



Council Chambers, 311 Vernon Street

roseville.ca.gov

The City of Roseville welcomes your participation.

Meeting Schedule: Regular meetings of the Grants Advisory Commission are held on the second Tuesday of varying months at 5:30 p.m.

Public Comment: Speakers have three (3) minutes under Public Comment to address the Chair of the meeting on issues that are not listed on the agenda and are within the City's jurisdiction. Please submit a yellow speaker card to the Secretary before the item is heard if you wish to make a comment.

Brown Act: The Grants Advisory Commission cannot discuss or act on items not listed on the agenda.

Agenda Items: Speakers have five (5) minutes to address items that are listed on the agenda.

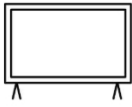
Audio/Visual Presentations: If making a presentation regarding an agenda item, audio/visual materials must be submitted to the Secretary for consideration at least 72 hours in advance.

Americans with Disabilities Act: If special assistance is required to participate in a meeting including the need of auxiliary aids or services, please notify the City Clerk at least 72 hours in advance of the meeting.

City Clerk 311 Vernon Street cityclerkroseville@roseville.ca.us 916-774-5263 TDD: 916-774-5220

Security Measures: All Roseville meeting attendees must successfully pass through a security metal detector. Any person with a prohibited item will not be allowed entry. Prohibited items include but are not limited to firearms (even with valid CCW), knives, pepper spray/mace, explosives of any kind/any weapons and/or dangerous devices of any kind, illegal drugs, and alcohol.

Viewing Options: The City of Roseville provides three options for viewing meetings:

In person	Online	On TV
		
Meetings take place at the City Council Chambers, 311 Vernon Street	Watch meetings live on the City's YouTube channel or at roseville.ca.gov/watch . Past meetings are also available on the City's YouTube channel.	Watch live on government access channel (Comcast 14).



Nina Acosta, Chair
Rick Jenkins, Commissioner
Venu Mallesara, Commissioner
Michael Murray, Commissioner
Loretta Odebiyi, Commissioner
Neva Parker, Commissioner
Lauren Razzano, Vice Chair
Zach Unidad, Youth Commissioner
Christine Mesaros, Secretary
Tobi Thomas, Liaison

AGENDA

Grants Advisory Commission Meeting

September 8, 2026

5:30 PM

Council Chambers, 311 Vernon Street

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. REQUESTS/PRESENTATIONS

1. Minutes of the August 11, 2026, Grants Advisory Commission Meeting

Summary: Review and approve the Minutes of the August 11, 2026, Grants Advisory Commission Meeting

CONTACT: Christine Mesaros 916-746-1350 crmesaros@roseville.ca.gov

2. Presentations from the Recipients of the 2025/2026 Citizens' Benefit Fund

Summary: 2025/2026 grant recipients will present their programs and share the impact of funding from the Citizens' Benefit Fund that totaled \$288,010.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

3. 2027/28 Funding Cycle: Recommended Policy Manual Updates & Commission Scoring Process Recommendations

Summary: Staff recommends the Grants Advisory Commission review, revise as appropriate, and approve:

- Policy Manual updates, which include the Funding Cap & Max Award recommendation and the Applicant Workshop moving from January to November.

- A change in process whereby staff will no longer collect the Commission's rankings and funding recommendations during the review and scoring of grant applications.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

4. Review and Refine 2027/28 Funding Cycle Application Questions & Scoring Criteria with Definitions

Summary: Staff recommends the the Grants Advisory Commission review, revise as necessary, and approve the attached FY2027/28 funding cycle Application Questions and the accompanying Scoring Criteria with definitions.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

5. Review and Refine 2027/28 Funding Cycle Final Report Questions

Summary: Staff recommends the Grants Advisory Commission review, revise as needed, and approve the Final Report questions for the 2027/28 funding cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

VI. STAFF/COMMISSIONER REPORTS

VII. ADJOURNMENT



Grants Advisory Commission

Meeting Date: 9/8/2026

Item #: V.1

Item ID: 2026-610

Communication

Title:	Minutes of the August 11, 2026, Grants Advisory Commission Meeting
Contact:	Christine Mesaros 916-746-1350 crmesaros@roseville.ca.gov

SUMMARY

Review and approve the Minutes of the August 11, 2026, Grants Advisory Commission Meeting

RECOMMENDATION

Approving the Minutes from the August 11, 2026, Grants Advisory Commission meeting.

BACKGROUND

Respectfully Submitted,

Christine Mesaros, Management Assistant

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. Grants Advisory Commission August 11, 2026 Meeting Minutes

REVIEWERS:

Christine Mesaros, City Manager Department - City Manager
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Christine Mesaros, City Manager Department - City Manager

Created/Initiated - 8/25/2026
Approved - 8/25/2026
Approved - 8/27/2026
Approved - 8/31/2026
Final Approval - 8/31/2026



Nina Acosta, Chair
Rick Jenkins, Commissioner
Venu Mallesara, Commissioner
Michael Murray, Commissioner
Loretta Odebiyi, Commissioner
Neva Parker, Commissioner
Lauren Razzano, Vice Chair
Zach Unidad, Youth Commissioner
Christine Mesaros, Secretary
Tobi Thomas, Liaison

MINUTES

Grants Advisory Commission Meeting Meeting

August 11, 2026

5:30 PM

Council Chambers, 311 Vernon Street

I. CALL TO ORDER

Chair Acosta called the meeting to order at 5:30 p.m.

II. ROLL CALL

Roll call taken by Secretary Mesaros.

Present: Chair Acosta, Commissioner Jenkins, Commissioner Mallesara, Commissioner Murray, Commissioner Parker, Vice Chair Razzano, Youth Commissioner Unidad

Commissioner Odebiyi arrived at 5:39 p.m.

III. PLEDGE OF ALLEGIANCE

Chair Acosta led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

No Public Comment received.

V. REQUESTS/PRESENTATIONS

1. Minutes for the April 14, 2026, Meeting of the Grants Advisory Commission

Summary: Approve the Minutes of the April 14, 2026, Grants Advisory Commission meeting.

CONTACT: Phoebe Schueler 916-746-1171 peschueler@roseville.ca.us

Motion by Vice Chair Razzano, seconded by Commissioner Parker to approve the Minutes from the April 14, 2026, Grants Advisory Commission meeting. The motion passed.

Roll call vote:

Ayes: Chair Acosta, Commissioner Jenkins, Commissioner Mallesara, Commissioner Murray, Commissioner Parker, Vice Chair Razzano, Youth Commissioner Unidad

Nos:

Absent: Commissioner Odebiyi

2. Welcome New Commissioners

Summary: Welcome new commissioners Rick Jenkins and Loretta Odebiyi to the Grants Advisory Commission.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

Chair Acosta welcomes new Commissioners to the Grants Advisory Commission: Commissioner Jenkins and Commissioner Odebiyi.

This is an informational update only.

3. 2026/2027 Citizens' Benefit Fund Grant Check Presentation

Summary: Presentation of grant award checks to the 18 grant recipients for the 2026/2027 Citizens' Benefit Fund grant cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

Chair Acosta welcomed Vice Mayor Alvord, Councilmember Roccucci and Councilmember Houdesheldt to the dais for the check presentation and photos with the 2026/2027 Grant recipients.

Public Comment:

The grant recipients in attendance took turns expressing their gratitude to the Grants Advisory Commission for the money from the Citizens' Benefit Fund.

United Cerebral Palsy Association of Greater Sacramento, Megan Laurie
Compassion Planet, Scott Flanagan
Child Advocates of Placer County, Kaha Polln
Assistance League of Great Placer, Linda Martinez
Wellness Within Cancer Support Services, Shamkani
Stand Up Placer, Inc., Gary McDonald
Feeding the Foothills, Dave Martinez
Tommy Apostolos Fund, Hollie Romero
Placer Community Foundation, Eileen Speaker
Keaton's Child Cancer Alliance, Melinda Soba

Chair Acosta thanked the organizations for all their work in the community.

Commissioner Parker thanked organizations for the time they took to submit applications and for everything they do for the community.

Commissioner Muray praised the applications that were submitted and the effort that went into the process.

Commissioner Mallesara appreciates the work that is done in the community by the non-profits.

Commissioner Odebiyi is encouraged by the work the non-profits are doing in the community.

Youth Commissioner Unidad completed his first year and was happy to see all the work being done in Roseville and the impact on the community.

Vice Chair Razzano appreciates the organizations and all the work they do in Roseville.

Vice Mayor Alvord thanks all the Commissioners and all the organizations for their hard work they are doing in the community.

4. Commissioner Orientation and Review

Summary: Informational presentation by Jonathan Levy, Senior Deputy City Attorney, on the Brown Act, Conflicts of Interest, and The California Public Records Act.

CONTACT: Jonathan Levy 916-774-5325 jlevy@roseville.ca.us

Jonathan Levy, Senior Deputy City Attorney gave presentation to the Commissioners.

No public comment received.

This is an informational update only.

5. Review and Adopt the Calendar for the 2027-2028 Funding Cycle

Summary: Staff recommends the Commission review and adopt the attached draft 2027-2028 Grant Funding Cycle Calendar, noting that the calendar is the best approximation and is subject to change as needed.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

Tobi Thomas, Management Analyst gave presentation to Commissioners.

Commissioner Parker gave suggestions for calendar changes.

Public Comment:

Audrey Lokteff with Roseville Historical Society as a first-time applicant spoke on it being beneficial to have more time to complete application.

Sonja with Keaton's Child Cancer Alliance spoke on if the workshop was moved to the month December it wouldn't work for non-profits due to the busy time of year.

Gary MacDonald Director of Stand Up Placer spoke on December being a bad month for non-profits, and gave a suggestion that requirements for smaller non-profits requesting \$5000 be less.

Melinda with Keaton's Child Cancer Alliance spoke on moving the workshop to November.

Motion by Commissioner Parker, seconded by Commissioner Razzano, to adopt the 2027/2028 Grant Funding Calendar with the revision of moving the January Workshop to November. The motion passed.

