



AGENDA

April 9, 2018

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

City Council Chambers
311 Vernon Street
Roseville, California

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS**

Persons may address the governing body on items not on this agenda. Speakers shall restrict their comments to issues that are within the subject jurisdiction of the governing body and limit their comments to three (3) minutes per person. The Brown Act, with certain exceptions, does not permit the governing body to discuss or take action on issues that are not listed on the agenda.

5. CONSENT CALENDAR

- 5.1. Approve Minutes of January 9, 2018 meeting

6. PRESENTATION/REQUESTS/ACTION ITEMS

- 6.1. FY 2018-2019 Grant Funding Deliberations and Recommendations
 - Citizens Benefit Funds
 - REACH Funds

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION

Title: Approve Minutes of January 9, 2018 meeting

Meeting Date: 4/9/2018
Item #: 5.1.

ATTACHMENTS:

Description

January 9, 2018 Draft minutes



Minutes

City Of Roseville Grants Advisory Commission
Tuesday, January 9, 2018
5:30 P.M.
Council Chambers
311 Vernon Street

1. **CALL TO ORDER**

2. **ROLL CALL**

Commissioners Present:

Ellaisson Carroll
Audra Flynn (Chair)
Miranda Garnett (Youth Commissioner)
Wendy Green
Dawn Heywood (Vice Chair)
Robert Lyss

Commissioners Absent:

Stephanie Dement
Kristine Dohner

3. **PUBLIC COMMENT**

None

4. **MINUTES**

- a. Commissioner Lyss made a motion to approve the minutes of the November 14, 2017 meeting. The motion was seconded by Vice Chair Heywood.
Vote: Motion carried 4-0-1
Ayes: Carroll, Flynn, Heywood, Lyss
Abstention: Green

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

a. **Introduction of new Commissioner and Youth Commissioner**

The Commission welcomed the new Grants Advisory Commissioner, Wendy Green and Youth Commissioner, Miranda Garnett.

b. **Applicant Workshop**

Chair Flynn, Vice Chair Heywood and Staff Liaison, Danielle Foster provided an overview of the Citizens Benefit and REACH funds, the grants cycle timeline, online

submittal process, highlights of disqualifications, funding guidelines and a review of the required documents.

Chair Flynn opened up the meeting for public comments, questions, etc.

Dr. Tom Stanko (St. Vincent De Paul): Dr. Stanko informed the Commission that the Board Authorization template was missing from the application. Commissioner Flynn let Dr. Stanko know that staff would get the template posted as soon as possible.

Chair Flynn closed public comments.

Commissioners provided their suggestions and helpful hints on what they look for when reviewing applications. Vice Chair Heywood reminded applicants that they should remember to be clear and concise, make funding sources clear, and try to show a connection between the project and the funds being requested. Vice Chair Heywood also stated that she likes to see the specific project budget and if/how partner organizations are contributing to the proposal. Being newer to the commission Commissioner Carroll and Lyss stated they are excited to go through the process of reviewing the applications and learning about the different organizations.

Chair Flynn gave another hint for applicants to have someone outside the agency read through the grant application before submitting. Commissioner Lyss reiterated the importance of being clear on the application.

Staff Liaison, Danielle Foster, gave a quick overview of the changes that have been made to the application process. Application completeness will now be reviewed at the staff level and there is no longer an appeal process. She also explained how there is now no funding maximum and that the City Council would like to see more collaboration amongst agencies with their project and program proposals. Staff Liaison, Danielle Foster let applicants know that if they have any questions about applications or required documents they need to contact city staff early in the process.

6. Reports/Comments/Commission/Staff

Staff Liaison, Danielle Foster, informed the Commission that the City is also taking Community Development Block Grant (CDBG) and Homeless Prevention and Rapid Rehousing Funding applications until February 14, 2018.

7. Adjournment

Commissioner Carroll made a motion to adjourn the meeting at 5:58 p.m. The motion was seconded by Commissioner Green.

Vote: Motion carried 5-0

Ayes: Carroll, Flynn, Green, Heywood, Lyss



GRANTS ADVISORY COMMISSION

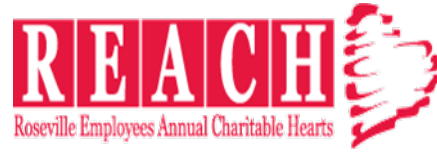
Title: FY 2018-2019 Grant Funding Deliberations and Recommendations

Meeting Date: 4/9/2018
Item #: 6.1.

ATTACHMENTS:

Description

Review Criteria for 2018-2019



Review Criteria for 2018-2019

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 2016-2017 CBF and REACH grants.

Grant Application Scoring Questions and Scoring Scale

Scoring Questions	Scoring Scale
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
TOTAL POINTS	100