



## **AGENDA**

November 13, 2018

### **GRANTS ADVISORY COMMISSION MEETING**

5:30 p.m.

Council Chambers  
311 Vernon Street  
Roseville, California

#### **THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION**

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

**Public Comment** - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

**Consent Calendar** - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

**Agenda Items** - Speakers have five minutes to address items that are listed on the agenda.

**Americans with Disabilities Act** - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of auxiliary aids or services.

**Audio/Visual Presentations** - If making a presentation regarding an agenda item, audio/visual materials must be submitted to the City Clerk or Secretary at least 72 hours in advance.

Roseville City Clerk 311 Vernon Street, Roseville, CA 916-774-5200 TDD 916-774-5220

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. MEETING MINUTES**
  - 4.1. Meeting Minutes for August 14, 2018 Meeting of the Grants Advisory Commission

## **5. PRESENTATION/REQUESTS/ACTION ITEMS**

### **5.1. Community Needs Study**

In follow-up to the Community Needs Discussion in August, staff has received direction from the City Manager to include funding for a Community Needs Study, estimated to cost approximately \$40,000-\$60,000, as part of the upcoming funding allocation recommendations.

### **5.2. 2019-2020 Citizens Benefit Fund/REACH Grant Application**

The 2019-2020 Citizens Benefit Fund/REACH Grant Application is being provided for final review and action prior to the opening of the next application cycle in December.

### **5.3. 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria**

The 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria is being provided for final review and action prior to the opening of the next application cycle in December.

### **5.4. Citizens Benefit Fund/REACH Grant Applicant Workshop Outline**

This item provides a draft outline and discussion of the upcoming Citizens Benefit Fund/REACH grant applicant workshop in January.

## **6. BOARD MEMBER / COMMISSIONER / STAFF REPORT**

### **6.1. 2017-2018 Grant Year Final Reports**

This item provides information regarding organizations that did not submit their final grant reports for the 2017-2018 Grant Year due August 31, 2018.

## **7. ADJOURNMENT**



## GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** Meeting Minutes for August 14, 2018 Meeting of the Grants Advisory Commission  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date: 11/13/2018**  
**Item #: 4.1.**

### RECOMMENDATION

Staff recommends that the Commission review and approve the draft attached minutes for the August 14, 2018 Meeting of the Grants Advisory Commission.

### BACKGROUND

Please see the attached minutes.

Respectfully Submitted,

Danielle Foster, Housing Manager

### **ATTACHMENTS:**

#### Description

Attachment 1 - Draft Meeting Minutes for August 14, 2018 Meeting of the Grants Advisory Commission



## **Minutes**

Tuesday, August 14, 2018  
Roseville Grants Advisory Commission Meeting  
City Council Chambers  
311 Vernon Street  
Roseville, California

**1. CALL TO ORDER – 5:30**

**2. ROLL CALL**

**Commissioners Present:**

Ellaison Carroll  
Audra Flynn (did not participate)  
Miranda Garnett (Youth Commissioner)  
Wendy Green  
Dawn Heywood– Acting Chair  
Ed Kriz  
Robert Lyss

Staff Liaison, Danielle Foster, explained to everyone that Commissioner Audra Flynn was present at the meeting, but would not be able to participate as she is still going through the reappointment process and had not been sworn in.

**3. PUBLIC COMMENT**

No public comment.

**4. MINUTES**

- a. Approve minutes of meeting held July 10, 2018  
Commissioner Lyss made a motion to approve the minutes from the July 10, 2018 meeting. Commissioner Carroll seconded the motion.  
Vote: Motion carried 3-0  
Yes: Carroll, Heywood, Lyss  
Abstain: Green, Kriz

**5. PRESENTATIONS/REQUESTS/ACTION ITEMS**

- a. Welcome new and reappointed Commissioners  
Acting Chair Heywood welcomed Commissioner Kriz to the Grants Advisory Commission. Commissioner Kriz stated his relevant background and excitement to be serving as a Grants Advisory Commissioner.

Acting Chair Heywood then unofficially welcomed Commissioned Flynn who is currently finishing up the reappointment process.

Staff Liaison, Danielle Foster, briefly explained how past Commissioner Dohner has now been appointed to the Planning Commission so there is now another opening for the Grants Advisory Commission.

b. Election of Chair and Vice Chair

Commissioner Carroll motioned to nominate Commissioner Heywood as Chair. Commissioner Green seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

Commissioner Carroll motioned to nominate Commissioner Lyss as Vice Chair. Commissioner Green seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

c. Community Needs Discussion: 2019-2020 Funding Cycle

Staff Liaison, Danielle Foster, started the Community Needs Discussion with a brief overview of the goals of the discussion and how the City Council is wanting the Commission to give fewer larger grants so there can be a bigger impact on the community with these funds.

Commissioners discussed the recent changes by the City Council and how that will effect agency collaboration and the application process. They also looked at the draft grant categories that were presented by staff and discussed them. Following a short discussion the Commission opened public comment in order to gain input on the categories.

Public Comment:

Gary McDonald- LightHouse Counseling and Resource Center gave an explanation of his organization and how they collaborate with other agencies in the community like lending bilingual counselors to Stand Up Placer so their clients that do not speak English have an opportunity to see a counselor. Mr. McDonald also agreed with Commissioner Lyss that some agencies do rely on the grant funding every year for projects and operating expenses so changing to fewer larger grants may knock some agencies out of the running for funds. He also explained how funding is needed for mental health and how they currently have a four month waiting list to see a counselor. Mr. McDonald was then asked by Commissioner Carroll if he thought Mental Health should have its own category for the applications or if it would be fine paired with Housing? He stated that as long as funding determination is done purely on strength of application and not on percentages then it should be fine.