Roll call vote:

Ayes: Chair Acosta, Commissioner Jenkins, Commissioner Mallesara, Commissioner Murray, Commissioner Odebiyi, Commissioner Parker, Vice Chair Razzano, Youth Commissioner Unidad
Nos:

6. 2026-2027 Funding Cycle Survey Results

Summary: Staff recommends the Commission review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 2026-2027 Funding Cycle application process. No action required.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

Tobi Thomas, Management Analyst gave presentation to Commissioners.

Commissioner Parker spoke on clearing up the questions and training during the workshop.

Chair Acosta spoke on refinement of the questions and on how we present them in the application.

No Public Comment received.

This is an informational update only.

7. Discussion of Scoring Methodology & Funding Process

Summary: Staff recommends that the Grants Advisory Commission review and discuss the existing grant application procedures including, but not limited to, the funding allocation process, scoring criteria, and relevant sections of the policy manual. Based on this discussion, the Commission will identify desired modifications and direct staff to incorporate these refinements into a set of recommended updates. Staff will then prepare these recommended changes for presentation to the City Council for further guidance and final decision-making.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

Tobi Thomas, Management Analyst gave presentation to Commissioners.

Chair Acosta spoke on goals of the Citizens' Bank Fund to ensure that the money is used strategically and produces measurable results for Roseville while understanding some of these organizations are service industry only and won't be able to quantify the investments.

Commissioner Murray spoke on all the applications from last funding cycle being impressive. He discussed how he scored the applications on the current guidelines.

Commissioner Mallesara agreed with Commissioner Murray.

Commissioner Parker spoke on balance of organizations budget narrative and explaining what they are using funding for by refining questions and the scoring process.

Commission agrees to have staff prepare an example of scoring criteria for the September Grants Advisory Commission meeting.

Public Comment:

Gary McDonald Director of Stand Up Placer spoke on adding a question about what percentage is spent on ongoing programs, and how these organizations count on their funding year after year and to not limit funding terms.

Cathleen Crane with Roseville Historical Society spoke about the application process and giving organizations feedback on reasons for being denied.

Five Minute Recess at 7:50 p.m.

Chair Acosta suggested discussing a funding cap and a percentage across the three categories.

Commissioner Parker agrees with Chair Acosta but feels strongly that we do not include funding in the scoring and ranking process. To also work on the social determinants of health at the September Grants Advisory meeting or next year.

Chair Acosta gives a recommendation to take out the rank and funding during review period, then at the April Grants Advisory meeting funding would be discussed. Also, to recommend a funding cap to set a dollar amount or a percentage for each category with the discretion to be able to change that year to year with City Council approval.

Vice Chair Razzano agrees with the cap at a percentage level since the funding changed every year.

Staff to prepare the three updates (draft scoring criteria, funding cap with discretion, removal of individual funding recommendations and individual ranking) for consideration and approval at the September meeting, where any changes to the Policy Manual will also be considered for further Council consideration, direction or approval.

No Public Comment received.

8. Election of Chair and Vice Chair for 2027/2028 Funding Cycle

Summary: The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2027-2028 grant funding cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

The Commissioners discussed their recommendations and made two separate motions for the Chair and Vice Chair positions.

Motion 1

Motion by Vice Chair Razzano, seconded by Commissioner Parker, to appoint Commissioner Acosta as Chair for the upcoming 2027/2028 grant funding cycle. The motion passed.

Motion 2

Motion by Commissioner Parker, second by Commissioner Murray to appoint Commissioner Razzano as Vice Chair for the upcoming 2027/2028 grant funding cycle. The motion passed.

No Public Comment received.

Roll call vote:

Ayes: Chair Acosta, Commissioner Jenkins, Commissioner Mallesara, Commissioner Murray, Commissioner Odebiyi, Commissioner Parker, Vice Chair Razzano, Youth Commissioner Unidad
Nos:

VI. STAFF/COMMISSIONER REPORTS

Tobi Thomas, Management Analyst added that the recipients from 2025/2026 final reports are due August 31, 2026 and invites for the September Grants Advisory Commission meeting have been sent to them so we know how many presentations to expect.

VII. ADJOURNMENT

Chair Acosta adjourned the meeting at 8:29 p.m.

Motion by Vice Chair Razzano, seconded by Commissioner Parker, to adjourn the meeting. The motion passed.

Roll call vote:

Ayes: Chair Acosta, Commissioner Jenkins, Commissioner Mallesara, Commissioner Murray, Commissioner Odebiyi, Commissioner Parker, Vice Chair Razzano, Youth Commissioner Unidad
Nos:



Grants Advisory Commission

Meeting Date: 9/8/2026

Item #: V.2

Item ID: 2026-611

Communication

Title:	Presentations from the Recipients of the 2025/2026 Citizens' Benefit Fund
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

SUMMARY

2025/2026 grant recipients will present their programs and share the impact of funding from the Citizens' Benefit Fund that totaled \$288,010.

RECOMMENDATION

Seventeen grant recipients from the 2025/26 funding cycle, awarded a total of \$288,010, were invited to present their programs and share the impact of funding received from the Citizens' Benefit Fund. Grants Advisory Commissioners will hear these presentations, which will highlight program achievements and outcomes supported by the funding. This is an informational item.

BACKGROUND

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. 25.26 Grant Recipients Summary

REVIEWERS:

Christine Mesaros, City Manager Department - City Manager
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Christine Mesaros, City Manager Department - City Manager

Created/Initiated - 9/2/2026
Approved - 9/3/2026
Approved - 9/3/2026
Approved - 9/3/2026
Final Approval - 9/3/2026

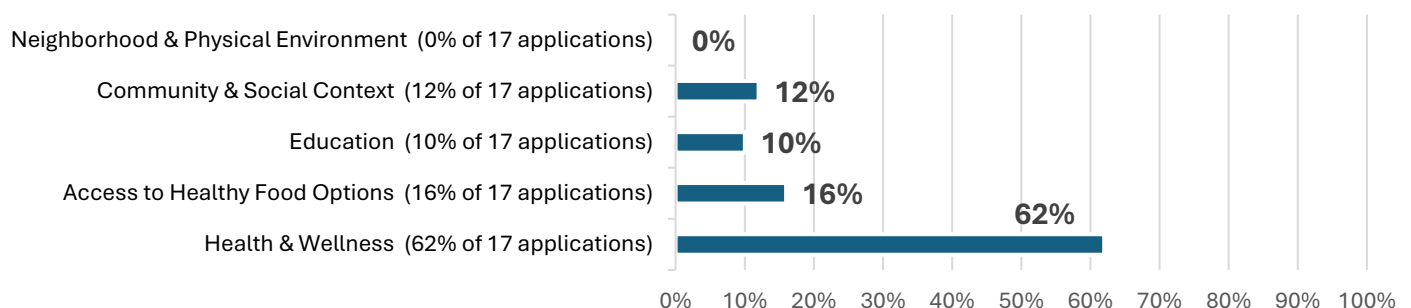


Grants Advisory Commission FY 2025/26 Grant Recipients

Organization	Project/Program Description	Community Need Area	Amount
Lighthouse Counseling & Family Resource Center	Roseville Service Expansions: Combating Anxiety, Depression, & Suicide Ideation	Health & Wellness	\$ 30,000.00
Child Advocates of Placer County	CASAs & Family Mentors for Roseville Children and Parents	Health & Wellness	\$ 30,000.00
Seniors First	Senior Nutrition Program	Food	\$ 30,000.00
Assistance League of Greater Placer	Roseville Kids Shop Head to Toe	Health & Wellness	\$ 25,000.00
A Touch of Understanding	In-School Disability Awareness Program	Education	\$ 25,000.00
Placer County Law Enforcement Chaplaincy	2025-26 CBF Grant	Health & Wellness	\$ 23,313.00
Stand Up Placer	Violence Against Women Response Project	Health & Wellness	\$ 20,500.00
Placer Veterans Stand Down	Placer Veterans Stand Down Event	Health & Wellness	\$ 20,000.00
Tommy Apostolos Fund	TA Kids Shopping Day	Health & Wellness	\$ 17,500.00
St Vincent de Paul Society, Roseville Conference	Food Locker Programs	Food	\$ 15,875.00
GiGi's Playhouse	Operational/Mission Support	Community & Social Context	\$ 15,399.00
Roseville Police Activities League	RPAL Summer and Fall Programs 2025	Community & Social Context	\$ 13,306.00
WEIRA, Inc.	EmpowerHER: Empowering Immigrant Women Program	Health & Wellness	\$ 6,399.00
Take Note Troupe	Grant for Theater Equipment	Community & Social Context	\$ 6,300.00
Silver Wishes	Wishes to Overcome Loneliness & Isolation	Health & Wellness	\$ 4,918.00
Placer Community Foundation	2025 Nonprofit Initiative	Education	\$ 2,500.00
Placer Independent Resource Services	PIRS Roseville AT Project	Health & Wellness	\$ 2,000.00
*Total Grant Funds			\$ 288,010.00

*Includes \$3,300.00 of funding from Roseville Employees Annual Charitable Hearts (REACH) donations

Grant Recipients by Community Need Area 17 of 27 Applications Funded



Communication

Title:	2027/28 Funding Cycle: Recommended Policy Manual Updates & Commission Scoring Process Recommendations
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

SUMMARY

Staff recommends the Grants Advisory Commission review, revise as appropriate, and approve:

- Policy Manual updates, which include the Funding Cap & Max Award recommendation and the Applicant Workshop moving from January to November.
- A change in process whereby staff will no longer collect the Commission's rankings and funding recommendations during the review and scoring of grant applications.

RECOMMENDATION

The Grants Advisory Commission will review, revise as necessary, and approve updates to the Policy Manual for the 2027/28 funding cycle. In addition, the Commission will consider and approve a new review process in which Commissioners will evaluate and score applications only; ranking and funding recommendations will no longer be part of the Commission's application review responsibilities. Funding recommendations will instead take place at the April Grants Advisory Commission meeting.

