



AGENDA
August 9, 2016

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

City Council Chambers
311 Vernon Street
Roseville, California

- 1. ROLL CALL**
- 2. MINUTES OF PRIOR MEETINGS**
 - 2.1. Minutes of meeting held July 12, 2016
- 3. PUBLIC COMMENTS**
- 4. NEW BUSINESS**
 - 4.1. Welcome new Commissioner
 - 4.2. Election of Chair and Vice Chair
 - 4.3. Adopt 2017/2018 Work Plan
 - 4.4. Adopt 2017/2018 Funding Cycle Calendar
 - 4.5. Determine 2017/2018 CBF maximum request
 - 4.6. Review 2017/2018 CBF Guidelines
 - 4.7. Review 2017/2018 Grant Application
- 5. REPORTS/COMMENTS/COMMISSION/STAFF**
- 6. ADJOURNMENT**



GRANTS ADVISORY COMMISSION

Title: Minutes of meeting held July 12, 2016

Meeting Date: 8/9/2016
Item #: 2.1.

ATTACHMENTS:

Description

July 12, 2016 Draft Minutes



City Manager's Office
311 Vernon Street, Roseville, CA 95678 (916) 774-5362

Minutes

City Of Roseville Grants Advisory Commission
Tuesday, July 12, 2016
7:00 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:

Tina Angell (Vice Chair)
Stephanie Dement
Audra Flynn
Dawn Heywood
Grace Keller
Eileen Speaker
Wafeeq Ridhuan (Youth Commissioner)

City Staff Present:

Jonathan Levy, Deputy City Attorney
Laura Matteoli, Economic Development Manager
Kelly Wickline, Management Assistant
Amy Ruiz, Management Assistant

Commissioners Absent:

None

II. Minutes of Prior Meeting

- a. Commissioner Heywood made a motion to approve the minutes of the May 10, 2016 meeting. The motion was seconded by Commissioner Dement.
Vote: Motion carried 6-0
Yes: Angell, Dement, Flynn, Heywood, Keller, Speaker

III. Public Comments

None

IV. New Business

a. Grant Check Presentation

Grant checks for the 2016/2017 funding cycle were presented by commissioners.

V. Reports/Comments/Commission/Staff

Grant recipients were congratulated on their grant awards and thanked for the services they provide to the community. Commissioners extended their appreciation to staff during the past funding cycle.

VI. Adjournment

Commissioner Dement made a motion to adjourn the meeting at 7:31 p.m. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 4-0

Yes: Angell, Dement, Flynn, Heywood, Keller, Speaker



GRANTS ADVISORY COMMISSION

Title: Adopt 2017/2018 Work Plan

Meeting Date: 8/9/2016
Item #: 4.3.

ATTACHMENTS:

Description

Funding Cycle Workplan

Grants Advisory Commission 2017-18 Funding Cycle Work Plan

Date	Agenda items:
August 11, 2015 August 9, 2016	No meeting Agenda: Welcome new commissioner Elect new Chair and Vice Chair Adopt 2017/18 Work Plan Adopt 2017/18 Funding Cycle Calendar Determine 2017/2018 CBF maximum request Review Grant Application and Guidelines 2014/2015 Final Reports
September 8, 2015 September 13, 2016	Agenda: Welcome new commissioner Elect new Chair and Vice Chair Adopt 2017/18 Work Plan Adopt 2017/18 Funding Cycle Calendar Determine 2017/2018 CBF maximum request Review Grant Application and Guidelines No meeting
October 13, 2015 October 11, 2016	No meeting
November 10, 2015 November 8, 2016 5:30 p.m. / 7:00 p.m.	Agenda (5:30 p.m.): Interview Youth Commissioner applicants Agenda (7:00 p.m.): Recommendation of Youth Commissioner Adopt Application and Guidelines Review Scoring Criteria Review roles/responsibilities for Applicant Workshop 2015/2016 Final Reports Brown Act/Conflict of Interest Presentation
January 4, 2016 December 12, 2016	<i>Grant Applications available online</i>
December 8, 2015 December 13, 2016	No meeting
January 12, 2016 January 10, 2017	Agenda: Applicant Workshop (Televised)
February 11, 2016 February 9, 2017	<i>Grant Applications due by 5:00 p.m.</i>
February 9, 2016 February 14, 2017	No meeting
March 8, 2016 March 14, 2017	Agenda: Review applications, disqualify incomplete applications

