



Cannabis Emergency Relief Fund (CERF)

Application for Businesses

The City of Portland's Cannabis Program is proud to announce the creation of the Cannabis Emergency Relief Fund (CERF) to support businesses and workers who were directly impacted by COVID-19, increased vandalism, and crime, and the 2020 wildfires.

The Cannabis Emergency Relief Fund will provide **one-time** grants of *up to* \$25,000 for small sized licensed Cannabis businesses within Portland city limits, and *up to* \$5,000 to cannabis industry workers economically impacted from COVID-19, vandalism, robberies, wildfire, and the residual effects of illness, trauma, and grief suffered from such impacts. A business deemed as small may apply for grant funding for each license they hold so long as there are no more than three licenses held under the common ownership of the applicant individual or entity. The combined revenue of those licenses may not exceed \$2.0 million in calendar year 2020 or 2021 depending on the year for which grant money is requested. Businesses must hold 51% or greater ownership (minority, women, or veteran) to qualify as historically disadvantaged.

Ancillary cannabis businesses are eligible to apply, as a business, for grant funding if they are located in the city of Portland and have a Portland business license. Ancillary cannabis businesses are eligible to apply, as a business, for grant funding if they are located in the city of Portland and have a Portland business license. An ancillary business is defined as : (A) A business able to document that 80% or more of their revenue is generated from providing services to the cannabis industry *or* (B) A business that is operating under, or partnered with, an OLCC licensed cannabis businesses through any type of agreement including but not limited to licensing agreements or co-packing agreements and 80% of their revenue is derived from cannabis businesses holding a Portland and OLCC marijuana license.

Separately, the Cannabis Program will dedicate an additional \$200,000 for relief from prior year licensing fees for businesses to stay in compliance and not endure further economic hardship. Please inquire further with the organization handling your grant application.

Funded by the City of Portland



Please note that funding is only available for the 2021-22 fiscal year. Before completing application, please review eligibility requirements on page 3.

Applications are accepted on a rolling basis and are first come-first served.

Please submit completed applications, along with required documents (see page 3) to the organization of your choice:

NuLeaf Project www.nuproject.org

The Initiative www.intheinitiative.com

Oregon Cannabis Association www.orcannabisassociation.org

Please **do not** submit applications or any required documents to the City of Portland, Office of Community & Civic Life or the Cannabis Program. They will not be reviewed nor forwarded to CERF partners.

ELIGIBILITY CRITERIA FOR BUSINESSES

- The business for which I am applying holds a current City of Portland Business license (ancillary business) or a City of Portland Marijuana License if applying as an OLCC licensed business.
- My business is currently licensed by the Oregon Liquor and Cannabis Commission (OLCC) **AND** My business has at least one full time employee **OR** is operated by a sole proprietor or individual owner who may or may not be issued a W2.
- If the business has employees, they are on the business payroll and have payroll taxes withheld.
- My business is not including independent contractors toward employee numbers
- My business is registered, current, and in good standing with the Oregon Secretary of State Office
- My business is current and in good standing with local, state, and applicable federal taxing and licensing authorities.
- My business license is compliant and in good standing with local and state licensing agencies.
- My business meets the program’s technical requirements including ability to provide financial records.
- My business is 51% or greater historically disadvantaged owned (minority, women or veteran) **OR** my business is considered a “small business” *For the purpose of this application, small business is defined as holding three (3) or fewer pending or active Marijuana Regulatory Licenses by Oregon Liquor and Cannabis Commission (OLCC) under common ownership and the combined income of those businesses does not exceed \$2.0 million of revenue for calendar year 2020 or 2021 depending on the year for which grant money is requested.*