To support this item, staff has provided the attached materials for the Commission's consideration.

- Attachment 1: Redline of the Citizens' Benefit Fund Policy Manual with suggested updates including the Funding Cap & Max Award recommendation and the Applicant Workshop moving from January to November.

BACKGROUND

Each year, the Commission reviews the past year's grant funding cycle documents and updates them, as needed, for the upcoming funding cycle. The Commission will review the suggested changes for the FY2027/28 funding cycle to the Policy Manual. The suggested edits include:

- Original Criteria and Application Submittal Requirements (language update)
- Tax Status (language update)
- Appeal of Grant Advisory Commission Decision (language update)

- Line Item Review (language update)
- Applicant Workshop (change the workshop month from January to November)
- Application Review and Process (language update)
- Categories and Target Maximum Amount (language update to allow grant award cap)
- Fund Investing & Funding Source (language update)

The Citizens' Benefit Fund Policy Manual is only updated through Commission and City Council review and action. The Policy Manual recommendations will be taken by staff to the October 7, 2026 City Council meeting for their consideration. The appendices will be updated once the Commission approves the FY2027-28 Funding Guidelines, which will be reviewed at the October GAC meeting.

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. DRAFT - Redline GAC Policy Manual 2026

REVIEWERS:

Christine Mesaros, City Manager Department - City Manager	Created/Initiated - 9/2/2026
Tobi Thomas, City Manager Department - Assistant City Manager	Approved - 9/3/2026
Dennis Kauffman, City Manager Department - Assistant City Manager	Approved - 9/3/2026
Jonathan Levy, City Attorney Department	Approved - 9/3/2026
Christine Mesaros, City Manager Department - City Manager	Final Approval - 9/3/2026

**City of Roseville
Citizens' Benefit Fund
Policy Manual**



**Adopted by the
Roseville Grants Advisory Commission**

Updated:

September 12, 2000
November 12, 2002
December 3, 2003
November 9, 2004
November 8, 2005
November 18, 2008
December 19, 2012
October 8, 2013
February 17, 2016
June 21, 2017
November 18, 2020
October 18, 2023
August 21, 2024
October 15, 2025
October 7, 2026

Policy Manual

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**City of Roseville
Citizens' Benefit Fund
Policy Manual**

Purpose

The purpose of the Citizens' Benefit Fund Policy Manual is to:

- ◆ Document the policy decisions of the Grants Advisory Commission and Roseville City Council regarding the Citizens' Benefit Fund by year and by topic;
- ◆ Serve as a reference for new Grants Advisory Commissioners and Roseville City Councilmembers as to program implementation; and
- ◆ Answer questions from the public regarding the grants process, including questions from potential grant applicants, and current grant recipients.

Chronology of Citizens' Benefit Fund

Jun 1, 1994	Grants Advisory Commission established by Ordinance 2774. Hospital Proceeds Fund Established by Ordinance number 2788. Chapter 4.06 is added to the Roseville Municipal Code to establish the Hospital Proceeds Fund.
Jul 12, 1994	City Council approves criteria and first grant application.
Jan 25, 1995	Joint City Council/Grants Advisory Commission Workshop to discuss Grant application process, including estimated timeframe for processing grant applications and restricting grant funds to benefit Roseville residents only for specific project, rather than general funding; no funding for administrative costs, audit procedures following Grant awards; procedures to notice Commission meetings and interviews with applicants.
Sep 10, 1997	Joint City Council/Grants Advisory Commission Workshop to discuss grant consideration process, appeal opportunities, award process, stewardship of funds, application form changes, multiple year funding, auditing, collaboration of organizations, grant requests for capital projects, city projects or from agencies outside the city.
Dec 16, 1998	City Council approves formal process to consider modifications to approved grants and adoption of marketing program for the Citizens' Benefit Fund.
Aug 18, 1999	Ordinance 3388 adopted by the Roseville City Council amending Chapter 4.06 of the Roseville Municipal Code. Amendments include: 1. Name change from Hospital Proceeds Fund to Citizens' Benefit Fund to reflect opportunity for donations to the fund from the community rather than limited principal amount from sale of municipal hospital. 2. Amendment to Section 4.04.040, Expenditures of Money, to indicate unappropriated amounts may be carried forward to subsequent fiscal years, or at the discretion of the City, may be added to the principal.
Jul 10, 1999	Joint City Council/Grants Advisory Commission Workshop to discuss policies related to requirement for matching funds, grant funding for leased vs. owned property, perpetual funding, monitoring/annual reports, and Ad Hoc Committee.
Nov 3, 1999	City Council adopts policies related to issues from joint Commission/Council workshop.
Dec 3, 2003	City Council approves Grants Advisory Commission recommendations for funding criteria and process improvements following three workshops by the Commission and the first REACH/Enron funding cycle.
Dec 15, 2004	City Council approved Grants Advisory Commission recommendations for revisions as a result of AB 2690 – repealing the requirement that volunteers be paid prevailing wages and eliminating the mandatory workshop.

Dec 19, 2012	The City Council approved a financial report on the Citizens' Benefit Fund (CBF) and a work plan for a comprehensive grants policy review.
May 29, 2014	GIM to the City Council regarding completion of phase 1 in the Comprehensive Grants Review Process – Historical Assessment Report of the Roseville Grants program.
Apr 20, 2015	Joint City Council/Grants Advisory Commission Workshop to discuss policies relating to administration of the Fund and Fund investment and program options.
Dec 16, 2015	City Council considered and reaffirmed: 1. Retention of the Citizens' Benefit Fund (CBF) with the City to be invested and administered by the City. 2. Retention of the Grants Program and Commission with administration by the City. 3. Revision of the Citizens' Benefit Fund (CBF) Policy Manual and Guidelines, as follows: a) Accept investment strategy revisions expanding strategy consistent with Government Codes. b) Reaffirm smoothing strategy to hold back proceeds in excess of \$500K and establish new policy for annually utilizing proceeds in excess of \$500K for smoothing or special projects or community benefits. c) Reaffirm the nine (9) funding program categories. d) Retain limits on school districts and schools, as approved by the Grants Commission. e) Continue policy that the City Manager, or his designee, approve grants submitted for City requests. f) Confirm no giving priorities with each funding request to be evaluated on its own merits. g) Establish a policy for an annual needs assessment for Council to consider and establish priorities for the coming funding cycle.
Jun 17, 2017	City Council approved revisions to Grants Policy Documents to streamline program procedures relating to administration of Grants program. Additionally, Grants have been focused and aligned to solely private schools and non-profits entities.

Nov 18, 2020	City Council approved new Implementation Strategies provided by the Grants Advisory Commission based on findings from the Community Needs Assessment by Kone Consulting. Changes include: 1.) Service Categories 2.) Funding priorities 3.) Collaboration 4.) Promoting Outcomes 5.) Measuring Success 6.) Scoring Methodologies
Oct 18, 2023	City Council approved revisions to clarify policies relating to bid requirements and site visits by the Grants Commissioners.
Aug 21, 2024	City Council approved revisions to update policies relating to the California Constitutional provision from 1879 barring the use of public funds to directly aid private schools.
Oct 15, 2025	Clarify the exclusion of grant funding for “City projects.”
Oct 7, 2026	

Adopted Policies of the Grants Advisory Commission and Roseville City Council

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements (6/94, 2/16, 10/26)
Americans with Disabilities Act Compliance (1/99)
Bids Required for Capital Expenditures to be Included (1/96, 10/99) revised 10/23
Funding for Religious or Sectarian Activities Prohibited (1/99)
Grant recipients located in Roseville (9/97)
Ownership or Long-term Lease of Property Improved by Grant Funds (11/99)
Compliance with State of California Prevailing Wage Law – SB 975 (11/02) & AB 2690 (12/04)
Tax Status (12/03, 10/26)

Process-Related Policies

Annual Review (10/13, 6/17)
Recipient Reporting (11/99)
Appeal of Grant Advisory Commission Decision (9/97, 6/17, 10/26)
Funds Expended within One Year (8/97)
Line-Item Review (11/99, 10/26)
Applicant Workshop (9/97, 10/26)
Process to Amend or Extend Timeframe of Approved Grants (12/98)
Site Visits (12/03, clarified 10/23)
Application Review and Process (12/03, 2/16, 6/17, 10/26)

Funding Policies

Categories and Target Maximum Amount (9/97, 12/03, 2/16, 6/17, 11/20, 10/26)
Priority Areas (11/20)
Matching Funds Not Required (11/99)
Multiple Applications from One Agency (12/03, 6/17)
Multiple Year Grants (9/97, 12/03)
Perpetual Funding (11/99)
Fund Investing and Funding Source (11/05, 2/16, 10/26)
Funding for Schools (11/08, 6/17, 8/24)
City Projects (9/97, 10/99, 2/16, 10/25)

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements

Adopted July 1994
Revised February 2016
Revised October 2026

The original criteria and application form were established by the Grant Evaluation Criteria Subcommittee in 1994. The subcommittee conducted public meetings on May 24, June 14, and June 27 to discuss and revise the guidelines and presented their draft, adopted by the Commission on June 27th to the City Council on July 6, 1994.

The criteria included a points/rating system that was not adopted by the Commission. A majority of the questions in the current application were as originally drafted. New policies that have amended the application over time are discussed in this manual.

In January 2014, the Grants Advisory Commission approved, and made a requirement that all, Grant Applications be submitted via an online web-based program (exception for reasonable accommodations). Each funding cycle, the Grants Advisory Commission is authorized to review and revise application material and other funding cycle material.

Americans with Disabilities Act Compliance

Adopted January 1999

The Commission added a question to the application form requesting specific information regarding compliance with the Americans with Disabilities Act. The City is not allowed to fund programs or services by agencies that do not comply with ADA. Applicants are also required to comply with state disability laws, which in many cases are more stringent than the federal ADA law.

Bids Required for Capital Expenditures

Adopted January 1996
Revised October 1999
Revised February 2016
Revised October 2023

In January 1996, the Commission adopted a requirement for applicants to submit bids for "capital expenditures."