Patty Neifer- Petal Connection wanted to speak to give a perspective from a smaller nonprofit that doesn't have or need a big budget to operate. Ms. Neifer is worried that if the Grants Commission is focused on fewer larger grants then smaller nonprofits will be taken out of the running since they do not need a lot of money. She also mentioned how her organization is working with other agencies on collaboration, but she is still worried that they may not be considered since their funding needs are not big.

Louise Topa- Stand Up Placer thanked the Commission for the funding they were awarded and echoed comments made by Gary McDonald about working with other agencies and agreed with Patty Neifer about the possibility that the changes might push out smaller nonprofits. She then gave a small overview of how 665 Roseville residents were helped this year through their program with the funds they were awarded assisting in helping those Roseville residents.

Lelani- Placer Animal Shelter said she appreciates the grant process and agrees with the other agencies that had already spoken. She also said they would fall into the Animal/Art category, but she wanted the Commission to know they effect more areas than just animals. For example studies show that seniors live longer with pets, and they (SPCA) have been able to use their animals to impact seniors. Lelani also suggested that maybe there should be a multi-year grant opportunity if the Commission is switching to the fewer larger grants.

Gary McDonald- Light House Counseling and Resource Center wanted to add that larger grants may not always be more efficient/effective for the community. He said that efficiency depends on the organization and the Commission should maybe think about having a question on the application about efficiency. It could be something like, "on your last 990, how many dollars went to your agency's programs?"

Chair Heywood closed public comment.

The Commission discussed more about how collaboration would work with the new fewer but larger grants and how it is also to assist in not duplicating services. After a few minutes of discussion, Chair Heywood suggested that they start talking through the specific grant categories to help them determine what the greatest needs are in the community.

### **Category: Art and Music**

The Commission determined that they want to look for applications that have programs or projects that expand exposure, education, and opportunities to appreciate art.

Public Comment

Gary McDonald- Light House Counseling and Resource Center collaborated with Louise from Stand Up Placer and they had some new suggested needs categories.

- Arts and Education
- Environment
- Animal Welfare
- Health and Human Services
- At-Risk Populations- Seniors, Veterans, Youth, etc.
- Capital Campaign
- Community Building

Mr. McDonald went on to say that he thinks when the Commissioners are going through applications it is their job to determine if it is an enhancement, need or want by the agency applying.

Brooke Abrams- Blue Line Arts requested the Commission give some clarity on instructions, requirements, and categories before applications are available. As for the categories she said there are needs for arts in the community and there has been an increased demand for public arts projects like murals in the Downtown Roseville Area. She said that Art needs to be outside, not just education. Ms. Abrams wanted to let the Commission know that their projects also help Veterans, adults and youth. She also thanked the Commission for the funding for the 3<sup>rd</sup> Saturday art walk.

Louise- Stand Up Placer thinks maybe the Commission should be looking at the breadth and depth of impact of the projects. A big project might reach many people but have little impact where a small project might be small but have a deeper impact. What does the Commission want to see?

Chair Heywood closed public comment.

The Commission went over revising the categories and clarified what the revised categories would be going forward. The Commission's revised categories were:

Arts and Education  
Environment and Animal Services  
Art Risk Populations  
Capital Campaign  
Community Building

After further discussion the commission decided that they would like the City Council to review the proposed categories and give feedback/direction on the categories.

Commissioner Green motioned that they send a revised categories list to the City Council for further direction before adopting the list. Vice Chair Lyss seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

Staff Liaison, Danielle Foster, spoke to the Commission about having staff look into some of the questions they had regarding a multi-year grant, collaboration, and clarity on what Council is looking for on the Grants. Staff also mentioned that the Commission could put the discussion on hold and talk more about the categories at another meeting in October once she has gathered more information for them.

Commissioner Green motioned they have another meeting on October 9, 2018 to continue the Community Needs Discussion after staff has gathered more information. Commissioner Carroll seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

d. Adopt 2019-2020 Funding Cycle Calendar

Commissioner Carroll motioned to adopt the 2019-2020 Funding Cycle Calendar with an amendment adding a meeting on October 9, 2018.

Commissioner Green seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

e. Review Citizens Benefit Fund Policy Manual

Staff Liaison, Danielle Foster, gave a short explanation of the Citizens Benefit Fund Policy Manual and how a motion was not needed for this agenda item.

f. Review 2019-2020 Citizens Benefit Fund and REACH Fund Guidelines

Staff gave overview of changes made to the 2019-2020 Citizens Benefit Fund and REACH Fund Guidelines. Commissioner Green motioned to accept the 2019-2020 Citizens Benefit Fund and REACH Fund Guidelines.

Commissioner Lyss seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

g. Review DRAFT 2019-2020 Grant Application

Commissioner Lyss motioned to defer voting on the 2019-2020 Grant Application to the October 9, 2018 meeting. Commissioner Green seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

h. Adopt 2019-2020 Work Plan

Commissioner Carroll motioned to adopt the 2019-2020 Work Plan with Staff adding an October 9, 2018 meeting. Commissioner Green seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz

**6. COMMISSIONER/STAFF/REPORTS/COMMENTS**

Staff Liaison, Danielle Foster, gave all attendees that received funding in the 17/18 funding cycle a reminder that Year End Reports are due in ZoomGrants by August 31, 2018.

**7. ADJOURNMENT- 7:39 PM**

Commissioner Lyss motioned to adjourn the meeting. Commissioner Carroll seconded the motion.

Vote: Motion carried 5-0

Yes: Carroll, Heywood, Lyss, Green, Kriz



# GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** Community Needs Study  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date:** 11/13/2018  
**Item #:** 5.1.