March 23, 2016 March 29, 2017	<i>Applicant Deadline to submit appeal</i>
April 12, 2016 April 11, 2017	Agenda: Vote on appeals of disqualified applicants
May 2, 2016 by noon May 3, 2017	<i>Commissioners submit funding recommendations</i>
May 10, 2016 May 9, 2017	Agenda: Funding Workshop: Determine funding recommendations (Televised)
June 14, 2016 June 13, 2017	No meeting
July 12, 2016 July 11, 2017	Agenda: Award checks



Grants Advisory Commission 2017-18 Funding Cycle Work Plan

Date	Agenda items:
August 9, 2016	Agenda: Welcome new commissioner Elect new Chair and Vice Chair Adopt 2017/18 Work Plan Adopt 2017/18 Funding Cycle Calendar Determine 2017/2018 CBF maximum request Review Grant Application and Guidelines
September 13, 2016	No meeting
October 11, 2016	No meeting
November 8, 2016 5:30 p.m. / 7:00 p.m.	Agenda (5:30 p.m.): Interview Youth Commissioner applicants Agenda (7:00 p.m.): Recommendation of Youth Commissioner Adopt Application and Guidelines Review Scoring Criteria Review roles/responsibilities for Applicant Workshop 2015/2016 Final Reports
<i>December 12, 2016</i>	<i>Grant Applications available online</i>
December 13, 2016	No meeting
January 10, 2017	Agenda: Applicant Workshop (Televised)
<i>February 9, 2017</i>	<i>Grant Applications due by 5:00 p.m.</i>
February 14, 2017	No meeting
March 14, 2017	Agenda: Review applications, disqualify incomplete applications
<i>March 29, 2017</i>	<i>Applicant Deadline to submit appeal</i>
April 11, 2017	Agenda: Vote on appeals of disqualified applicants
<i>May 3, 2017 by noon</i>	<i>Commissioners submit funding recommendations</i>
May 9, 2017	Agenda: Funding Workshop: Determine funding recommendations (Televised)
June 13, 2017	No meeting
July 11, 2017	Agenda: Award checks



GRANTS ADVISORY COMMISSION

Title: Adopt 2017/2018 Funding Cycle Calendar

Meeting Date: 8/9/2016
Item #: 4.4.

ATTACHMENTS:

Description

2017/2018 Funding Cycle Calendar

Grant Funding Cycle Calendar 2017 - 2018

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

Date	Activity
January 4, 2016 - December 12, 2016	Grant Application link posted on City website
January 12, 2016 January 10, 2017 (5:30 p.m.)	Commission meeting - Applicant Workshop - STRONGLY ADVISED
February 11, 2016 February 9, 2017 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m.
March 8, 2016 March 14, 2017 (5:30 p.m.)	Commission meeting – Eligibility review
March 23, 2016 March 29, 2017 (by 5:00 p.m.)	Deadline for applicants to submit disqualification appeals
April 12, 2016 April 11, 2017 (5:30 p.m.)	<i>Commission meeting - Vote on Appeals if necessary</i>
May 10, 2016 May 9, 2017 (5:30 p.m.)	Commission meeting – Funding recommendations
June 3, 2016 June 7, 2017 (Tentative)	City Council meeting - Review funding recommendations
July 12, 2016 July 11, 2017 (7:00 p.m.)	Commission meeting - Grant check presentations

For more information call the City Manager's office at (916) 774-5362



Grant Funding Cycle Calendar

2017 - 2018

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

Date	Activity
December 12, 2016	Grant Application link posted on City website
January 10, 2017 (5:30 p.m.)	Commission meeting - Applicant Workshop - STRONGLY ADVISED
February 9, 2017 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m.
March 14, 2017 (5:30 p.m.)	Commission meeting – Eligibility review
March 29, 2017 (by 5:00 p.m.)	Deadline for applicants to submit disqualification appeals
<i>April 11, 2017 (5:30 p.m.)</i>	<i>Commission meeting - Vote on Appeals if necessary</i>
May 9, 2017 (5:30 p.m.)	Commission meeting – Funding recommendations
June 7, 2017 (Tentative)	City Council meeting - Review funding recommendations
July 11, 2017 (7:00 p.m.)	Commission meeting - Grant check presentations

For more information call the City Manager's office at (916) 774-5362





GRANTS ADVISORY COMMISSION

Title: Review 2017/2018 CBF Guidelines

Meeting Date: 8/9/2016
Item #: 4.6.