Capital expenditures for individual items and projects less than \$500 do not require documented bids. Capital expenditures for individual items and projects costing \$3,999 and under must have at least three (3) telephone or written bids documented/included with the submitted application. Capital expenditures for individual items and projects costing \$4,000 and above must have three (3) written bids included with the submitted application. Bids do not have to be awarded to the lowest bidder; bids should be awarded to the most responsible bidder.

If, in the rare case, the capital expenditure item or project is not conducive to bidding, an explanation in lieu of bid information should be attached to the application, e.g., in some instances, three bids are not available for specialized equipment that may be manufactured by only one or two companies. Additionally, in some cases, bids are only valid for 30 to 60 days or less, while the grant application process runs from approximately December through June for final approval, which may extend beyond

the expiration date for the bids. The bids are still to be included in the application, but with notations if less than three (3) bids are included.

Bid Requirements Summary: Individual items and projects costing \$500 - \$3,999 require three (3) documented telephone, online or written cost estimates. Individual items and projects \$4,000 or greater require three (3) written cost estimates. Individual items or projects less than \$500 do not require an estimate.

Capital expenditure – An expenditure that results in the acquisition of fixed assets or additions to fixed assets that have benefits for more than one (1) year. Examples include: the acquisition of land; existing buildings; land improvements; construction of buildings; additions and remodeling of buildings; initial, additional, and replacement of equipment, furniture and fixtures, machinery, vehicles, and media materials.

Funding for Religious or Sectarian Activities Prohibited

Adopted January 1999

In January 1999, the Commission added a question to the application form asking if funding would be used to support any religious or sectarian activities. The City is allowed to fund religious organizations, but the activity, project or program cannot include the promotion a particular religious belief. The City is prohibited from funding religious activities based on laws governing the separation of church and state.

Grant Recipients Located in Roseville

Adopted September 1997

The Commission and Council specified that grant recipients are to be located in Roseville rather than previous wording stating that grant recipients are to be "local." In practice, this has been interpreted by the Commission to mean that grant recipients that provide service in Roseville, but may have headquarters or offices in other locations, are eligible for funding.

Ownership or Long-Term Lease for Properties Improved by Grant Funds

Adopted November 1999

Revised February 2016

Concerns were raised during the 1999-2000 grant funding cycle regarding the investment in properties by grant applicants who do not own the property. The public funds are therefore making the property of a private citizen more valuable. Grant applicants are required to submit ownership documents and/or copies of lease agreements that reveal how long the property will be leased by the applicant. With long-term leases, the value of any capital improvements will depreciate over time and benefit the grant recipients directly. The Commission recommended and the Council adopted a policy to review the applicants with long-term leases on a case-by-case basis. Staff is to look at the amount of grant funding requested and the use of the funds in particular.

Compliance with California Prevailing Wage Law – SB 975

Adopted November 2002
Revised December 2004
Revised February 2016

The California Labor Code as amended by SB 975 in 2000 affects applicants to the Citizens' Benefit Fund in two ways: the requirement to pay prevailing wages for public or private works of improvement that receive public funds and the use of volunteer labor.

By Interoffice Memorandum from the City Attorney's Office to the City Manager's Office dated September 20, 2002, the attorney clearly states applicants must comply with the SB 975. The memo details the policy for the State Prevailing Wage Laws and the Applicability to Volunteer Labor. The memorandum is attached as Appendix G to the Policy Manual.

By Interoffice Memorandum from the City Attorney's office to the City Manager's office dated August 31, 2004, the requirement that prevailing wages be paid to volunteers on public works projects was repealed by urgency legislation signed by the Governor.

Under the new law, AB 2690, the requirement to pay prevailing wages does not apply to volunteers, volunteer coordinators, or members of the California Conservation Corps or Community Conservation Corps. Although a volunteer cannot be paid, the volunteer may receive reasonable meals, lodging, transportation, and incidental expenses or nominal non-monetary awards without losing volunteer status if those benefits and payments are not a substitute form of compensation for work performed. The Memorandum is attached as Appendix H to the Policy Manual.

State Prevailing Wage Laws. Any grant applicant receiving \$1,000 or greater in public monies, in this case, Citizens' Benefit Fund, must pay prevailing wages to all workers employed on public works. Public works actually includes any public or private work of improvement, and is defined as "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds." (Labor Code Section 1720 (a)(1)).

Exceptions to the law include public utility improvements, carpet installation, transportation projects, and certain residential and low-income housing projects. (Labor Code Section 1720(a)).

An applicant or their advisor may request the Director of Industrial Relations to provide an opinion as to the applicability of SB 975 to their project. Previous opinions and current prevailing wages can be found at the state agency's website: www.dir.ca.gov.

Tax Status

Adopted December 2003
June 2017
Revised October 2026

~~The Grants Advisory Commission is recommending that o~~ Only **agencies entities** with the following tax status ~~be are~~ eligible for funding:

- 501(C) 3
- 501(C) 4
- Private schools

Applications from **agencies entities** that are not within one of these categories will be ineligible. For example, 501 (C) (6) are not eligible because 1) by definition they exist primarily to serve their members

rather than the community at large and 2) they can lobby and take political positions on issues, thus creating potential for conflict of interest.

Process-Related Policies

Annual Review

Adopted October 2013
Revised February 2016
Revised June 2017

The Grants Staff Liaison will annually review the Grant Application and Guidelines and make revisions to improve efficiencies. The Grant Application and Guidelines shall reflect but is not limited to:
1) current funds available; and 2) Council priorities, if identified.

Recipient Reporting

Adopted November 1999
Revised November 2005, 2008
Revised February 2016

Beginning with the 2009-10 funding cycle, applicants who fail to submit a Final Report for a grant received from the preceding funding year are not eligible to apply during the subsequent funding year, or any future funding cycle until at least one year after the Final Report has been submitted.

Beginning with the 2006-2007 funding cycle, each recipient is required to submit a report describing the expenditures and accomplishments achieved with the grant funds. The report is due within 30 days of the end of the grant period. In addition, the Commission at its discretion may also require a grant recipient to submit a "mid-year" report due six months from the grantee's initial receipt of funds.

Appeal of Grant Advisory Commission Decision

Adopted September 1997
Revised June 2017
Revised October 2026

There is no appeal of Grant eligibility **determinations** made by the Grants Staff Liaison or allocation recommendation made by the Commission. Final **award** allocation decisions are made by the City Council.

Funds Expended within One Year

Adopted August 1997

Based upon several requests from agencies that funds be carried over to another fiscal year, or be used for additional purposes, the Commission voted to revise all forms stating that funds must be expended during the fiscal year for which the grant was included in the City budget. The Citizens' Benefit Fund contract was also amended to state that all funds must be spent with one year.

Line-Item Review

Adopted November 1999
Revised October 2026

The City Council reaffirmed a standing practice that individual grant applications may be reviewed by the City Council following the recommendations being forwarded by the Grants Advisory Commission. ~~The~~

~~City Council reviews the recommendations as part of the annual budget adoption in June of each year.~~
Councilmembers may “pull” individual grant applications for discussion, questions, and separate action.

Applicant Workshop

Adopted September 1997
Revised November 2004
Revised February 2016
Revised October 2026

Commented [TT1]: Need to update this verbiage for November

The Grants Advisory Commission strongly encourages that a representative from each applying agency attend the applicant workshop, held ~~on~~ in approximately ~~November or as set by the Commission each cycle the 2nd Tuesday of January.~~

Process to Amend or Extend Timeframe of Approved Grants

Adopted December 1998

In September 1998, the Commission determined that a formal process should be established to clearly define the requirements in the event a change to an approved grant was requested by a grant recipient. Through the work of Policy Subcommittee members, Sylvia Besana, Carol Garcia, and Susan Rohan, guidelines and a standard form were drafted for use by future applicants. Appendix E includes the Guidelines and Form approved by the City Council on December 16, 1998. As stated in the Guidelines, the City does not encourage amendments to approved grants. Circumstances may warrant flexibility by the Grants Commission and the City Council; however, only if the criteria established by the Policy Subcommittee are met and the amendment process is followed.

Site Visits

Adopted December 2003
Revised February 2016
Revised October 2023

The Commission reached consensus to NOT conduct site visits during the application period -beginning when applications become available to applicants until City Council takes action on funding recommendations (approximately, December through June— and to limit visits to other times during the year.

If individual Grants Commissioners visit applicants during the process of reviewing grants, they may receive information in addition to that contained in the written application that is not received by the other Commissioners (in addition to general Brown Act considerations). The City’s criteria specifically states the grant will be awarded based upon the written materials provided to the Commission for its consideration.

For clarity, “site visits” includes visiting the physical location(s) or site(s) of an applicant or anticipated applicant (collectively, “applicant”) of grant funding, as well as attending, participating, or visiting, a location where an applicant(s) is hosting, co-hosting, sponsoring, or otherwise engaged in carrying out an event, program, open house, or activity.

Application Review and Process

Adopted December 2003
Modified October 2013
Revised February 2016
Revised June 2017
Revised October 2026

The Grants Commission Staff Liaison shall review and either approve or disqualify each grant application. Staff will make their decisions based upon the materials submitted by the agency and/or organization. Grant applications submitted without required and/or complete documents will be disqualified. Grant applicants do not have the right to appeal disqualifications.

The Grants Advisory Commission will meet in the Council Chambers on the second Tuesday of April, or as otherwise agendized, to review and recommend final funding for each grant application.

While application scoring, individual ranking, average funding recommendations, service categories, funding priorities and any other data including notes and comments are valuable for guiding discussion and funding deliberation; they are not binding in any way and ultimately funding recommendations are solely a subject of the funding meeting occurring in approximately April of each funding cycle year. |

Funding Policies**City Projects**

Adopted September 1997
Reaffirmed October 1999
Revised February 2016
Revised June 2025

Due to the limited amount of funding in the community and the high level of local need for qualifying projects, City projects and programs will not qualify for funding. "City projects" is inclusive of capital expenditures, alterations, modifications, construction, City public works projects, etc. directly involving City property, land, and facilities; also inclusive of any activity in which the City would be considered a project lead or require active City staff participation to facilitate the project, beyond normal permitting, entitlement, and planning/building processing for applications submitted thereto. (Certain exceptions *may* exist on specific facts arising out of City property leased to another party and subject to the terms of the lease.)

