www.theheadwatersfund.org

| Project Expense Item | Total Cost (\$) | Requested Amount from Headwaters Grant Fund | Amount from Matching Funds | Source of Matching Funds |
|--|------------------------|--|-----------------------------------|---------------------------------|
| <i>Example: Travel</i> | <i>5,000</i> | <i>2,000</i> | <i>3,000</i> | <i>United Way grant</i> |
| | | | | |
| Direct Salaries & Wages (breakdown by individual position & indicate full or part-time; list indirect staff costs in "Overhead- staff related" section below) | | | | |
| Staff 1: | | | | |
| Staff 2:... etc. | | | | |
| Sub-total: all Direct Salaries & Wages | | | | |
| Benefits & Payroll Taxes | | | | |
| | | | | |
| Consultant & professional fees (specify) | | | | |
| Travel (describe) | | | | |
| Equipment (specify) | | | | |
| | | | | |
| Overhead- non-staff related | | | | |
| Overhead- staff related (breakdown by individual position; include payroll taxes and fringe benefits) | | | | |
| All Overhead Costs as % of Total Project Cost | | | | |
| | | | | |
| Total Project Cost | | | | |

Note 1: "Overhead- non-staff related" includes office supplies, printing, telephone/fax, postage, rent, and utilities.

Note 2: "Overhead- staff related" is comprised of indirect staff costs (e.g. bookkeeper).

Match Sources - list all other funding sources for this project. For each source, list whether the amount is received, committed, application pending, or not yet solicited.