ATTACHMENTS:

Description

CBF Guidelines



Citizens' Benefit Fund
~~2016-2017~~ 2017-2018 FUNDING GUIDELINES

History and Purpose	The Citizens' Benefit Fund 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.
Funds Available	The Roseville Grants Advisory Commission has approximately \$400,000 in the Citizens' Benefit Fund to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens' Benefit Funds are limited, and demand is high. On average, the Commission has been able to fund only half of the grant requests received.
Targeted Maximum Awards	Based on funding availability, the Commission strongly encourages applicants to limit Citizens' Benefit Fund requests to a maximum of \$10,000 . If multiple grant applications are submitted the cumulative requests should be limited to \$10,000 . Public and Private Schools: Individual schools (including PTC's, Preschools, Booster Clubs, etc.) should submit <i>only one application per school site</i> . Awards to individual school sites will be limited to a maximum of \$2,500 . School districts and school district foundations should submit only one application and limit their request to \$10,000 .
Eligibility	Public agencies, schools, and non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex, or sexual orientation. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from a prior funding year (2014-15 <u>2015-16</u> funding cycle) are not eligible to apply during the 2016-17 <u>2017-18</u> funding cycle.
Disqualification	The Grants Advisory Commission makes its decisions based upon the written materials submitted by your organizations. Applications submitted without required documents will be disqualified.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "CONFIDENTIAL" and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board Members. Staff will contact the applicant within 10 days of submittal of a request for confidentiality.

*City of Roseville Citizens' Benefit Fund
2016-2017-2017-2018 Grant Application Guidelines*

Roseville Business License	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. Forms are available at the Finance counter in the Roseville Civic Center. 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.
State Prevailing Wage Laws	All Works of Improvement within the State of California that receive public funds in an amount greater than \$1,000 are subject to prevailing wage laws. Prevailing wage law detailed in SB975 and became effective January 1, 2001. The law requires that any "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds" must pay laborers the general prevailing wage rate. Grant applicants should read California Labor Code Sections 1771 and 1720 for more information regarding prevailing wage laws and refer to the State Department of Industrial Relations website at www.dir.ca.gov . Applicants are also encouraged to consult with their attorneys and/or accountants to ensure that the proposed project will include the documentation and resources to demonstrate compliance with state law.
Funding, Limitations and Reporting	The Grants Advisory Commission will make its recommendations in May 20162017 with final action by the City Council in June 20162017. Grant funds are expected to be available to successful applicants on or after July 1, 20162017, following submittal of the signed Grant Agreement to the City Manager's Office. Awards are made for one year only and in no way imply that funding will be awarded in subsequent years. Grant funds must be used for the purpose specified in the grant application. Grant funds are intended to supplement, not supplant funding or programs that already exist. All funds must be spent by June 30, 20172018, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	January 4, 2016 December 12, 2017 Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 12, 2016 January 10, 2017 Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand any modifications that have been made to the application and application process. February 11, 2016 February 9, 2017 Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST
For more information	Visit the City's Grants website at www.roseville.ca.us/grants or contact Kelly Wickline, Secretary to Grants Advisory Commission kwickline@roseville.ca.us or (916) 746-1350.



GRANTS ADVISORY COMMISSION

Title: Review 2017/2018 Grant Application

Meeting Date: 8/9/2016
Item #: 4.7.

ATTACHMENTS:

Description

Grant Application

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[New ZoomGrants™ Account](#)**City of Roseville**

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

2017-2018 Grant Application**CLOSED** **Deadline**[Open Programs](#) | [Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#) [Announcements](#)**Applicant View**

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#) [Application Questions](#) [Program/Project Budget](#) [Documents](#)**Summary***(answers are saved automatically when you move to another field)***Application Title/Project Name****Amount Requested**

Citizens' Benefit Fund requests should not exceed \$10,000, REACH Fund requests should not exceed \$2,500. Cumulative requests should not exceed \$10,000.