Categories and Target Maximum Amount |

Adopted September 1997
Revised December 2003
Revised February 2016
Revised June 2017
Revised November 2020
Revised October 2026

In keeping with the original intent of the sale of the Roseville hospital to "Improve the Quality of Life for the Citizens of Roseville", Service Categories have been aligned with Social Determinants of Health as interpreted in the Kone Consulting community workshops with the goal of making Roseville a healthier community. The City Council approved updated funding Service Categories as follows:

Commented [TT2]: @Levy, Jonathan are you going to update the recommended language for the funding cap and max award recommendations? I assume this is where it will go?

- Neighborhood and Physical Environment – Improved access to safe and affordable housing for all
- Food – Increased access to healthier food options for lower income communities
- Health and Wellness – Improved physical, mental, and behavioral health and wellness
- Community and Social Context – Improved access to arts and cultural resources for all and a kinder, more inclusive and connected community
- Education – More vocational training and educational opportunities for all ages

For a more detailed definition of previously approved CBF Categories, please refer to the 2013 Historical Assessment of the Roseville Grant Program (Appendix I). At its discretion, the Grants Advisory Commission, with action by the City Council, may wish to prioritize the above-stated categories for CBF funding for a given application year.

For each grant funding cycle, no single application may receive an award exceeding thirty (30) percent of the total funds available for that cycle. The City Council delegates authority to the Commission to establish, for each funding cycle, the applicable maximum grant award amount or percentage, provided that the amount established by the Commission does not exceed the 30-percent cap set forth in this section. The Commission may establish a lower maximum award amount or percentage based on the funding available, priorities or other direction provided by City Council, anticipated demand, or other factors it deems appropriate. The maximum award amount established for a funding cycle shall be specified in the applicable cycle Guidelines, and shall be rounded to the nearest \$1000 value. █

Funding Priorities

Adopted November 2020

The target goal is to divide the grants awards among the three areas described below. The Commission will work to fund grant requests to the extent it is reasonable based on funds available, the applications received and the consensus on merit of the proposals in a given year.

The City Council approved the addition of the following funding priorities:

1. Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives. Examples of these “special” grants may be:
 - **New Initiatives** – Applicant identifies a need, service, or opportunity in the community that could offer an enhanced and improved quality of life or experience in Roseville.
 - **Innovative Ideas** – Based on models from other areas or agencies and attempting to take a new approach in providing opportunity to enhance or improve quality of life or experience in Roseville.
 - **One-time requests** – If applicants need special consideration on a single request basis.

2. Operational/Mission support grants for programs or projects that demonstrate effectiveness addressing a community need. Grant recipient can reapply in future years for this priority area.
3. Smaller requests of up to \$10,000 which can go towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

Matching Funds Not Required

Adopted November 1999

The City Council approved the Grants Advisory Commission recommendation that matching funds not be required of grant applicants. Mandating that matching funds be required would limit the application numbers and the flexibility of the Commission and Council to award grants to worthy applicants. Matching funds will be a component of the evaluation by Commissioners and Council in determining which applicants have demonstrated their commitment to a project but will not be mandatory.

Multiple Applications from One Agency

Affirmed December 2003

Revised November 2004

Revised June 2017

The Commission agreed that the practice of allowing multiple grant applications from a single agency should not be continued. The City Council has directed the Commission to issue fewer larger grants.

Multiple Year Grants

Adopted September 1997

Reaffirmed November 2020

The Grants Advisory Commission and City Council discussed but voted against allowing grant applicants to apply for funding beyond one fiscal year. Funding is only available for the fiscal year in which the grant is approved.

The Commission and Council affirmed this policy after discussion in 2020.

Perpetual Funding

Adopted November 1999

Reaffirmed December 2003

The City Council approved the Grants Advisory Commission recommendation that no limit be set on the number of years a grant applicant may receive funding. Grant applicants will be judged on their individual merit each year.

The Commission and Council affirmed this policy after discussion in 2003. There are several agencies that receive repetitive funding from the Citizens' Benefit Fund. In fact, five organizations have received funding in all of the past ten funding cycles, and six organizations have received funding in eight of the last ten funding cycles. The Commission agreed that because the agencies provide worthy services to the community and Commissioners do an independent evaluation each year, there should not be a limit on repetitive funding.

Commented [TT3]: Waiting to see if this needs to be updated after August meeting

Fund Investing & Funding Source

Adopted November 2005
Revised February 2016
Revised October 2026

Grant Funds shall be invested in accordance with the Government Code §53601, as determined by the City's Chief Financial Officer or his designee.

Annual grant funding, pursuant to ~~Muni Code section~~ Roseville Municipal Code, Chapter 4.06, in excess of \$500,000 during periods of higher investment income, shall be retained for smoothing during ~~lean~~ years which grant funding falls below \$300,000 and/or special project or community benefits, as approved by the City Council.

The Grants Advisory Commission may award grants from multiple funding sources. In the event that an applicant meets funding criteria for more than one funding source, the Commission has the discretion to make awards from any or all funds for which any individual applicant is eligible.

Grant Requests from Schools

Adopted November 2008
Revised June 2017
Revised August 2024

Private School and non-profit Parent-Teacher Clubs, Booster Clubs and non-profit school-based programs are eligible to apply and are limited to one grant request per site.

Funds will not be awarded directly for private schools (a private school is any school not under the exclusive control of the officers of the public schools; public charter schools are generally not private schools), unless it is clear that any benefit to a private school is, at most, merely an "incidental" or "indirect" effect, and the direct benefit is improving the quality of life for the citizens of Roseville. For example, a private school passing through funds to provide food security to its students who are citizens of Roseville has no direct benefit to the private school itself, providing direct benefit, though, to our citizens.

Commented [TT4]: Left hard copy of document with Dennis to see if this needs updating

Commented [TT5]: @Levy, Jonathan where is this found?

Commented [TT6]: @Levy, Jonathan do we know what muni code this is?

Commented [TT7R6]: @Kauffman, Dennis Do you know what Muni Code you are wanting to reference?

Commented [DK8R6]: Chapter 4.06

Commented [LJ9]: I think this language is leftover from when we had REACH, CBF, ...? Technically fine to leave, but not really applicable any more.

Commented [TT10R9]: @Levy, Jonathan should we just remove?

Commented [LJ11R9]: @Thomas, Tobi let's leave it for now as it provide more flexibility and you never know if we get a big donation and council directs GAC to distribute it or something

Appendices (to be replaced/updated annually by City staff as needed)

Related Ordinances - Appendix A

Funding Guidelines for Current Year - Appendix B

Grant Application for Current Year - Appendix C

Sample Grant Agreement - Appendix D

Request for Amendment to CBF Grant - Appendix E

Memorandum re: SB975 and Citizens' Benefit Fund - Appendix F

Memorandum re: AB 2690 and Citizens' Benefit Fund - Appendix G

2013 Historical Assessment of the Roseville Grant Program – Appendix H

Implementation Strategy 2019/20 Kone' Consulting's CNA - Appendix I

Communication

Title:	Review and Refine 2027/28 Funding Cycle Application Questions & Scoring Criteria with Definitions
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

SUMMARY

Staff recommends the the Grants Advisory Commission review, revise as necessary, and approve the attached FY2027/28 funding cycle Application Questions and the accompanying Scoring Criteria with definitions.

RECOMMENDATION

The Grants Advisory Commission will review, revise as necessary, and approve the attached FY2027/28 funding cycle Application Questions and the accompanying Scoring Criteria with definitions.

BACKGROUND

Each year, the Commission reviews the previous grant funding cycle's documents and updates them as needed for the upcoming cycle. For the FY2027/28 funding cycle, the Commission will review the grant Application Questions and discuss any necessary revisions. In addition to the questions, the Commission will evaluate the recommended Scoring Criteria and accompanying definitions to support a clear and consistent review and scoring process. The attached documents include:

- FY2027/28 Applicant's View of Grant Application Questions (applicant's view includes instructions, description of CBF program & requirements)
- FY2027/28 Grant Application Questions (preview version)
- FY2027/28 Scoring Criteria with Definitions (screen view of what it looks like in ZoomGrants)

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. FY27.28 DRAFT Application Questions - Applicant View
2. FY27.28 DRAFT Application Questions
3. 2027-28 Scoring Criteria
4. Committee Scoring Questions and Point Value
5. Screenshot ZoomGrants Scoring View

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Christine Mesaros, City Manager Department - City Manager

Created/Initiated - 9/2/2026
Approved - 9/3/2026
Approved - 9/3/2026
Approved - 9/3/2026
Final Approval - 9/3/2026

City of Roseville

CLOSED **Deadline** 2/1/2027

DRAFT - 2027/2028 CBF Funding Cycle

[HIDE DESCRIPTION](#)
[HIDE REQUIREMENTS](#)

Description [\[hide this\]](#)

The **Citizens' Benefit Fund (CBF)** was established on June 4, 1993 using the proceeds from the sale of Roseville Community Hospital. Each year up to ninety percent of the interest from these funds may be distributed to non-profit organizations. The purpose of the Citizens' Benefit Fund is to assist in improving the quality of life for the citizens of Roseville. Non-profit 501(c)3 or 501(c)4, schools and private schools (see information on private school eligibility on the Grant Guidelines) who serve citizens of Roseville are eligible to apply. The first grants were awarded in 1994.

Roseville Grants Advisory Commission will have **\$000,000.** from the Citizens' Benefit Fund to award to agencies "to improve the quality of life for the citizens of the City of Roseville". The Commission oversees the competitive grant process for the Citizens' Benefit Fund. Roseville Grants Advisory Commission reviews grant applications annually February through April, providing the Roseville City Council with their recommendations in May/June. The City Council has the final approval on disbursement of each of the grant funds. Fiscal year for funding is July 1st - June 30th.