## RECOMMENDATION

This report is informational only.

## BACKGROUND

In recent months the City Council and the Roseville Grants Advisory Commission (GAC) have been grappling with the most effective way to identify the greatest community needs for Citizens Benefit Fund (CBF) grants. With the program's history of providing many smaller grants to qualifying applicants, and the City Council's direction last year to remove the grant cap and focus CBF grants on fewer larger awards that make a greater community impact, the need for a systematic approach towards community needs has become more apparent.

As part of the August commission discussion, the GAC, grouped the need areas traditionally served into the following six categories:

- At-Risk Populations
- Arts & Education
- Capital Projects
- Community Building
- Environment & Animal Services
- Health & Human Services

Discussion at the GAC in August also included questions regarding the consideration of:

- Enhancement vs. unmet need
- Collaboration vs. non-collaboration
- One-time vs. ongoing/multi-year grants
- Breath vs. depth
- Crisis vs. long-term
- Multi-categorical vs. singular focus proposals

## **Community Needs Study**

Truly scoping out a comprehensive look at local community needs would require the assistance of

a consultant to study and collect input in this area. This approach will take time and funding, so there will be delay in the results of the study getting incorporated into the CBF grant process. Staff believes that a Community Needs Study could inform other city projects and potentially be incorporated into the City's upcoming Consolidated Plan (Five-Year Plan) for its federal Community Development Block Grant (CDBG) entitlement funding, as CDBG and CBF sometimes overlap in addressing local community service and capital improvement needs.

Upon initial outreach to potential consultants, staff believes that the Community Needs Study would cost from \$40,000-\$60,000 and would likely include:

- A data-driven analysis of local community conditions and needs information;
- Two public meetings (Commission-hosted Community Workshop and other input); and
- A local community needs survey (online and hard copies).

Cost of completing a CBF Community Needs Study will be included in the upcoming grants cycle recommendations, thereby deducting the expense from the current year's fund interest available for award (typically around \$425,000) and would reduce the upcoming grant allocations to community services and projects by an estimated \$40,000-\$60,000. The City believes using these funds for this one-time study is necessary in order to ensure that there is a full assessment of community needs completed and to better inform strategic use of future grants.

Respectfully Submitted,

Danielle Foster, Housing Manager



## GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** 2019-2020 Citizens Benefit Fund/REACH Grant Application  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date:** 11/13/2018  
**Item #:** 5.2.

### RECOMMENDATION

Staff recommends that the Commission:

- 1) Review the draft 2019-2020 Citizens Benefit Fund/REACH Grant Application and identify any corrections or changes; and
- 2) Approve the 2019-2020 Citizens Benefit Fund/REACH Grant Application.

### BACKGROUND

Each year prior to the opening of the Citizens Benefit Fund/REACH Grants Application Cycle, the GAC reviews the prior year application for any updates or adjustments. After last year's substantial updates and streamlining, this year staff is recommending fewer updates based on recent discussion and feedback of the Commission.

Staff is also including the adopted Grant Funding Cycle Calendar for the 2019-2020 cycle as part of this item, for reference purposes only.

Respectfully Submitted,

Danielle Foster, Housing Manager

### **ATTACHMENTS:**

#### **Description**

Attachment 1 - 2019-2020 CBF/REACH Grant Application

Attachment 2 - CBF/REACH Funding Cycle Calendar

Welcome, [Not ?](#)[HELP](#) [RESOURCES](#) [FULL SCREEN](#) [LOGOUT](#) [▲▼](#)Powered by [ZoomGrants™](#)[My Account Home](#)

## City of Roseville

Citizens' Benefit Fund / R.E.A.C.H.

Deadline ~~2/18/2018~~ **2/7/19**~~2018-2019~~ **2019-2020** Grant Application

| Open Programs | Description | Requirements | Restrictions | Contact Admin |
|---------------|-------------|--------------|--------------|---------------|
|---------------|-------------|--------------|--------------|---------------|

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

The Citizens' Benefit Fund (CBF) was established on June 4, 1993 with 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 the City of Roseville. The Roseville Grants Advisory Commission has approximately \$400,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville".

The Roseville Employees Annual Charitable Hearts (REACH) Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County.

**Restrictions** [\[hide this\]](#)

There is no funding maximum for CBF grant applications. Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One non-profit application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County.

Private School sites and Public School Non-profits: Individual private school sites and public school non-profits (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site. School district foundations are limited to only one application per school site.

All applicants must have a current business license with the City of Roseville by the application deadline to qualify.

## Applicant View

Application Status: Not Submitted

[Apply Now/Start Application](#)[Summary](#)   [Application Questions](#)   [Program/Project Budget](#)   [Documents](#)**Summary***(answers are saved automatically when you move to another field)*

Application Title/Project Name

Amount Requested

\$ **Lead****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

Non-US 

ZIP+4/Postal Code

Country

United States 

Telephone

Fax

Website

**CEO/Executive Director**

First Name

Last Name

Title

Email

**Collaborative Partners:**[Next](#)

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

(Provide space for collaborative partners)

Welcome, [Not ?](#)[HELP](#) [RESOURCES](#) [FULL SCREEN](#) [LOGOUT](#) [AA ▼](#)Powered by [ZoomGrants™](#)[My Account Home](#)

City of Roseville  
Citizens' Benefit Fund / R.E.A.C.H.  
~~2018-2019~~ Grant Application  
~~2019-2020~~

Deadline ~~2/8/2018~~ **2/7/19**

| Open Programs | Description | Requirements | Restrictions | Contact Admin |
|---------------|-------------|--------------|--------------|---------------|
|---------------|-------------|--------------|--------------|---------------|

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

The Citizens' Benefit Fund (CBF) was established on June 4, 1993 with 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 the City of Roseville. The Roseville Grants Advisory Commission has approximately \$400,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville".

