

**APPLICATION FORM  
FINANCING FOR INDUSTRY PROGRAM**

**COMMUNITY INVESTMENT FUND  
THE HEADWATERS FUND OF HUMBOLDT COUNTY**

Use this form to begin applying for loan and/or grant project financing. Send or drop off two (2) copies of this application package to: Dawn Elsbree, Headwaters Fund Coordinator, 520 E Street, Eureka, CA 95501. Please also email this completed application to [delsbree@co.humboldt.ca.us](mailto:delsbree@co.humboldt.ca.us).

Before completing this form, you must read the *Overview and Application Instructions* for the “Financing for Industry Program” (available online at [www.theheadwatersfund.org](http://www.theheadwatersfund.org) under the Community Investment Fund section). It is strongly suggested that you contact the Coordinator in advance of submitting your application. Staff are available to guide you in the application process. As the Headwaters Fund is a public program, any funding application is available for review by the public.

Please type, word process (this form may be downloaded from our website) or print neatly.

**A. Applicant Information**

1. Date of application: \_\_\_\_\_
2. Legal Name of Applicant: \_\_\_\_\_
3. Type of Applicant (specify City, Special District, Non-Profit, Joint Powers Authority, Assessment District, Redevelopment Agency, Mello-Roos Community Facilities District, or other (specify)): \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Contact Person  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address (if different): \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-Mail: \_\_\_\_\_

**B. Project Summary**

6. Name of Project: \_\_\_\_\_
7. Location/Address of Project (attach site map if applicable): \_\_\_\_\_
8. Brief Description of Project Seeking Headwaters Funding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Project Start Date: \_\_\_\_\_ 10. Project End Date: \_\_\_\_\_

11. Period grant will cover: \_\_\_\_\_
12. Status of Project
- A. Is Technical Feasibility Study complete? \_\_\_\_\_
  - B. Is Preliminary Design complete? \_\_\_\_\_
  - C. Is Cost Analysis complete? \_\_\_\_\_
  - D. Is Final Design complete? \_\_\_\_\_
  - E. Have construction bids been submitted? \_\_\_\_\_
  - F. What is the site control status? \_\_\_\_\_
  - G. Any other comments on project status? \_\_\_\_\_
13. Expected/determined level of required environmental clearance:
- A. Is a Notice of Exemption required? \_\_\_\_\_
  - B. Is a Negative Declaration required? \_\_\_\_\_
  - C. Is an Environmental Impact Report required? \_\_\_\_\_
14. What is the status of CEQA compliance (*Not Started/In-Progress/Adopted*; specify completion date if applicable)? \_\_\_\_\_ Completion date: \_\_\_\_\_

*If completed, attach a date stamped copy of the Notice of Determination filed with the local County Clerk's office.*

### C. Project Financing

15. Requested Loan Amount: \_\_\_\_\_ 16. Requested Grant Amount: \_\_\_\_\_
17. Estimated Loan Term: \_\_\_\_\_
18. Source of Loan Repayment: \_\_\_\_\_  
*Attach most current audited financial statement reflecting the loan repayment source*
19. Specify any outstanding debt secured by this repayment source: \_\_\_\_\_
20. Loan Security (description and value): \_\_\_\_\_  
 \_\_\_\_\_
21. Summary Project Budget: specify cost category (e.g. design, land, construction, equipment) and amount for each category
22. Total match amount: \_\_\_\_\_ Cash match: \_\_\_\_\_ In-kind match: \_\_\_\_\_
23. List all match/other funding sources for this project. For each source, list:
- A. Amount committed or expected
  - B. Whether the amount is received, committed, application pending, or not yet solicited
  - C. Receipt date of funds (actual or expected)
  - D. Restrictions on funds (if any)
  - E. If appropriate, describe your plans for future fund raising.

## D. Project Narrative

For this section, attach pages as needed up to a maximum of five pages (single-sided, 12 point font; number responses and include them in numerical order).

24. Describe the existing facilities and the need/problem.
25. Describe the project (e.g. proposed changes/improvement).
26. What are the project's goals and benefits?
  - Describe who will be the primary/major beneficiary of the project and why.
  - Describe and quantify, if possible, the economic benefit to the primary/major beneficiary and Humboldt County (e.g. jobs created, businesses retained). Explain how outcomes were calculated – e.g. explain how you estimated the number of jobs created by the project (be specific and state assumptions). Distinguish between jobs/economic impact during the project construction/set-up phase and the long-term.
27. Will any entity, other than the Applicant or another governmental entity, derive any special benefits or rights from the Project? (For example, will an entity own, lease, manage, operate, acquire the output of, obtain a priority right or other special arrangement with respect to, or otherwise derive a direct economic benefit from the Project. Priority rights or special rates and charges anticipated for a particular user or group of users should also be explained.)
28. Provide a general timeline for the project, with major milestones noted.
29. Describe the public support and opposition to this project.
30. How will the project be sustained after the grant?
31. Explain what would happen to the project if Headwaters Funds were not granted.

## E. Acknowledgement and Signature

I, the undersigned, have reviewed the Overview and Application Instructions for the Financing for Industries program of the Headwaters Fund's Community Investment Fund. I certify that I am an authorized representative of the Applicant, and that I have been authorized by the Applicant to execute this Preliminary Application for funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Title (print): \_\_\_\_\_