Requirements [\[hide this\]](#)

The Roseville Municipal Code requires anyone conducting business within the City of Roseville to have a current business license on file with the City of Roseville. This includes non-profits doing business or providing services in Roseville. The City of Roseville will waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected. You must have a current business license on file with the City of Roseville by the due date of the application February 2, 2026. For more information, please see CBF Guidelines on the City's [Grant homepage](#).

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#)[Application Questions](#)[Proposed Effort Budget](#)[Required Documents](#)

Summary

*(answers are saved automatically when you move to another field)***Application Title/Project
Name****Amount Requested**

\$

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

Add Address

Telephone

Fax (optional)

Website (optional)

CEO/Executive Director

First Name

Last Name

Title

Email

Next

Application ID: -1

City of Roseville

CLOSED **Deadline** 2/1/2027

DRAFT - 2027/2028 CBF Funding Cycle

[SHOW DESCRIPTION](#)[SHOW REQUIREMENTS](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#)[Application Questions](#)[Proposed Effort Budget](#)[Required Documents](#)

Application Questions

(answers are saved automatically when you move to
another field)

[Instructions](#) [Show/Hide](#)

1. Lead Agency is:

- ☐ Non-Profit 501(c)(3)
- ☐ Non-Profit 501(c)(4)
- ☐ Private School

2. Project Description: In 50 words or less, describe the proposed program/project, including the use of the funds and who will be served.

Example: The ABC Unified School District requests \$5,000 to support "The Learning Project," a comprehensive youth service and leadership program for low-income youth.

Maximum characters: 65000. You have characters left.

3. This request will: (Select only one option below)

- ☐ Launch a new service, program or facility
- ☐ Continue to provide an existing service
- ☐ Increase or improve quality of services provided
- ☐ Expand services provided to a larger population or increase the capacity of a facility

4. Funding Priority (Select only one option below)

- ☐ Strategic: One-time grants for innovative programs/projects, capital improvements or new initiatives
- ☐ Operational/Mission Support: Grants for programs/projects that demonstrate effectiveness addressing a community need
- ☐ Small Request (up to \$10,000): Grants which can go toward either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community need

5. Community Need Areas: (Select only one option below)

- ☐ Food - Increased access to healthier food options for lower income communities
- ☐ Health and Wellness - Improved physical, mental and behavioral health, and wellness
- ☐ Community and Social Context - Improved access to arts and cultural resources for all and a kinder more inclusive and connected community
- ☐ Education - More vocational training and educational opportunities for all ages
- ☐ Neighborhood and Physical Environment - Improved access to safe and affordable housing for all

6. Number of:

Board Members

Paid Staff (F/T)

Paid Staff (P/T)

Volunteers

7. Date Founded:

Maximum characters: 65000. You have characters left.

8. Organization's Mission:

Maximum characters: 65000. You have characters left.

9. What are the major goals of your organization?

Maximum characters: 65000. You have characters left.

10. What were the major accomplishments of the organization last fiscal year?

Please list specific outcomes.

Maximum characters: 65000. You have characters left.

11. Will the organization utilize volunteers for this proposed effort?

If so, please describe roles and responsibilities of volunteers.

Maximum characters: 65000. You have characters left.

12. Describe the need for this proposed effort and evidence of community support.

Maximum characters: 65000. You have characters left.

13. Describe the population, number to be served, and how the proposed effort differentiates from similar services in the community. Explain the processes used to ensure those being served are ROSEVILLE RESIDENTS and follow the funding guidelines.

How is the organization uniquely positioned to serve the community?

Maximum characters: 65000. You have characters left.

14. Does the proposed effort require collaborative partners? If yes, please describe the role/relationship of each partner in the implementation of the proposed effort.

(Does the organization provide/accept referrals? Does the organization participate with other coordinating organizations or work with service, business, and/or government organizations?)

Maximum characters: 65000. You have characters left.

15. Describe how this proposed effort aligns with Roseville City Council's current Strategic Plan.

The Strategic Plan can be found here: www.roseville.ca.us/strategicplan

Maximum characters: 65000. You have characters left.

16. Define anticipated outcomes for this proposed effort. How will success be measured?

Maximum characters: 65000. You have characters left.

17. List below any previous funds awarded in the last five funding cycles by the Roseville Grants Advisory Commission and the purpose of funding.

Maximum characters: 65000. You have characters left.

18. If your organization received a FY2026-27 grant award, please provide the amount, funds spent to date, accomplishments so far and any challenges encountered.

Maximum characters: 65000. You have characters left.

**19. If full funding is not available, how will the organization be able to accomplish the proposed effort?
*How will goals be reduced? How will the proposed effort be affected?***

Maximum characters: 65000. You have characters left.

20. Please list other funding received or requested for this proposed effort (include funds, amount received or requested, and status of request, if applicable). Also include any fundraisers or donations as well as financial support requested or received from governmental entities.

Maximum characters: 65000. You have characters left.

21. How will your organization reduce costs or generate additional revenue once grant funds are expended to ensure sustainability of this grant effort?

Maximum characters: 65000. You have characters left.

22. If the grant money obtained is to be used to fund Capital Expenditure, please briefly describe the item(s) needed and the itemized costs.

Capital Expenditure is the purchase of fixed assets that have benefits of more than one year. Ex: construction of buildings, additions and remodeling, initial, additional & replacement of equipment, furniture, fixtures, machinery, vehicles & media.

Maximum characters: 65000. You have characters left.

23. If requesting Capital Expenditure for property improvement, does the organization own the building or property to be improved?

- ☐ Yes - Upload proof of ownership in Documents Tab
- ☐ No - Upload lease and owner's written authorization for making the proposed property improvements in Documents Tab
- ☐ Not Applicable

24. If requesting funds for Capital Expenditure, have you included the required bids?

If providing bids, use one Quote Summary Sheet per Capital Expenditure located in the Documents Tab.

- ☐ Yes
- ☐ No - Provide explanation why bids are not necessary in Documents Tab
- ☐ Not Applicable

[Previous](#)

[Next](#)

Application ID: -1

City of Roseville

CLOSED **Deadline** 2/1/2027

DRAFT - 2027/2028 CBF Funding Cycle

[SHOW DESCRIPTION](#)[SHOW REQUIREMENTS](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#)[Application Questions](#)[Proposed Effort Budget](#)[Required Documents](#)

Proposed Effort Budget

*(answers are saved automatically when you
move to another field)*

Instructions [Show/Hide](#)

REQUIRED: Budget Narrative - Please provide a budget narrative with the Budget Income and Expense information for the PROPOSED EFFORT for which you are requesting funding. (Funds are awarded in August, information included below is for the Budget year in which funds are to be used.) In the budget narrative, be sure to answer how will funding these costs meet goals and objectives described in this request?

Please note: the AGENCY Budget information is a separate request under the Documents Tab and should not be included below.

Proposed Effort Income

If you use "other" line item, please explain in Budget Narrative box below. The program budget should be balanced and should focus on the proposed effort that would utilize this grant.

Item Description	Proposed Effort Amount
Federal Government Funding	\$
State Government Funding	\$
Local Government Funding	\$
CBF Grant Funding Request	\$
Corporation/Foundation Funding	\$
Individual Contributions/Membership Dues	\$
Fee for Service	\$
Investment/Interest Income	\$
In-Kind Support	\$
Other	\$
Total \$ 0.00	

Proposed Effort Expenses

The "other" item descriptions in this section allow you to include other expenses and change "other" to the description, if needed.

Item Description	Proposed Effort Amount
Salaries	\$
Payroll Taxes and Benefits	\$
Professional Fees (Consultants & Contractors)	\$
Other Compensation	\$
Rent/Utilities/Maintenance	\$
Printing/Supplies/Postage	\$
Equipment	\$
Promotion/Advertising	\$

Travel/Training	\$	
Insurance	\$	
Other	\$	
Other	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total \$ 0.00**Proposed Effort Budget Narrative** (Discuss the items and amounts you entered above.)

How will funding these costs meet goals and objectives described in this request?

Maximum characters: 65000. You have 65000 characters left.[Previous](#)[Next](#)

Application ID: -1

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City of Roseville

CLOSED Deadline 2/1/2027

DRAFT - 2027/2028 CBF Funding Cycle

SHOW DESCRIPTION

SHOW REQUIREMENTS

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

Summary

Application Questions

Proposed Effort Budget

Required Documents

Required Documents

Instructions Show/Hide

Documents Requested *

Board Authorization - Use Provided Form
(Label - Board Authorization)

Download template: 2027/28 Board Authorization
Form

Assurances and Certifications - Use Provided
Form

(Label - Assurances and Certifications)

Download template: 2027/28 Assurances &
Certification Form

Required?Uploaded Documents *

Required *-none-*

Required *-none-*

Levine Act Disclosure Form - Use Provided Form Required *-none-*

(Label - Levine Act)

[Download template: 2027/28 Levine Act](#)

[Disclosure Form](#)

Copy of Current 501(c)3 or 501(c)4 IRS tax Required *-none-*

determination letter;

E-card is acceptable

(Label - 501c3 or 501c4)

Copy of Agency's Registration Renewal Fee Required *-none-*

Report (RRF-1)

The RRF-1 must show current filing status with the CA Attorney General's Office or documentation of an extension. (Check status at: rct.doj.ca.gov) - (Label - RRF-1)

Agency's Budget for the Current Fiscal Year Required *-none-*

(Label - Agency Budget)

A Roseville Business License is required for all Required *-none-*

contracts with the City of Roseville. Provide a copy of the Roseville Business License or proof of a recent application for a license.

(Label - Business License)

Registration with the Secretary of State is Required *-none-*

required for all contracts with the City of Roseville. Provide a copy of the organization's active registration.