The Roseville Employees Annual Charitable Hearts (REACH) Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County.

**Restrictions** [\[hide this\]](#)

There is no funding maximum for CBF grant applications. Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One non-profit application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County.

Private School sites and Public School Non-profits: Individual private school sites and public school non-profits (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site. School district foundations are limited to only one application per school site.

All applicants must have a current business license with the City of Roseville by the application deadline to qualify.

**Applicant View**

Application Status: Not Submitted

[Apply Now/Start Application](#)

| Summary | Application Questions | Program/Project Budget | Documents |
|---------|-----------------------|------------------------|-----------|
|---------|-----------------------|------------------------|-----------|

**Application Questions**

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

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

**1. 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 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: 500. You have 500 characters left.

**Community Need Areas:****3. Project primarily serves:**

- ☐ Animals  
☐ Arts & Humanities  
☐ Environmental  
☐ Health  
☐ Human Services  
☐ Public Society Benefit  
☐ Recreation & Sports  
☐ Schools (Education)  
☐ Youth

Change to community  
Need Areas + group applications  
based on response

**4. Number of:**

|                      |                  |
|----------------------|------------------|
| <input type="text"/> | Board Members    |
| <input type="text"/> | Paid Staff (F/T) |
| <input type="text"/> | Paid Staff (P/T) |
| <input type="text"/> | Volunteers       |

**5. Date Founded:**

Maximum characters: 255. You have 255 characters left.

**6. Organization's Mission:**

Maximum characters: 1500. You have 1500 characters left.

7. What are the major goals of your organization?

Maximum characters: 1500. You have 1500 characters left.

8. What were the major accomplishments of the organization last fiscal year? *Please list specific outcomes.*

Maximum characters: 1500. You have 1500 characters left.

9. How does the organization use volunteers?

Maximum characters: 1500. You have 1500 characters left.

10.

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

Does your organization have collaborative partners in the provision of your proposed program or project? How are you avoiding duplication of services in the community?

Maximum characters: 1500. You have 1500 characters left.

12. ~~11~~. Describe the need for this project/program and evidence of community support. Describe the population and number to be served.

*Include key supporters, volunteer hours, collaborators, donors and processes used to ensure those being served are Roseville residents (Citizens' Benefit Funding) or Placer County Youth, Families or Seniors (REACH Funding).*

Maximum characters: 1500. You have 1500 characters left.

13. ~~12~~. Define anticipated outcomes for this project or program. How will success be measured?

Maximum characters: 1500. You have 1500 characters left.

14. ~~13~~. If full funding is not available will your organization be able to accomplish your project/program?

☐ Yes

☐ No, please explain:

15. ~~14~~. Please list other funding support requested for this project (include funder, date requested, amount requested, and status of request).

Maximum characters: 1500. You have 1500 characters left.

16. ~~15~~. If funding is requested for program or operating support, rather than one-time projects, how will your organization reduce costs or generate additional revenue once grant funds are expended?

Maximum characters: 1500. You have 1500 characters left.

17. ~~16~~. If the grant money obtained is to be used to fund a Capital Expenditure or Property Improvement, please describe briefly the item(s) needed and the itemized costs. Capital Expenditure is defined as any grant money that is used to acquire or upgrade a long term asset that has a useful life of more than one (1) year.

Maximum characters: 1500. You have 1500 characters left.

18. ~~17~~. If requesting capital for Property Improvement, does the organization own or lease the building or property to be improved?

- ☐ Yes (Provide Proof of Ownership or Copy of Lease under the Documents Tab)  
☐ No  
☐ Not Applicable

19. If requesting capital for Property Improvement or Capital Expenditure, have you included the required bids?

[Previous](#) [Next](#)

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

Welcome, [Not ?](#)[HELP](#) [RESOURCES](#) [FULL SCREEN](#) [LOGOUT](#) [AA ▼](#)Powered by [ZoomGrants™](#)[My Account Home](#)

City of Roseville  
 Citizens' Benefit Fund / R.E.A.C.H.  
~~2018-2019~~ Grant Application  
 2019-2020  
[Open Programs](#) | [Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#)

Deadline **2/7/19**  
~~2/6/2018~~

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

The Citizens' Benefit Fund (CBF) was established on June 4, 1993 with 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 the City of Roseville. The Roseville Grants Advisory Commission has approximately \$400,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville".

The Roseville Employees Annual Charitable Hearts (REACH) Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County.

**Restrictions** [\[hide this\]](#)

There is no funding maximum for CBF grant applications. Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One non-profit application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County.

Private School sites and Public School Non-profits: Individual private school sites and public school non-profits (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site. School district foundations are limited to only one application per school site.

All applicants must have a current business license with the City of Roseville by the application deadline to qualify.

