



Information Session: Puente Fire Relief Fund for Businesses & Organizations Request for Proposals (RFP)

APRIL 26, 2021

Agenda

- ▶ Welcome & Introduction
- ▶ Background
- ▶ Grant purpose & eligibility
- ▶ Application & selection process and timeline
- ▶ Application & budget document review
- ▶ Tips for a successful application
- ▶ Questions & Answers

Background

Background

- ▶ Puente's role in response to the August CZU Lightning Complex Fires
- ▶ Goal of this RFP: support recovery of local businesses & organizations most affected by the wildfires
- ▶ Brand new opportunity and process



Grant Purpose & Eligibility

Grant Purpose & Allowable Uses

- ▶ Grant funds may be used for:
 - ▶ Replacement/improvement of business/organization property lost/damaged in fires
 - ▶ Lost production/income due to fires
 - ▶ Fire preparedness/prevention efforts
- ▶ Maximum funding request: \$40,000. Applicants may apply for any amount up to \$40,000.
- ▶ Grant repayment
 - ▶ If insurance is expected to cover some/all costs applied for in the grant, the business/org may apply for funds to receive more immediate assistance, but will be expected to repay the funds to Puente upon insurance payout
 - ▶ Repaid amounts will be put into a special Puente fund that will be made available to the community in case of future natural disasters and emergencies
 - ▶ Businesses/orgs with no insurance or limited coverage will receive grants which they are not required to pay back

Eligibility Criteria


- ▶ Private business or 501(c)(3) non-profit organization (or organization with fiscal sponsor)
- ▶ Businesses/Organizations located in Puente service area: Pescadero, La Honda, Loma Mar, San Gregorio
- ▶ Priority funding: direct fire damage, but businesses indirectly affected also eligible
- ▶ Businesses/orgs must not discriminate
- ▶ Fair labor practices
- ▶ One application per business/organization



Application & Selection Process and Timeline

Application Process & Timeline

- ▶ Application and other documents available at : <https://mypuente.org/fire-relief-fund-rfp/>
- ▶ Submit via email to Elena (ebettsbarahona@mypuente.org)
- ▶ **First round application deadline: Friday, May 7 by 8pm.** Applications are being accepted immediately and may be submitted before deadline.
- ▶ Second round application deadline (if funds remain after first round): Friday, May 28th by 8pm
- ▶ Selection committee will review applications and selected recipients will be notified by email.
- ▶ Applicants may receive follow-up call or request for site visit.
- ▶ Grantees will be publicly announced
- ▶ All grantees will be required to submit mid-year and final reports



Application & Budget Document Review

Submitting Application & Required Documents

- ▶ **Application**

- ▶ Complete all sections. Applications not properly filled out will be sent back and may be disqualified if they cannot be updated in time for committee review.

- ▶ **Budget**

- ▶ **Application attachments:** question #6 documentation of losses

- ▶ If files are too many/too large to attach to email, send as a zip file or linked to a document sharing site (dropbox, google docs, etc) that allows files to be downloaded

- ▶ Clearly name/save all files with your business/org name. For example:

- ▶ "McDonalds RFP Fire Relief Application"
 - ▶ "McDonalds Grant Budget"
 - ▶ "McDonalds #6 Fire Damage Photos"

Application & Budget Walk-Through



See screen share



Tips for a Successful Application

To submit a great application:

Prepare: read carefully and ask questions

Writing

- **Perspective:** imagine that someone who knows absolutely nothing about your business or how the CZU fires impacted it will be reading this, and write your application responses from that perspective
- **Tell your story:** clear, concise, but detailed.
- **Proofread. Proofread again.** Have someone else read over it.
- **Tech tip:** Type your question responses into a word document, then copy/paste into the PDF application once you have your final version. This makes editing much easier!

Be specific about projects and use of funds

Budget

- **Match project descriptions** exactly
- High-level budget, but still project-specific

Timing

- **Allow more time** than you think you need to fill out application and supplemental materials.
- **Respect the deadline.** Triple-check everything before submitting.

Communication

- **Communicate thoughtfully, early and often.** Have questions? Confused? Have an issue? We are here to help!
- **Be responsive.** Check your emails and phone calls so you don't miss important follow-up.



Questions & Answers

Stay in touch!

Elena Betts Barahona

Project Specialist

ebettsbarahona@mypuente.org

(650)-262-4103

**Part time schedule*

- ▶ Add your email address in the chat to get added to our applicant email list for reminders, updates, & a copy of this presentation
- ▶ Contact for questions/support with application
- ▶ Ayuda disponible en español (Help available in Spanish)
- ▶ RFP Documents available at: <https://mypuente.org/fire-relief-fund-rfp/>