(Label - Sec of State)

Provide a list of Agency Board Members, Required *-none-*

Officers, Directors, and Key Management positions, include their appointment dates, when term expires and affiliations.

(Label - Board Members)

Key Personnel: See Attached Document for Required *-none-*

Explanation

(Label - Key Personnel)

Quote Summary Sheet: *-none-*

Complete One (1) Quote Summary Sheet per project/item that will cost \$500 or more.

(Question 24 - if applicable)

Counseling Certifications: *-none-*

If applicable, upload a copy of each certified

counselor California Board Certification.

(Label - Counseling Certifications)

If request is for Property Improvement (Question 23), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required

(Label -Proof of Ownership)

-none-

Optional Other

Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with the Commission

(Label -Optional Other)

-none-

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: -1

Board Authorization

TO: City of Roseville Grants Advisory Commission

WHEREAS **Agency Name** Is applying for grant funding through the ROSEVILLE GRANTS ADVISORY COMMISSION during the 2027-2028 Grant Funding Cycle

BE IT RESOLVED; the agency shall be authorized to submit the referenced Grant Application to the ROSEVILLE GRANTS ADVISORY COMMISSION.

PASSED AND ADOPTED by the Board of Directors of **Agency Name**, at which a quorum was present on **select date**, by the following roll call vote:

AYES: **enter value**

NOES: **enter value**

ABSTENTIONS: **enter value**

ABSENT: **enter value**

Board President

Date

Board Secretary

Date



Assurances and Certifications

In submitting this application,

I/We understand that copies of the required assurances and certifications must be provided prior to the award of funding and must be maintained during the entire funding period.

I/We certify that:

- The agency complies with the Americans with Disabilities Act (ADA) and State law in providing access to programs, services and facilities.
- Funds will not be used for sectarian or religious purposes.
- If CBF funds are awarded for capital expenditures or works of improvement the organization will comply with State prevailing wage law for construction, alteration, demolition, installation or repair work.
- Under penalty of perjury of the laws of the State of California that all statements in this application are true and correct.

Agency Name: _____

First Signature: _____

(for non-profits - Exec Director; for private schools - Principal)

Name: _____

Title: _____

Date: _____

Second Signature: _____

(for non-profits - Chair of the Board; for private schools - District Superintendent/Trustee)

Name: _____

Title: _____

Date: _____

LEVINE ACT DISCLOSURE STATEMENT

(The completed form submitted to the City of Roseville is a public record.)

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any "Officer" (elected or appointed officer, any alternate thereto, and any candidate for elective office) from participating in any consideration or action related to a proceeding if they receive political contribution(s) from a party, or its agent(s), totaling more than \$500 within the previous twelve (12) months, while a proceeding is pending, and for twelve (12) months following the date of a final decision in a proceeding concerning a license, permit, other entitlement for use, franchise, or contract (collectively "license, permit, or contract"). For additional information: https://www.roseville.ca.us/government/departments/city_clerk/transparency/levine_act.

City Officers are listed at the following sites:

- The Members of City Council - https://www.roseville.ca.us/government/city_council/meet_council
- Boards & Commission Members - https://www.roseville.ca.us/government/boards_commissions

Parties and their Agents are responsible for reviewing and disclosing their applicable contributions to City Officers on the record of a proceeding.

1. Have you or your entity, or any agent on behalf of you or your entity, made any political contribution(s) totaling more than \$500 to any City Officer in the twelve (12) months preceding the date of the submission of your license, permit, or contract, or the anticipated date of any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

YES

NO

If yes, please identify the City Officer(s): _____

2. Do you or your entity, or any agent on behalf of you or your entity, anticipate or plan to make any political contribution(s) totaling more than \$500 to any City Officer in the twelve (12) months following any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

YES

NO

If yes, please identify the City Officer(s): _____

Answering yes to either of the two questions above does not preclude the City of Roseville from considering and/or taking action on a license, permit, or contract. It does, however, potentially preclude the identified City Officers from participating in consideration of and in taking any actions related to the license, permit, or contract. Please accurately complete and sign this form, under the penalty of perjury:

(Date)

(Printed Name/Title of Authorized Representative)

(Name of business/legal entity)

(Signature)

You must submit a supplemental form if you make any new reportable contribution(s) while the contract, license, permit, or other entitlement is being considered and is pending. If this form has not previously been submitted in connection with a contracting, licensing, entitlement or permitting process, please provide the completed form to the Office of the City Clerk for appropriate departmental routing, at: City Clerk, 311 Vernon St., Roseville, CA 95678, CityClerkRoseville@roseville.ca.us



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[City of Roseville](#)

DRAFT - 2027/2028 CBF Funding Cycle

Deadline: 8/28/2026

Print Preview Prop

Jump to: [Application Questions](#) [Proposed Effort Budget](#) [Required Documents](#)

\$ 0.00 Requested

Additional Contacts

none entered

printpreview@printpreview.com

Tel: 888-867-5309

Application Questions [top](#)

1. Lead Agency is:

- ☐ Non-Profit 501(c)(3)
- ☐ Non-Profit 501(c)(4)
- ☐ Private School

2. Project Description: In 50 words or less, describe the proposed program/project, including the use of the funds and who will be served.

Example: The ABC Unified School District requests \$5,000 to support "The Learning Project," a comprehensive youth service and leadership program for low-income youth.

-no answer-

3. This request will: (Select only one option below)

- ☐ Launch a new service, program or facility
- ☐ Continue to provide an existing service
- ☐ Increase or improve quality of services provided
- ☐ Expand services provided to a larger population or increase the capacity of a facility

4. Funding Priority (Select only one option below)

- ☐ Strategic: One-time grants for innovative programs/projects, capital improvements or new initiatives
- ☐ Operational/Mission Support: Grants for programs/projects that demonstrate effectiveness addressing a community need

- ☐ Small Request (up to \$10,000): Grants which can go toward either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community need

5. Community Need Areas: (Select only one option below)

- ☐ Food - Increased access to healthier food options for lower income communities
- ☐ Health and Wellness - Improved physical, mental and behavioral health, and wellness
- ☐ Community and Social Context - Improved access to arts and cultural resources for all and a kinder more inclusive and connected community
- ☐ Education - More vocational training and educational opportunities for all ages
- ☐ Neighborhood and Physical Environment - Improved access to safe and affordable housing for all

6. Number of:

	Board Members
	Paid Staff (F/T)
	Paid Staff (P/T)
	Volunteers
0.00	SUBTOTAL
0.00	TOTAL

7. Date Founded:

-no answer-

8. Organization's Mission:

-no answer-

9. What are the major goals of your organization?

-no answer-

10. What were the major accomplishments of the organization last fiscal year?

Please list specific outcomes.

-no answer-

11. Will the organization utilize volunteers for this proposed effort?

If so, please describe roles and responsibilities of volunteers.

-no answer-

12. Describe the need for this proposed effort and evidence of community support.

-no answer-

13. Describe the population, number to be served, and how the proposed effort differentiates from similar services in the community. Explain the processes used to ensure those being served are ROSEVILLE RESIDENTS and follow the funding guidelines.

How is the organization uniquely positioned to serve the community?

-no answer-

14. Does the proposed effort require collaborative partners? If yes, please describe the role/relationship of each partner in the implementation of the proposed effort.

(Does the organization provide/accept referrals? Does the organization participate with other coordinating organizations or work with service, business, and/or government organizations?)
 -no answer-

15. Describe how this proposed effort aligns with Roseville City Council's current Strategic Plan.

The Strategic Plan can be found here: www.roseville.ca.us/strategicplan

-no answer-

16. Define anticipated outcomes for this proposed effort. How will success be measured?

-no answer-

17. List below any previous funds awarded in the last five funding cycles by the Roseville Grants Advisory Commission and the purpose of funding.

-no answer-

18. If your organization received a FY2026-27 grant award, please provide the amount, funds spent to date, accomplishments so far and any challenges encountered.

-no answer-

19. If full funding is not available, how will the organization be able to accomplish the proposed effort?

How will goals be reduced? How will the proposed effort be affected?

-no answer-

20. Please list other funding received or requested for this proposed effort (include funds, amount received or requested, and status of request, if applicable). Also include any fundraisers or donations as well as financial support requested or received from governmental entities.

-no answer-

21. How will your organization reduce costs or generate additional revenue once grant funds are expended to ensure sustainability of this grant effort?

-no answer-

22. If the grant money obtained is to be used to fund Capital Expenditure, please briefly describe the item(s) needed and the itemized costs.

Capital Expenditure is the purchase of fixed assets that have benefits of more than one year. Ex: construction of buildings, additions and remodeling, initial, additional & replacement of equipment, furniture, fixtures, machinery, vehicles & media.

-no answer-

23. If requesting Capital Expenditure for property improvement, does the organization own the building or property to be improved?

- ☐ Yes - Upload proof of ownership in Documents Tab
- ☐ No - Upload lease and owner's written authorization for making the proposed property improvements in Documents Tab
- ☐ Not Applicable

24. If requesting funds for Capital Expenditure, have you included the required bids?

If providing bids, use one Quote Summary Sheet per Capital Expenditure located in the Documents Tab.