**Applicant View**

Application Status: Not Submitted

[Apply Now/Start Application](#)

[Summary](#) [Application Questions](#) [Program/Project Budget](#) [Documents](#)

**Program/Project Budget**

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

Instructions [Show/Hide](#)

### Project/Program 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 program/project that would utilize this grant.

| Item Description                         | Program/Project Amount  |
|------------------------------------------|-------------------------|
| Federal Government Funding               | \$ <input type="text"/> |
| State Government Funding                 | \$ <input type="text"/> |
| Local Government Funding                 | \$ <input type="text"/> |
| CBF/REACH Grant Request                  | \$ <input type="text"/> |
| Corporation/Foundation Funding           | \$ <input type="text"/> |
| Individual Contributions/Membership Dues | \$ <input type="text"/> |
| Fees for Service                         | \$ <input type="text"/> |
| Investment/Interest Income               | \$ <input type="text"/> |
| In-Kind Support                          | \$ <input type="text"/> |
| Other                                    | \$ <input type="text"/> |
| <b>Total \$ 0.00</b>                     |                         |

### Project/Program Expenses

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

| Item Description                             | Program/Project Amount  |
|----------------------------------------------|-------------------------|
| Salaries                                     | \$ <input type="text"/> |
| Payroll Taxes and Benefits                   | \$ <input type="text"/> |
| Professional Fees (Consultants & Contractor) | \$ <input type="text"/> |
| Other Compensation                           | \$ <input type="text"/> |
| Rent/Utilities/Maintenance                   | \$ <input type="text"/> |
| Printing/Supplies/Postage                    | \$ <input type="text"/> |
| Equipment                                    | \$ <input type="text"/> |
| Promotion/Advertising                        | \$ <input type="text"/> |
| Travel/Training                              | \$ <input type="text"/> |
| Insurance                                    | \$ <input type="text"/> |
| Other                                        | \$ <input type="text"/> |
| Other                                        | \$ <input type="text"/> |
| Other                                        | \$ <input type="text"/> |
|                                              | \$ <input type="text"/> |
|                                              | \$ <input type="text"/> |

|                      |                         |
|----------------------|-------------------------|
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| Total \$ 0.00        |                         |

**Program/Project Budget Narrative** (Discuss/justify the items and amounts you entered above.)

Provide additional information only if necessary.

Maximum characters: 1500. You have  characters left.

[Previous](#) [Next](#)

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Privacy](#)

Welcome, [Not ?](#)
[HELP](#) [RESOURCES](#) [FULL SCREEN](#) [LOGOUT](#) [AA ▼](#)
Powered by [ZoomGrants™](#)
[My Account Home](#)

City of Roseville  
 Citizens' Benefit Fund / R.E.A.C.H.  
~~2018-2019~~ Grant Application  
 2019 - 2020

Deadline ~~2/15/2018~~ **2/7/19**

| Open Programs | Description | Requirements | Restrictions | Contact Admin |
|---------------|-------------|--------------|--------------|---------------|
|---------------|-------------|--------------|--------------|---------------|

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

The Citizens' Benefit Fund (CBF) was established on June 4, 1993 with 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 the City of Roseville. The Roseville Grants Advisory Commission has approximately \$400,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville".

The Roseville Employees Annual Charitable Hearts (REACH) Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County.

**Restrictions** [\[hide this\]](#)

There is no funding maximum for CBF grant applications. Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One non-profit application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County.

Private School sites and Public School Non-profits: Individual private school sites and public school non-profits (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site. School district foundations are limited to only one application per school site.

All applicants must have a current business license with the City of Roseville by the application deadline to qualify.

**Applicant View**

Application Status: Not Submitted

[Apply Now/Start Application](#)[Summary](#)[Application Questions](#)[Program/Project Budget](#)[Documents](#)**Documents**[Instructions Show/Hide](#)

| Documents Requested *                                                                                                                                                                                                             | Required? | Uploaded Documents *                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------|
| Copy of 501(C)(3) or 501(C)(4) IRS tax determination letter if applicable (Label 501C3.pdf or 501C4.pdf) E-card is acceptable.                                                                                                    | Required  | <input type="text"/> <a href="#">Upload</a> |
| Copy of Agency's registration/renewal fee report, California State Attorney General (ct RRF-1), if applicable (Label RRF1.pdf) If not required, please submit an explanation.                                                     | Required  | -none- <a href="#">Upload</a>               |
| Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)                                                                                                                                                              | Required  | -none- <a href="#">Upload</a>               |
| Most recent audited financial statement (Label AuditedFinancials.pdf)                                                                                                                                                             | Required  | -none- <a href="#">Upload</a>               |
| Provide a list of Board Members, Officers, Directors and key management positions, include their appointment dates, when term expires and affiliations. Identify any personnel paid from grant proceeds. (Label KeyPersonnel.pdf) | Required  | -none- <a href="#">Upload</a>               |
| If your request is for Capital Expenditures or Property Improvement (Question 17) provide description of the item(s) needed and itemized costs (Label CapitalItemDescription.pdf)                                                 |           | -none- <a href="#">Upload</a>               |
| Bid Requirements: Individual items costing \$250-\$2,499 or greater require 3 written estimates from vendor. Individual items less than \$250 require no estimates (Label Bids123.pdf)                                            |           | -none- <a href="#">Upload</a>               |
| If request is for Property Improvement (Questions 18), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required (Label ProofofOwnership.pdf)                                |           | -none- <a href="#">Upload</a>               |
| Assurances and Certifications (Label AssurancesCert.pdf)                                                                                                                                                                          | Required  | -none- <a href="#">Upload</a>               |
| Signed Board Authorization (Label BoardAuthorization.pdf)                                                                                                                                                                         | Required  | -none- <a href="#">Upload</a>               |
| Optional Other (4MB maximum)<br>Opportunity to upload one document                                                                                                                                                                |           | -none- <a href="#">Upload</a>               |

with any additional information (not  
previously requested in the application)  
you feel important to share with the  
Commission. (Label OptionalOther.pdf)

---

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

[Previous](#)

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

## 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 (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:** Enter name

**First Signature:** \_\_\_\_\_  
(for non-profits - Exec Director; for private schools - Principal)

Name: Enter name

Title: Enter title

Date: \_\_\_\_\_

**Second Signature:** \_\_\_\_\_  
(for non-profits - Chair of the Board; for private schools - District Superintendent/Trustee)

