





TEHAMA COUNTY
CONTINUUM of CARE

EMERGENCY SOLUTIONS GRANT - CORONAVIRUS

APPLICATION FORM AND BUDGET TEMPLATE INSTRUCTIONS

Download the ESG-CV Request for Applications (RFA) and read it thoroughly prior to completing the ESG-CV Application Form and ESG-CV Budget Template.

APPLICATION FORM

1. Download the Application Form.
2. The Application form includes fillable fields that will only work properly when the document is opened in Adobe Acrobat Reader. If this document did not automatically open in Adobe Acrobat Reader on your computer, follow these steps:
 - a. Download and install Adobe Acrobat Reader, available for free at <https://get.adobe.com/reader/>.
 - b. Return to the browser window in which this form opened when you click on its link online.
 - c. In the top right corner of the window, you may see a button that asks if you want to open the document in a different reader. If so, click on the button and choose Adobe Acrobat Reader from the list. If not, locate and click on the download icon ( or ). If a window pops up asking if you would like to Open or Save the document, select Open, then select Adobe Acrobat Reader as the application you would like to open it in.
3. Once this document is open in Adobe Acrobat Reader, click "File", then "Save As", and save the document on your computer in a location that will be easy for you to find.
4. Complete all fillable fields found on the following pages. Fillable fields are highlighted in blue.
5. To save your progress and come back to finish the form later or to save the form once completed, simply click "File" then "Save".

BUDGET TEMPLATE

1. Download the Budget Template, open it and save it to your computer.
NOTE: Use of the provided ESG-CV Application Form is mandatory, however, applicants may choose to submit project budgets in another format, provided the submitted budget effectively communicates the applicants plan for staffing costs (including individual positions that will be supported by the grant), operations costs, a list of and estimated cost of any equipment to be purchased with grant funds, and detail regarding the cost of providing direct financial assistance to the target population, where applicable.
2. Enter information into the green fields in each column according to the heading at the top of each column until all projected costs are represented. White columns are locked and will calculate automatically based on information entered in green fields.
3. Save the Budget Template.

Once both the Proposal Form and Project Budget are complete, return to the ESG-CV Submission Page at (<http://www.tehamacoc.org/esg-cv-submission-page>) and complete the web form. Upload both the Application Form and the Budget Template, then click "Submit".