



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### **Update Notice**

The Project Trellis Cannabis Business Micro-grant Notice of Funds Available (NOFA) and application were updated November 20<sup>th</sup>, 2020, based on input from the Board of Supervisor's and the public.

### **Grant 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.

The link to the application form, instructions, and example scoring rubric can be found at <http://gohumco.org/236/Project-Trellis-Micro-Grants>.

### **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.

### **Application Process**

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.

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

Please contact Peggy Murphy by phone at 707-599-0125 or email at [pmurphy@co.humboldt.ca.us](mailto:pmurphy@co.humboldt.ca.us) to discuss any questions about your application.

#### ***Application Packet Checklist***

***Required (per County Resolution 19-45) All documents listed below must be submitted at the time of application to be considered for funding. Applicants may be required to submit other documentation depending on the nature of their application and project. Document formats accepted for upload are PDF, JPEG, PNG.***

- Completed Application/Coversheet
- Project Narrative
- Project Budget that includes revenue and expenses
- 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



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### Application Coversheet

Applicant Name and Title

Street Address

Street Address Line 2

City  State

Postal / Zip Code  Country

Applicant Phone  Applicant Email

Applicant interest in project/site

Business/Association Name

*Please note:* Applications may be disclosed pursuant to the California Public Records Act. If you are including information you consider confidential in this application, please see the “additional information” section of Narrative questions.



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### Applicant Eligibility

- Are you applying as a Humboldt County based business, cooperative, association, or nonprofit organization?  Yes  No
- Are 75% or more of its operations based in Humboldt County?  Yes  No
- Are you currently licensed and registered to operate in Humboldt County?  Yes  No
- Are the activities of your business, association, or organization, specific to the cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry?  Yes  No



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

---

### Business or Association Type

\$10,000 Eligibility

- Cultivation (as defined in Humboldt County Code 719 3)
- Retail
- Manufacturing
- Distribution
- Cannabis Support Business

Cultivation Lighting (as defined in Humboldt County Code 719-3)

- Outdoor
- Mixed Lighting
- Indoor

\$50,000 Eligibility

Cannabis Cooperative (As defined in California Business and Professions Code § 26220 et seq.)

Road Maintenance (As defined in Humboldt County Code Section 314 55.4.12.1.8.4)

Nonprofit Cooperative Associations (As defined in California Food and Agriculture Code 54001 et seq)

Nonprofit Mutual benefit Corporations (As defined in Corporations Code 7110 et seq; and consisting of 2 or more entities)

Agricultural Cooperatives (As defined as user owned, user controlled, and user benefitting with Articles of Incorporation as required by the California Secretary of State)

Other

If Other, please explain

What amount of the business is Humboldt owned? "Humboldt owned" is defined by registered residency of owners

100% Humboldt owned

51% 99% Humboldt owned

1% 50% Humboldt owned

0% Humboldt owned

Ownership Structure and Owners

LLC,

# of FTE Employees

0

Summarize the business/association and its activities  
Word Limit: 250

Please include this summary on a separate paper included with submission.



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### Proposal Request

Program / Project Name	<input type="text" value="HBF Cultivation Site Consolidation and Relocation"/>
Requested Amount	<input type="text" value="USD 0.00 10,000"/>
Total project cost/funding needed:	<input type="text" value="USD 0.00 28,220"/>
Additional Funding Sources	<input type="text" value="Sales from 2020 harvest when made in 2021"/>
Type of project	<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Implementation <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Capital Investment <input type="checkbox"/> Other
Project Address	<input type="text"/>

Project Assessor's  
Parcel Number (APN):

223-014-009

Does the project/business consist of a qualified outdoor cultivating operation (as per Humboldt County Land Use Ordinance) that produces less than 10,000 sq. ft. of cannabis (not including co ops and associations whose cumulative area may exceed 10,000 square feet)?

Yes  
 No

Which of the following licenses, permits, or agreements do you currently have, or are in the process of obtaining, as are applicable to your business/organization. Applicants may be required to submit other documentation depending on the nature of their application and project. Acceptable attachment formats are PDF, JPEG, and PNG. When uploading documents, please label with the applicable title from the list below.

- CDFA Cannabis Cultivation Annual Permit
- CDFA Cannabis Cultivation Provisional Permit
- CDFW Lake And Streambed Alteration (LSA) Agreement or written verification if not needed.
- Humboldt County Annual Permit
- Humboldt County Provisional Permit
- Jurisdiction Business License
- California Department of Tax and Fee Administration tax permit
- Motor Carrier Permit
- California Department of Public Health's Manufactured Cannabis license
- CDFA Weighmaster license
- Articles of Incorporation
- Federal Employer Identification Number (FEIN)

Licenses, Permits, &  
Agreements

**Please include copies of licenses, permits and agreements to this application for submission.**



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### Explanation of Narrative Questions

Please provide narratives that respond to the following prompts. For more information on narrative responses, please refer to the [scoring rubric](#).