- ☐ Yes
- ☐ No - Provide explanation why bids are not necessary in Documents Tab
- ☐ Not Applicable

Proposed Effort Budget [top](#)

Proposed Effort Income

-none-

Proposed Effort Amount

\$ 0.00

Proposed Effort Expenses

-none-

Proposed Effort Amount

\$ 0.00

Required Documents [top](#)

Documents Requested *

Required? Attached Documents *

Board Authorization - Use Provided Form (Label - Board Authorization)



[download template](#)

Assurances and Certifications - Use Provided Form (Label - Assurances and Certifications)



[download template](#)

Levine Act Disclosure Form - Use Provided Form (Label - Levine Act)



[download template](#)

Copy of Current 501(c)3 or 501(c)4 IRS tax determination letter; E-card is acceptable (Label - 501c3 or 501c4)



Copy of Agency's Registration Renewal Fee Report (RRF-1) The RRF-1 must show current filing status with the CA Attorney General's Office or documentation of an extension. (Check status at: rct.doj.ca.gov) - (Label - RRF-1)



Agency's Budget for the Current Fiscal Year (Label - Agency Budget)



A Roseville Business License is required for all contracts with the City of Roseville. Provide a copy of the Roseville Business License or proof of a recent application for a license. (Label - Business License)



Registration with the Secretary of State is required for all contracts with the City of Roseville. Provide a copy of the



organization's active registration.
(Label - Sec of State)

Provide a list of Agency Board Members, Officers, Directors, and Key Management positions, include their appointment dates, when term expires and affiliations. (Label - Board Members)



Key Personnel: See Attached Document for Explanation (Label - Key Personnel)



Quote Summary Sheet: Complete One (1) Quote Summary Sheet per project/item that will cost \$500 or more. (Question 24 - if applicable)

Counseling Certifications: If applicable, upload a copy of each certified counselor California Board Certification. (Label - Counseling Certifications)

If request is for Property Improvement (Question 23), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required (Label -Proof of Ownership)

Optional Other Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with the Commission (Label - Optional Other)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 124545

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Review Criteria for FY2027/28 Funding Cycle Citizens Benefit Fund (CBF) Grant Applications

Grant Threshold Requirements

Applications will only be considered if:

- Applicant has submitted all required application documents by the application deadline.
- Applicant has submitted required annual report(s) for FY2025/26 CBF grants.

Grant Application Scoring Questions and Scoring Scale

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the proposed effort.	15
2. Application reflects mission and meets the general requirements and guidelines for CBF, and/or REACH.	10
3. Requested funds achieve an impact on the identified need.	15
4. Application demonstrates evidence of community support.	10
5. Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.	10
6. Application clearly defines the proposed effort and how success is measured.	15
7. Request is reasonable given the proposed effort and the organization's experience and capacity.	5
8. Additional funding support for this proposed effort is clearly identified.	5
9. Proposed efforts budget is well defined and budget narrative explains how funding will meet efforts goals and objectives.	5
10. Proposed efforts budget is reasonable in relation to the organization's annual budget and demonstrates proposed efforts sustainability.	10
TOTAL POINTS	100

Committee Scoring Questions

Avg.
Score

Weight

Ext.
Score

Important scoring note: Questions 12–21 do not map one-to-one to the ten approved Scoring Criteria.

The information below identifies the primary Scoring Criteria that may support a question, the point value which can be awarded, and definitions supporting the value that should be considered.

Scoring Question 1: Demonstrated Need (15 points) – Refer to Application Question #12

Definition: The application clearly explains the need for the proposed project and provides convincing evidence the need exists.

Score Guidance:

0–5: Need is vaguely described; minimal evidence.

6–10: Need is described with moderate clarity, some evidence included.

11–15: Need is thoroughly supported with strong evidence and clear relevance to community needs.

1 Application demonstrates the need for the proposed effort.

X 1 =

Scoring Question 2: Mission Alignment & Guidelines (10 points) – Refer to Application Question #15

Definition: The proposal aligns with the organization's mission and adheres to Citizens' Benefit Fund guidelines.

Score Guidance:

0–3: Limited alignment.

4–7: Clear alignment; most guidelines met.

8–10: Strong alignment and full guideline compliance.

2 Application reflects mission and meets the general requirements and guidelines for the Citizens' Benefit Fund.

X 1 =

Scoring Question 3: Impact of Funds Requested (15 points) – Refer to Application Question #13

Definition: The requested funding is likely to produce measurable and meaningful impact on the identified need.

Score Guidance:

0–5: Proposed impact is unclear or minimal.

6–10: Moderate and somewhat supported impact.

11–15: High, clearly documented impact.

3 Requested funds achieve an impact on the identified need.

X 1 =

Scoring Question 4: Community Support (10 points) – Refer to Application Question #12

Definition: Evidence of meaningful support from the community, stakeholders, or partners.

Score Guidance:

0–3: Minimal or informal support.

4–7: Moderate support with some documentation.
8–10: Strong, well documented support.

4 Application demonstrates evidence of community support.

X 1 =

Scoring Question 5: Collaboration & Partnerships (10 points) – Refer to Application Question #14

Definition: The proposal demonstrates how partnerships will enhance efficiency and effectiveness.

Score Guidance:

0–3: Limited or unclear collaboration.

4–7: Moderate collaboration and clear value.

8–10: Strong collaborations with clear added efficiency.

5 Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.

X 1 =

Scoring Question 6: Defined Effort & Measurement of Success (15 points) – Refer to Application Question #16

Definition: The proposal clearly explains the project scope and establishes how success will be measured.

Score Guidance:

0–5: Goals unclear; measurements not defined.

6–10: Goals stated with some measurable components.

11–15: Well defined goals, outcomes, and metrics.

6 Application clearly defines the proposed effort and how success is measured.

X 1 =

Scoring Question 7: Reasonableness of Request (5 points) – Refer to Application Questions #17,18,19

Definition: Funding request is appropriate given the applicant's capacity, experience, and the effort proposed.

Score Guidance:

0–2: Request appears disproportionate.

3–4: Mostly reasonable.

5: Fully justified.

7 Request is reasonable given the proposed effort and the organization's experience and capacity.

X 1 =

Scoring Question 8: Additional Funding Support (5 points) – Refer to Application Question #20

Definition: Additional funding sources are identified and reasonably secured.

Score Guidance:

0–2: No or unclear additional support.

3–4: Some identified support.

5: Clear, multiple support sources.

8 Additional funding support for this proposed effort is clearly identified.

X 1 =

Scoring Question 9: Budget Definition & Narrative (5 points) – Refer to the Proposed Effort Budget tab and Budget Narrative within

Definition: Budget is clearly defined; narrative adequately explains how funds achieve goals.

Score Guidance:

0–2: Budget unclear or narrative lacking.

3–4: Mostly defined with some clarity.

5: Strong, clear, well supported budget narrative.

9 Proposed efforts budget is well defined, and budget narrative explains how funding will meet the efforts goals and objectives.

X 1 =

Scoring Question 10: Budget Reasonableness & Sustainability (10 points) – Refer to Proposed Effort Budget, Budget Narrative within, and Agency Budget for the Current Fiscal Year, located in the Required Documents tab

Definition: Budget aligns with the organization's overall finances and demonstrates sustainability.

Score Guidance:

0–3: Sustainability unclear; budget disproportionate.

4–7: Generally reasonable; sustainability addressed.

8–10: Strong sustainability and clear alignment with annual budget.

10 Proposed efforts budget is reasonable in relation to the organization's annual budget and demonstrates proposed efforts sustainability.

X 1 =

Subtotal 0.00

Average Total Score 0.00

0.00

Communication

Title:	Review and Refine 2027/28 Funding Cycle Final Report Questions
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.gov

SUMMARY

Staff recommends the Grants Advisory Commission review, revise as needed, and approve the Final Report questions for the 2027/28 funding cycle.

RECOMMENDATION

The Grants Advisory Commission will review, revise as needed, and approve the Final Report questions for the 2027/28 funding cycle.

BACKGROUND

Each grant recipient is required to submit a Final Report describing the expenditures and accomplishments achieved with the grant funds. The report is due within 30 days of the end of the grant period. Final Report questions are available at the beginning of the fiscal year and are due August 31.

As part of the annual review process, the Commission agreed to better align grant application and Final Report questions with the established scoring criteria. To support this, staff has provided the current questions that are in ZoomGrants:

1. Did your agency use all of its funding? If not, how much was used and briefly explain why the unused portion of the grant was not expended.
2. Describe the population served with grant funds and indicate the percentage or number served that were Roseville residents.
3. Describe accomplishments of the project/program funded by the grant.
4. How was success of the project/program measured? Please be specific and identify:
 - The tool(s) used for measuring.
 - The result achieved for the program/project for the grant year.
 - How the score compared to prior years, if applicable.
 - Why the result is considered successful.
5. List collaborative partners for the program/project and describe the nature of the collaboration.
6. Will this program/project continue without future grant funds?

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. DRAFT Final Report Questions 27.28 funding cycle

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager

Tobi Thomas, City Manager Department - Assistant City Manager

Dennis Kauffman, City Manager Department - Assistant City Manager

Jonathan Levy, City Attorney Department

Christine Mesaros, City Manager Department - City Manager

Created/Initiated - 9/2/2026

Approved - 9/3/2026

Approved - 9/3/2026

Approved - 9/3/2026

Final Approval - 9/3/2026

City of Roseville

FY2027-28 CBF Grant

CLOSED Deadline 2/1/2027

SHOW DESCRIPTION

SHOW REQUIREMENTS

HIDE ZOOMGRANTS HELP

ZoomGrants Help [hide this]

Creating a New Application to Submit

The 'Saving' screen is still flashing...now what?

Missed Deadline FAQs

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

Summary

Application Questions

Proposed Effort Budget

Required Documents

FY26/267 CBF Grant Funding Final Report

Ask a FY27/28 CBF Grant Funding
Final Report Question

*(answers are saved automatically when you move to
another field)*

FY27/28 CBF Grant Funding Final Report Totals

Answers must be entered on the individual FY27/28 CBF Grant Funding Final Report tabs.

If you recently edited an answer, then Refresh Page to see updated answers here.

1. Did your agency use all of its funding? If not, how much was used and briefly explain why the unused portion of the grant was not expended.

-Text questions are not calculated-

2. Describe the population served with grant funds and indicate the percentage or number served that were Roseville residents.

-Text questions are not calculated-

3. Describe accomplishments of the project/program funded by the grant.

-Text questions are not calculated-

4. How was success of the project/program measured? Please be specific and identify: 1. the tool(s) used for measuring 2. the result achieved for the program/project for the grant year 3. how the score compared to prior years, if applicable 4. why the result is considered successful.

-Text questions are not calculated-

5. List collaborative partners for the program/project and describe the nature of the collaboration.

-Text questions are not calculated-

6. Will this program/project continue without future grant funds?

-Text questions are not calculated-