Name: Enter name

Title: Enter title

Date: \_\_\_\_\_

## Board Authorization

---

TO: City of Roseville Grants Advisory Commission

WHEREAS, Is applying for grant funding through the ROSEVILLE GRANTS ADVISORY COMMISSION during the 2019-2020 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 , at which a quorum was present on , by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

---

Board President

Date

---

Board Secretary

Date

# Grant Funding Cycle Calendar 2019 - 2020

## Citizens' Benefit Fund / R.E.A.C.H. Fund

| Date                            | Activity                                                                                                       |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|
| December 10, 2018               | Grant Application link posted on City website                                                                  |
| January 8, 2019 (5:30 p.m.)     | Commission meeting -<br>Applicant Workshop - STRONGLY ADVISED (Televised)                                      |
| February 7, 2019 (by 5:00 p.m.) | Grant Applications due by 5:00 p.m. (Staff Liaison to<br>determine application completeness by March 12, 2019) |
| March 13, 2019                  | <i>Commissioners to review applications in Zoomgrants and<br/>score by April 1, 2019</i>                       |
| April 9, 2019 (5:30 p.m.)       | <i>Commission meeting – Funding Recommendations<br/>(Televised)</i>                                            |
| May 8, 2019<br>(Tentative)      | City Council meeting - Action on Funding Recommendations<br>(Televised)                                        |
| July 9, 2019<br>(6:00 p.m.)     | Commission meeting - Grant check presentations<br>(not Televised)                                              |
|                                 |                                                                                                                |
|                                 |                                                                                                                |

For more information call the Housing Office at (916) 774-5270





## GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date:** 11/13/2018  
**Item #:** 5.3.

### RECOMMENDATION

Staff recommends that the Commission:

- 1) Review the draft 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria and identify any corrections or changes; and
- 2) Approve the 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria.

### BACKGROUND

Each year prior to the opening of the Citizens Benefit Fund/REACH Grants Application Cycle, the GAC reviews the prior year application scoring criteria for any updates or adjustments. Staff is not recommending any changes to last year's criteria, but anticipates changes once additional information is available regarding identified community needs.

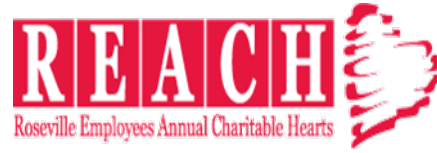
Respectfully Submitted,

Danielle Foster, Housing Manager

### **ATTACHMENTS:**

Description

Attachment 1 - 2019-2020 CBF/REACH Grant Application Scoring Criteria



## **Review Criteria for 2019-2020 Funding Cycle for Citizens Benefit Fund (CBF) and REACH Grant Applications**

### **Grant Threshold Requirements**

Applications will only be considered if:

- Applicant has submitted all of the required application documents by the application deadline.
- Applicant has submitted required annual report(s) for 2017-2018 CBF and REACH grants.

### **Grant Application Scoring Questions and Scoring Scale**

| <b>Scoring Questions</b>                                                                                                                     | <b>Scoring Scale</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Application demonstrates the need for the project or program.                                                                             | 20                   |
| 2. Application clearly defines the project/program and how success is measured.                                                              | 15                   |
| 3. Application reflects mission and meets the general requirements and guidelines for CBF and/or REACH.                                      | 5                    |
| 4. Requested funds achieve an impact on the identified need.                                                                                 | 20                   |
| 5. Application demonstrates evidence of community engagement.                                                                                | 10                   |
| 6. Application includes a collaboration within the community that increases efficiency and efficacy of the grant.                            | 10                   |
| 7. Request is reasonable given the proposed project/program and the organization's experience and capacity.                                  | 5                    |
| 8. Project budget is clear and organization's budget demonstrates stability.                                                                 | 5                    |
| 9. Additional funding support for this project/program is clearly identified.                                                                | 5                    |
| 10. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs. | 5                    |
| <b>TOTAL POINTS</b>                                                                                                                          | <b>100</b>           |



## GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** Citizens Benefit Fund/REACH Grant Applicant Workshop Outline  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date:** 11/13/2018  
**Item #:** 5.4.

### RECOMMENDATION

Staff recommends that the Commission review and approve the Citizens Benefit Fund/REACH Grant Applicant Workshop Outline.

### BACKGROUND

Consistent with prior years, the Citizens Benefit Fund (CBF)/REACH Grant Applicant Workshop Outline consists of:

1. Welcome and Purpose of the Workshop (Chair)
2. Overview of the Funding (Chair)
3. Review of Application Timeline (Vice Chair)
4. Online Application Submittal via ZoomGrants (Staff)
5. Application Disqualifications (Staff)
6. Application Scoring Questions and Scale (Chair)
7. Application Required Documents and Budget Highlight (Staff)
8. Helpful Hints for Application and Process (Vice Chair and Commission)
9. Public Comment/Questions from Applicants (Chair and Staff)
10. Closing Comments (Chair)

Attached is the draft script of information reviewed at the workshop. Please review and provide feedback on content and shared responsibilities for the meeting.