**Project Overview:** In this section, describe the proposed project and anticipated use of requested funds. Also, describe other attempts to secure alternative funding, and how or why the requested micro grant is needed to become solvent.

**Word Limit: 500**

Please provide this narrative on a separate piece of paper to be submitted with this application.

**Economic Impacts:** Describe the economic impact, sustainability, civic impact of the business/association. Describe how the project supports industry growth and development and will enhance Humboldt County's competitive edge and will add to the sustainability of Humboldt County's cannabis industry. Describe how operations are expected to add to revenues collected through the Cannabis Excise Tax. Describe how the project and/or grant request will result in the creation and/or retention of jobs. Describe how the applicant will use funding to increase long term sustainability of their business/association. Describe any other community impacts the business/association supports through civic engagement such as volunteering activism, or organizing, etc.

Word Limit: 500

Please provide this narrative on a separate piece of paper to be submitted with this application.

**Environmental Impacts:** In this section, describe the effort made to reduce environmental impact. Describe how the project has, or will have, a positive effect on the environment and long term sustainability. Please make sure to indicate if these efforts are planned, in process, or established. Based on the scoring criteria for this section please focus on one or more of the following:

Word Limit: 500

Please provide this narrative on a separate piece of paper to be submitted with this application,.

**Project Process:**

Describe activities/work already conducted toward meeting objectives (i.e. prior research, planning, permitting, investment). Describe per AB 1291, if applicant has provided, or is in progress of, an attestation (under 20 employees) or formed a Labor Peace Agreement (20 and above employees). Describe applicant knowledge of cannabis industry best practices, as well as, how applicant has or will secure the necessary resources (skilled personnel skills, plan, business structure, etc.) needed to achieve desired outcomes. Describe how funding will help applicant meet clearly stated objectives and outcomes can be measured/demonstrated.

Word Limit: 500

Please prepare this narrative on a separate piece of paper to be submitted with this application.

**Additional Information (optional)**

Please add any additional information you feel would help the committee to understand your project. This is the place to share any personal, confidential or sensitive information. Applications are subject to disclosure pursuant to the California Public Records Act. However, certain Information about physical or mental health, medical records, personal contact information if there is a compelling interest in withholding the information (must be explained), receipt of public services, trade secrets or other proprietary information may be withheld from disclosure. In addition, information that is in the best interest of the public to withhold, when balanced against the strong public interest in disclosure of the information, as determined by the County, may be withheld.

Word Limit: 250

Please prepare this narrative on a separate piece of paper to be submitted with this application.



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

---

### Sample Project Budget Format

Applicants must provide a detailed operational budget of the project or grant request that includes revenue and expense.

Applicants may use the following or a similar format for your project budget submittal. For major expenses, please be specific.

Note: The table below is for information only and is not fillable. When complete, please upload your budget file in the field beneath the example.

<i>Project Expense Item</i>	Total Cost (\$)	Requested Amount from Project Trellis Grant Fund	Amount of other funding	Source of Other Funds
Example: Travel	5,000	2,000	3,000	Owner
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).

### Project Budget

Upload files using this box.

Please prepare your project budget on a separate sheet to be included with this application.



# County of Humboldt

## Project Trellis Cannabis Business Micro-Grant

**Updated Nov. 11-20-2020**

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.*

Please see the [Project Trellis Cannabis Business Micro-Grant webpage](#) for more details as found in the [applications instructions](#), [Notice of Funding Availability \(NOFA\)](#), and [scoring rubric](#). Please contact [Peggy Murphy](#) at pmurphy@co.humboldt.ca.us or (707) 599-0125 to discuss any questions about your application.

### Additional Attachments

Select each item being uploaded.

- Any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates.
- 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

File upload

Please attach copies of all documents checked above for submission with this application.

# Project Overview

The HBF cultivation site consolidation and relocation project has been developed to bring the farm's cultivation space into compliance with current county, state, and Fish and Wildlife regulations.

## Economic Impact

HBF has future plans to provide 8 to 10 jobs for members of our community. There are also future plans to become a "Bud & Breakfast", enabling HBF to contribute to cannabis tourism and education in our community.

# Environmental Impact

HBF utilizes organic farming practices with 6 years of proven product testing. Stored rainwater collection is the sole water source utilized to provide irrigation to crops throughout the dry summer months to ease the impact on our watershed. Year by year more permaculture farming practices are implemented here on the property. Maintaining a clean and healthy habitat for wildlife is a crucial priority.

# Project Process

The HBF cultivation site consolidation and relocation project will be implemented between the months of January through April of year 2021. The work will be completed by applicant alone over this time frame. All measures will be taken to minimize erosion and environmental impact during the implementation process.