



**County of Humboldt**  
**Project Trellis Business Cannabis Micro-grant**  
**Application Instructions**  
**UPDATED November 20<sup>th</sup>, 2020**



## **Update Notice**

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The Project Trellis Cannabis Business Micro-grant Application instructions were updated November 20<sup>th</sup>, 2020, based on input from the Board of Supervisors and the public.

## **Introduction**

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Thank you for your interest in the Project Trellis Cannabis Business Micro-Grant Program. As specified in Humboldt County Resolution 20-33, the Program's purpose is to:

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

## **Funding Focus**

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

## **Detailed Project Application**

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Applicants must provide detailed project narratives, based on prompts found in the application, including a description of the business/entity and its activities; a description of the proposed project and use of funds; environmental sustainability of the business/entity; economic impact/sustainability of the business/entity; and management/labor capacity of the business/entity. In addition, applicants must provide Assessor's Parcel Number (APN) and/or site address; Planning and Building Department application number; proof of 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.



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### **Funding Cycle & Amount**

The total allocation for the current year is \$516,492 and will be allocated to selected project proposals. Individual applicants may apply for up to \$10,000. Collaborative, mutually beneficial cooperatives and associations may apply for up to \$50,000.

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### **Funding Eligibility**

As defined by Resolution 19-45 as amended by Resolution 20-33, to be eligible for funding, applicants must be:

- 1) a Humboldt County based business, cooperative or association (examples include, but are not limited to: Cannabis Cooperative Association, Road Maintenance Association, Agricultural Cooperative), or nonprofit organization;
- 2) having 75% or more of its operations based in Humboldt County;
- 3) currently licensed and registered to operate in Humboldt County\*;
- 4) whose activities are specific to the cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry.

\*If an applicant is not licensed or registered, but is in the process of doing so, it may apply for grant funds for the purpose of completing the licensing and permitting process.

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### **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.

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### **Weighted Considerations**

For Cannabis Business Grants, 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:



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- 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**

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**Required:**

- Completed Application/Coversheet
- Project Narrative
- Project Budget
- 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.

**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



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Please refer to application for narrative word limits. Also, 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**

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Applications should be submitted electronically. However, hard copies are accepted if some documents are easier to submit in paper format. Applications are to be submitted electronically via the online application form found at: <http://gohumco.org/236/Project-Trellis-Micro-Grants>. Electronic attachment formats accept are: PDF, JPEG, or PNG. A PDF download is available via the online application platform, which can be returned via email, including all required attachments, to [pmurphy@co.humboldt.ca.us](mailto:pmurphy@co.humboldt.ca.us). Hard copies can be mailed or delivered to the County of Humboldt County Administrative Office's Office of Economic Development, Attn: Peggy Murphy, 520 E Street, Eureka, CA 95501. Only complete applications, including all required attachments, will be accepted for consideration.

All complete applications will be forwarded to the Humboldt County Cannabis Micro-Grant & Loan Advisory Committee (CMGLAC) for review. The Board will review all eligible applications. Humboldt County Economic Development Staff will recommend projects to the Humboldt County Board of Supervisors for approval. A typical approval process can take 60 or more days from the time of application.

Applications may be subject to public disclosure pursuant to the California Public Records Act.

### **Grantee Obligations**

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Grantees must sign a grant contract that will include a payment and report schedule, insurance requirements and monitoring requirements. To receive funds all grantees must accept and complete all required paperwork within 6 months of award announcement. 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.

At the close of the project, grantees will submit a final project report detailing expenditures, outcomes (quantitative and qualitative), and a project evaluation. Grantees agree to provide Economic Development Staff with project and organizational information for the Fund's annual



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public report. Grantees must maintain records of all project costs, including receipts, 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**

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For further information, updates, and application forms for the Grant Fund or the other programs of Project Trellis, please check our website at <http://gohumco.com/195/Project-Trellis-Overview>. With specific questions about your proposal, contact Peggy Murphy; email [pmurphy@co.humboldt.ca.us](mailto:pmurphy@co.humboldt.ca.us) or call (707) 599-0125.