Respectfully Submitted,

Danielle Foster, Housing Manager

## **ATTACHMENTS:**

### **Description**

Attachment 1 - Draft CBF/REACH Script of Information for Applicant Workshop

## 2019 Applicant Workshop Agenda Script

### **1. Welcome: (Chair)**

*Welcome to the Roseville Grants Advisory Commission Grant Applicant Workshop. We are happy you are here. I am Dawn Heywood, the Chair for the Roseville Grants Advisory Commission.*

### **Purpose of workshop: (Chair)**

*We want to make sure applicants understand what funds are available, how to apply, highlight what's new this year and most importantly, answer YOUR questions.*

*Our agenda tonight will cover these topics in this order:*

- 1. First, we'll provide an overview of each fund.*
- 2. Next, we'll go over the timeline for this year's grant cycle.*
- 3. We will review the online submittal process.*
- 4. Highlight Application Thresholds and Disqualifications*
- 5. And Provide an Overview of the Application Scoring Questions and Scale.*
- 6. We will then review the required documents section, which we have worked to pare down this year, and Commissioners will provide helpful hints.*
- 7. Then we will open it up to questions from applicants. In order to be most efficient with our time, the Chair will either answer the audience questions or direct staff to answer.*
- 8. After all questions have been answered, Commissioners will provide a few brief comments about this grant cycle and application process.*

### **2. Funds (Chair)**

*To begin, we'll put up a slide showing a summary of available funds.*

**Citizens' Benefit Fund** – *The Roseville City Council established the Citizens' Benefit Fund in 1993 with the funds received from the sale of the City-owned Roseville Community Hospital. The City Council at that time voted to place the proceeds of the sale into an interest-bearing account and give ninety percent (90%) of the interest available annually to non-profits for the purpose of "improving the quality of life for the citizens of the City of Roseville." The remaining ten percent (10%) is deposited back into the Citizens' Benefit Fund to grow the principal. This year the CBF has:*

- Approximately \$365,000 in funds available*
- Grants are being made available to 501 (c)3, 501(c)4, and private school organizations.*
- Private schools and school-based non-profit associations are eligible and are limited to one application per individual site.*
- Again, the CBF grant is to assist in improving the quality of life for the citizens of Roseville.*

- The City Council would like to focus these funds on fewer large projects that make a significant impact within the community
- This year, the City will also consider using funding to complete a Community Needs Study to guide future funding awards

**REACH** – Established in 2003, the City-directed Employee Charitable Giving Program is comprised of contributions by Roseville City employees, retirees, and local businesses. There

- \$7,500 estimated funds available
- Same eligible organizations as CBF
- Schools have the same restrictions as CBF, with one application per individual site
- REACH grants are to assist in improving the quality of life for Youth, Families and Seniors of Placer County.

**One Application** – Please note that applicants only need to submit one application and can request funding from both sources. If you are requesting funds from multiple sources to serve residents in both Roseville and Placer County, it would be very helpful to describe in your project description how those funds will be split. For example, you might say you are requesting \$10,000 total and that \$8,000 will be used to serve Roseville residents and \$2,000 will be used to serve residents outside Roseville in Placer County.

Vice Chair, Robert Lyss, will now go over the timeline for the grant funding cycle.

### 3. Timeline (Vice Chair)

Hello, let's review some important dates to remember for this funding cycle:

- Applications must be submitted online via ZoomGrants™ by 5:00pm on **Thursday, February 7<sup>th</sup>**
- Staff will review all submitted grant applications and ensure the required documents were submitted. Applications without all of the required paperwork will be disqualified.
- The Commission has a meeting on April 10th at which time they will agree on funding recommendations. Funding recommendations will go to the City Council in May; and grant checks will be awarded by this Commission at our meeting on **July 9<sup>th</sup>**.
- Copies of the timeline are available in hard copy form tonight if you would like one.

### 4. Online Application Submittal (Staff)

**(Staff)** So that we know who our audience is, who applied for grant funding during our last funding cycle? Who is new? (Show of hands) A direct link to the ZoomGrants website is posted on the City's Grants Advisory webpage. All returning applicants can login using their existing ZoomGrants accounts and all new applicants will be directed to create

*their new ZoomGrants account. Applicants needing assistance with submitting their grant applications can contact ZoomGrants directly with this toll free number: 866-323-5404 or by accessing the Help key posted on their website.*

***(Staff)** The Grants Advisory Commission re-evaluated the application and review criteria this year with a goal of updating the scoring module that aides the Commission in the equitable evaluation of all applications and in an effort to further streamline the process. The Committee put great thought into the relevance and applicability of each application question, required document, and review criterion, rewording and deleting where possible. The Review Criteria for 2018-2019 CBF and REACH Grant Applications is available on the City's website and as a handout this evening. We will go over highlights of the review criteria and required documents in the application.*

#### **5. Highlight Application Disqualification (Staff)**

In accordance with the review criteria provided, the primary thresholds are:

- Applicant has submitted all of the required application documents and has a current Business License with the City of Roseville by the application deadline.
- Applicant has submitted required annual report(s) for the 2016-2017 CBF and REACH grants.

If these thresholds are not met, the application is disqualified. Staff will be reviewing the applications for completeness and making this determination. Staff will notify applicants if their application(s) do not meet these primary thresholds.

#### **6. Application Scoring Questions and Scale (Chair)**

The next portion of the Review Criteria is the Application Scoring Questions and Scoring Scale. These will be used in the review and scoring of applications. Each question is aimed at valuing how the application meets local needs and objectives for maximizing community benefit with these funds, particularly through community engagement, leveraging, and collaboration. The questions and scale are provided for you on this slide and are in your handout for reference.