\$

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

Telephone

Fax

Website

Non-US United States **CEO/Executive Director**

First Name

Last Name

Title

Email



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City of Roseville

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

2017-2018 Grant Application

CLOSED **Deadline**

[Open Programs](#)

[Description](#)

[Requirements](#)

[Restrictions](#)

[Contact Admin](#)

[Announcements](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#)

[Application Questions](#)

[Program/Project Budget](#)

[Documents](#)

Application Questions

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

Instructions [Show/Hide](#)

The Grants Advisory Commission will make its recommendation to the City Council based upon your written application. Your time and effort spent reviewing the Grant Application Guidelines and completing this application is appreciated. Thank you for improving the quality of life in our community.

1. Agency is:

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

2. Project Description: In 50 words or less, describe the proposed 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: 1500. You have 1500 characters left.

3. Project primarily serves:

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

Demonstrate how requested funds will supplement or enhance school's/agency's programs rather than underwrite school's/agency's core mission.

Maximum characters: 1500. You have 1500 characters left.

17. If the grant money obtained is to be used to fund a Capital Expenditure or Work of 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. If requesting capital funds for Works of Improvement, does the organization own or lease the building or property to be improved?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

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City of Roseville

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

2017-2018 Grant Application

CLOSED **Deadline**

[Open Programs](#) | [Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#) [Announcements](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

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

Program/Project Budget

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

Instructions [Show/Hide](#)

Please provide Budget Income and Expense information for this Grant Application Project or Program on this form. (Funds are awarded July 1. Information included here is for the budget year in which funds are to be used.) Agency Budget information is requested under the Documents tab.

Project/Program Income

If you use "other" line item, please explain in Budget Narrative box below.

Item Description	Project Amount
Federal Government Funding	\$
State Government Funding	\$
Local Government Funding	\$
Corporate Funding	\$
Foundation Funding	\$
Individual Contributions/Membership Dues	\$
Fees for Service	\$
Investment/Interest Income	\$
In-Kind Support	\$
Other	\$
Total \$ 0.00	

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

[illegible]

Provide additional information only if necessary.

--

Maximum characters: 1500. You have 1500 characters left.

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City of Roseville

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

2017-2018 Grant Application

CLOSED **Deadline**

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Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#)

[Application Questions](#)

[Program/Project Budget](#)

[Documents](#)

Documents

Instructions [Show/Hide](#)

All Documents noted as "required" must be uploaded. Any item that is left unsatisfied will automatically disqualify the application without exception. If a "required" document does not apply to your application, a valid explanation must be given or your application will be considered disqualified. This explanation must be upload in lieu of the required document and labeled with an NA in front of the document name (for example - NAAuditedFinancials.pdf or NAKeyPersonnel.pdf).

Documents Requested *

Copy of 501(C)(3) or 501(C)(4) IRS tax determination letter if applicable (Label 501C3.pdf or 501C4.pdf)

Required?

Required

Uploaded Documents *

-none-

[Upload](#)

Copy of Agency's registration/renewal fee report, California State Attorney General (ct RRF-1), if applicable (Label RRF1.pdf)

Required

-none-

[Upload](#)

Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)

Required

-none-

[Upload](#)

Audited financial statement, if available (Label AuditedFinancials.pdf)

Required

-none-

[Upload](#)

Most recent IRS 990. Law requires for all but schools, government agencies and churches (Label IRS990.pdf)

Required

-none-

[Upload](#)

California tax Form 199 (Label Form199.pdf)

Required

-none-

[Upload](#)

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-

[Upload](#)

Applications submitted by City of Roseville departments must include a cover letter from the City Manager (Label CityManagerLetter.pdf)

-none-

[Upload](#)

Copy of your business license. The Roseville Municipal Code requires anyone conducting business within Roseville to have a current business license on file with the City. This includes non-profits doing business or providing services in Roseville.

Required

-none-

[Upload](#)

If your request is for Capital Expenditures or Works of Improvement (Question 17) provide description of the item(s) needed and itemized costs (Label CapitalItemDescription.pdf)

-none-

[Upload](#)

Bid Requirements: Individual items costing \$250-\$2,499 require 3 documented phone/online cost estimates. Individual items \$2,500 or greater require 3 written cost estimates. Individual items less than \$250 do not require an estimate (LabelBids123.pdf)

-none-

[Upload](#)

If request is for Works of 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-

Upload

Optional Other (4MB maximum) Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with Commission. (Label OptionalOther.pdf)

-none-

Upload

Assurances and Certifications (Label AssurancesCert.pdf)

Required

-none-

Upload

Signed Board Authorization (Label BoardAuthorization.pdf)

Required

-none-

Upload

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