



Puente Fire Relief Fund for Businesses and Organizations

Grant Application

**Please note: This form includes text boxes that will scroll to include additional text. It is recommended to use a software such as Adobe Acrobat Reader (free to download) to avoid any formatting difficulties.*

Organization Information

Business/Organization Legal Name: _____

Business/Organization Mailing Address: _____

Business/Organization Physical Address: _____

Business/Organization Website: _____

Select the Type of Business/Organization:

EIN: _____

Name of Owner / Executive Director / CEO: _____

Email: _____

Phone: _____

Primary Contact

Same as above

Name of Primary Contact: _____

Role / Title: _____

Email: _____

Phone: _____

Fiscal Contact (for grant payment)

Same as primary contact

Name of fiscal contact for payment: _____

Email: _____

Phone: _____

Mailing Address: _____

If 501(c)(3), please list all members of your board of directors:

Location: La Honda

Loma Mar

Pescadero

San Gregorio



3a. Does your business/organization have insurance that may cover some or all of the costs of the projects you are applying to receive Puente grant funding for?

Yes No

If yes:

3b. Who is your insurance provider? _____

3c. Of the funds you are applying for in this grant, what is the anticipated amount of funds that you expect your insurance to cover?

3d. What is the amount of your insurance deductible? _____

3e. Is the insurance deductible more than you can afford? Yes No

If so, you may include part or all of the insurance deductible amount as a line item in your budget request.

Need

4. Please tell us how much grant funding you are requesting. You may apply for a maximum total request of up to \$40,000 per business/organization. For grant criteria details, please see the Request for Proposals overview document.

Total grant amount requested: \$ _____

Funding will be used for (check all that apply):

- Replacement or repair of property damaged/lost
- Cover loss of production/income
- Resiliency (fire preparedness/prevention)

5. What were the estimated total losses that your business/organization incurred as a result of the August CZU Lightning Complex Fires? If the losses were greater than the amount you are applying for in this grant, please include all business/organization losses so we can fully understand the impact of the fires.

Overall total losses: \$ _____

Estimated property damage/loss: \$ _____

Lost production/income/revenue: \$ _____

Other (please describe): \$ _____



Project Description

6. Please describe, in detail, why these funds are needed and how they will be used for economic and structural/infrastructure recovery from the CZU lightning complex fires and/or fire resiliency. If the funds will be used for multiple projects, please describe each one under the corresponding category. Please make a note of whether you expect insurance to cover (partially or fully) the costs any of these specific projects or items. If you are applying only to cover lost production/income, please describe how receiving these funds will support your business. Please note, if applying only for lost income this is still considered a “project.”

Brief General description (1-3 paragraphs):



Specific project information by category:

If applying for multiple projects, please list each project within the appropriate category and clearly describe what the project is and why it is needed.

- a) **Replacement or repair of property damaged/lost.** Describe damages/losses, and how you plan to use funding to repair/replace these items. Explain why doing this is critical to your business/organization's operations. Include evidence of damages in accountability section.



- b) **Cover loss of production/income.** Describe how the fire led to a loss in production in income, and specifically list each type of revenue loss. Corresponding dollar amounts should be listed in budget narrative and budget spreadsheet. If possible, include evidence such as accounting documents in accountability section. You may compare revenue from 2019 to 2020 in order to help demonstrate losses.



- c) **Resiliency (fire preparedness/prevention).** How will these items/projects help prepare for or prevent future fires? Why are these particular items or tools needed? Include documentation such as quotes or website pricing for large expenses in accountability section.



Accountability

Please provide documentation or information to demonstrate the needs described above due to the hardship caused by the wildfires. Carefully read submission instructions below.

7. Documentation will vary depending on project, but examples may include photos, documented projected vs. true profits for the period during and immediately after the fires, lists of items damaged/lost, or any other way you have of demonstrating the hardships your business/organization has faced as a direct impact of the fires. You may use the space below for description and/or provide additional clearly labeled documents as attachments to your application.

How to submit: Documents or photos must be submitted as clearly titled email attachments or in a shared google folder. If there are too many attachments, you can save them to a “zip” folder that can more easily be attached in one email. Or for google drive, sharing settings must permit downloads and editing, and should be shared with puentefirerelief@gmail.com. This email address is only for sharing application materials, not for communications of any kind. If a google folder is shared, please copy and paste the folder link and include in text below, and also include it in the link in text of your email when submitting your application.

If you do not wish for any of your photos to be used in Puente publicity (such as thank you messages to donors), please note that below.

8. Yes, I accept that if my business/organization is awarded a Puente Fire Relief Fund Grant, this will be announced publicly along with the names of all other businesses and organizations that receive these grant funds. (Please check box).



Timeline for Projects

9. Please provide a brief timeline for your project(s). If there are various components, please include a timeline for each portion of your project. List each project on one line or paragraph, and include a specific timeline. If you do not know exactly, please estimate. For example: "Irrigation Pipes: will be purchased and replaced by October 2021." If applying only for lost production/income, please write "Not Applicable."



Budget

Please use attached excel budget template to detail each portion of your project and how much you expect it to cost. The GRANT SPREADSHEET DOCUMENT IS REQUIRED. Do not list all of your items and costs below, these must be inputted into the excel spreadsheet. It is not necessary to provide a very detailed list of every material or item, but please do create a line item for each project or general expense within the appropriate category on the document. Requesting a smaller or larger amount of funding will not necessarily impact whether you are approved to receive grant funds. However, providing a detailed budget of the expected costs per item/project is required for the committee to understand what the funds will be used for, and to ensure that you have a clear plan to expend the grant funds according to allowable expenses. Please attach quotes or website links/screenshots for high-cost items to demonstrate that the requested amount is appropriate.

10. You may use this section of the application if you wish to provide additional narrative description or explanation regarding your budget, but a narrative is not required. If the total cost of any items you are requesting funding for exceeds the amount you are requesting (because your losses exceed the maximum grant request), please note that below. For example, if you need to replace fencing that will cost \$5,000, but you are only requesting \$2,000 for fencing supplies because you need to prioritize grant funds in another category, please explain that below.

Questions

We welcome any questions you may have regarding this RFP process. Please contact Puente Project Specialist, Elena Betts Barahona, at ebettsbarahona@mypuente.org or (650)-262-4103 for further information. Elena speaks both English and Spanish.