### **Grant Application Scoring Questions and Scoring Scale**

| <b>Scoring Questions</b>                                                                                | <b>Scoring Scale</b> |
|---------------------------------------------------------------------------------------------------------|----------------------|
| 1. Application demonstrates the need for the project or program.                                        | 20                   |
| 2. Application clearly defines the project/program and how success is measured.                         | 15                   |
| 3. Application reflects mission and meets the general requirements and guidelines for CBF and/or REACH. | 5                    |

|                                                                                                                                              |            |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 4. Requested funds achieve an impact on the identified need.                                                                                 | 20         |
| 5. Application demonstrates evidence of community engagement.                                                                                | 10         |
| 6. Application includes a collaboration within the community that increases efficiency and efficacy of the grant.                            | 10         |
| 7. Request is reasonable given the proposed project/program and the organization's experience and capacity.                                  | 5          |
| 8. Project budget is clear and organization's budget demonstrates stability.                                                                 | 5          |
| 9. Additional funding support for this project/program is clearly identified.                                                                | 5          |
| 10. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs. | 5          |
| <b>TOTAL POINTS</b>                                                                                                                          | <b>100</b> |

## 7. Required Documents and Budget Highlight (Staff)

*Let's review the required documents. Under the **Documents Tab** in the grant application there is a list of required documents that must be submitted as part of your application.*

*VERY IMPORTANT! Required documents are stated as such in the required column. If a required document does not apply to your organization, you **MUST** upload a document with an explanation of why it does not apply, label the document with an N/A in front of the respective file name. If a document is not included and there is no explanation indicating why the document is not attached or required, the application will be deemed incomplete and disqualified.*

- Explanations do not need to be lengthy. For example, if you are awaiting your 501 (c)3 status, please provide that information and accompanying documentation.*
- If you are requesting grant funds for a Capital Expenditure or Property Improvement we require a total of three bids for individual items costing more than \$250. **Very important for private schools and school nonprofit organizations** – these organizations are also required to submit the requested number of bids for Capital Expenditures or Property Improvement. We understand that these organizations often purchase items under a larger contract that was bid through the private school or district. Even so, three bids are required. You can use the price of an existing contract as one bid, but you must also get two additional bids. The reason we require this is to ensure that the grant funds are being used as efficiently as possible.*
- One last clarification for Capital Expenditures or Property Improvement - The type of required bid is based on the cost of the individual item. For example, if you are requesting \$5,000 in grant funding for 10 items that each cost \$500; you would need to submit 3 phone/online bids based on the cost of the individual item, not the total cost.*

- **Signed** Board Authorization & Assurances/Certificates should be completed and uploaded, please use the template provided and do not substitute. Please note this could be a time-sensitive item for your board to complete if they do not meet monthly.
- *Grant applications for organizations that are providing therapy/counseling services MUST include their certification information that allows them to practice in that field as well as include the number of volunteer hours being provided to that organization.*
- While a copy of your business license is not required to be submitted, your organization is required to have a current one on file and the city will confirm your organization's current business license as of the application submittal deadline.

#### **8. Helpful Hints (Vice Chair/Commission)**

*I'd like to take a few minutes to reiterate a couple of points or reminders that will make completing your application easier, and I would invite my colleagues to add any other helpful hints for potential applicants.*

- *Applicants can access the application using the link located on the City's Grants homepage*
- *That link will take you to ZoomGrants.com for you to set up your account or sign in using your existing log-in.*
- *Your grant application will automatically save when you advance to the next question or click outside of the text box.*
- *You can access your incomplete application up until it has been submitted, once it is submitted, no changes can be made.*
- *Most sections on the application have instructions; however, the system default is to hide the instructions. If you'd like to see the instructions simply click on the **show/hide instructions** at top of each section and they will appear.*

*(Open for commissioner comments and discussion on collaboration)*

*Thank you and I will now turn it back over to our Chair, Dawn Heywood.*

#### **9. Public Comment/Questions (Chair)**

*Now we will open it up for public comment and applicants may use this time to ask any questions they have about the application process.*

*(Dawn fields questions—answers or defers to staff)*

**Close Public Comment (Chair) -**

*Thank you for your questions. I am now closing public comment and moving on to Commissioners for their closing comments. If Commissioners would like to provide some brief comments to further assist our applicants in submitting the best application possible, we will now take a few minutes to do so.*

#### **10. Closing (Chair)**

*I want to remind our applicants that tonight's workshop will be available to view online on the city's website. Also, from now until we make final funding recommendations in April, our Commissioners will not be visiting or touring any agencies; however, fundraisers and special events that are open to the public are fine to attend if they so choose.*

*That concludes the Applicant Workshop portion of our meeting. Thanks to all our applicants for coming tonight, we thank you for the valuable work you do in the community and look forward to reading your applications.*



## GRANTS ADVISORY COMMISSION COMMUNICATION

**Title:** 2017-2018 Grant Year Final Reports  
**Contact:** Danielle Foster dfoster@roseville.ca.us (916) 774-5446

**Meeting Date:** 11/13/2018  
**Item #:** 6.1.

### RECOMMENDATION

This is an informational item only. No action is required.

### BACKGROUND

City of Roseville grant agreements require each grant recipient to file a final report detailing the program status and funds spent. Final reports are important to maintain the integrity and accountability of the grant process. They are also a way for agencies to summarize their accomplishments, document their progress, and report on their expenditures.

Grant recipients were emailed notifications through ZoomGrants during July and August 2018 with reminders to submit their final reports by August 31, 2018.

The following five grant recipients did not submit their final reports either at all or before the deadline. Without timely submission of the final report, these agencies will not be eligible to apply for upcoming funding from CBF and REACH:

- Eskaton Foundation, Transportation Plus and Well-Check Calls -- \$10,000
- Friends of the Roseville Public Library, Free SAT Preparatory Courses -- \$6,720
- Roseville Historical Society, Operations and Programs -- \$9,500
- Roseville Joint Union High School District Adult School, Adult Basic Education -- \$10,000
- Seniors First, Inc. -- \$10,000

Commissioners can review the final reports online through ZoomGrants, under 2017-2018 Grant Application, Final Reports tab. Please let staff know if you need help accessing this information.

Respectfully Submitted,

Danielle Foster, Housing Manager