Eligible Expenses

- Personal Protective Equipment associated with Covid-19
- Rent or mortgage payments on real property
- Other expenses reasonably necessary to keep the Eligible Business operational, and to safely meet local, state, and federal COVID-19 mitigation
- Utility expenses
- Telephone & Internet expenses
- Revenue loss that is directly related to COVID, wildfires or robberies that can also be substantiated with acceptable documentation. For example: If a store had to close for a day due to COVID illness or exposure
- Business Insurance
- Maintenance and repairs needed to restore premise following damage from vandalism or break-in
- Increased security measures needed to maintain safe working environment (does not include armed security guards or purchase of firearms or other weapons)
- Payroll costs and expenses
- Expenses associated with employees need for time off due to Covid-19 for self or to care for dependents (Not to exceed two (2) weeks or 80 hours of pay)
- Expenses to cover trauma or grief counseling associated with robberies or wildfire
- Cost to cover medical expenses due to Covid19 for self or dependents
- Cost to cover past due balances of Marijuana Regulatory Licenses in order to remain in compliance
- OLCC Marijuana Worker Permit costs

Not Eligible Expenses

- Hiring of armed security guards
- Purchase of firearms or other weapons
- Purchase of product
- Expenses associated with new business start-up
- Taxes
- Lost profits
- Entertainment and lobbying expenses

Not Eligible Expenses continued...

- Damages covered by insurance
- Costs that have been, or are expected to be reimbursed by any other local, state, or federal government or private program
- Value of any products or cash taken during robbery or lost due to wildfire
- Severance pay and benefits
- Legal expenses or settlements, fines, or penalties
- Other expenses may be deemed ineligible in accordance with program rules

Application

Please indicate the reason for requesting funds. Reasons can include, but are not limited to vandalism, robbery, wildfire, Covid-19, or assistance with City of Portland licensing fees.

Please list the date(s) of the impact(s) listed above.

Please tell us how you will use these funds

Please confirm that you are a small business per the definition provided above:

- Yes
- No

For businesses identifying as historically disadvantaged please mark all that apply:

- Woman or Woman Identifying
- Veteran
- Disabled
- LGBTQIA
- Asian
- Black or African American
- Middle Eastern/North African
- Latino/a/x or Hispanic
- Native American/Indigenous
- Native Hawaiian or Pacific Islander
- White
- Prefer to Self-describe _____
- Prefer not to answer

Please share any other information that you think would be helpful in making a determination regarding grant funding and the total amount to be allocated.

Please tell us the amount you are requesting and why. *Note that amount requested may not exceed \$25,000 and will be up to the Community Partner selected to determine the actual award amount.*

Entity

DBA

Address of licensed premises

Business Type

Address of ancillary business if applying as ancillary business

Applicant's Full Name and Title

Is the Applicant applying for another grant for a different license

Yes

No

Please identify the other license by name, address and DBA if applicable.

As the Owner of the Business...

- I certify intent to remain in operation for at least six months after receipt of grant money.
- I understand that I'm applying for one-time eligibility per ancillary business or OLCC licensed business that holds a City of Portland Marijuana License within the fiscal year.
- I understand that the funds must be applied only to the business and/or its employees within Portland.
- I understand that I am not eligible to receive grant money for expenses covered by other grants and/or insurance.

By signing this document, the Applicant acknowledges that any information provided may be subject to an audit by either the awarding organization or the City of Portland. Further, the applicant attests that all information, documents and statements made as part of this application are true and accurate.

Applicant's Signature

Date

REQUIRED DOCUMENTATION FOR BUSINESS APPLICATIONS

- Certificate of good standing from Oregon Secretary of State
- OLCC documentation showing licenses and/or permits in good standing
Proof of current City of Portland Business License and/or City of Portland Marijuana License

The following documentation may be used to substantiate economic loss and yearly revenue. You must submit sufficient documentation to be eligible for grant funding:

- Federal/State tax records filed for 2020 and/or 2021 businesses & individuals
- Yearly profit and loss statement
- Any other form of accounting that demonstrates yearly revenue
- Documentation including but not limited to receipts, photographs and police reports, showing expenses incurred/loss due to business/employment interruption caused by Covid-19, vandalism, robbery and wildfire.

Optional Additional Documents for Business Applications May Include

- Profit and Loss Revenue Forms
- Verification of rent/mortgage expenses
- Bills for cost of doing business (utility, telephone, internet, etc.)
- Certified payroll documentation
- Verification of expenses not covered by insurance
- Bank or credit card statements
- Invoices, purchase orders, receipts