AGENDA

January 10, 2017

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. Approve Minutes of meeting held November 8, 2016

3. PUBLIC COMMENTS

4. NEW BUSINESS

4.1. Introduction of Youth Commissioner

4.2. Applicant Workshop

5. REPORTS/COMMENTS/COMMISSION/STAFF

6. ADJOURNMENT

GRANTS ADVISORY COMMISSION

Title: Approve Minutes of meeting held November 8, 2016

Meeting Date: 1/10/2017
Item #: 2.1.

ATTACHMENTS:

Description

November 8, 2016 Draft Minutes

CITY OF ROSEVILLE CALIFORNIA

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

Minutes

City Of Roseville Grants Advisory Commission
Tuesday, November 8, 2016
6:30 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:
Tina Angell (Chair)
Stephanie Dement (Vice Chair)
Kristine Dohner
Audra Flynn
Dawn Heywood
Eileen Speaker
Wafeeq Ridhuan

City Staff Present:
Jonathan Levy, Deputy City Attorney
Laura Matteoli, Economic Development Manager
Amy Ruiz, Management Assistant

Commissioners Absent:
Grace Keller

II. Minutes of Prior Meeting

a. Commissioner Heywood made a motion to approve the minutes of the August 9, 2016 meeting. The motion was seconded by Commissioner Flynn.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Speaker

III. Public Comments

None

IV. New Business

a. Recommendation of Youth Commissioner

The Youth Commission Interviews took place at 5:30 p.m., just prior to the 6:30 p.m. meeting. Commissioner Heywood made a motion to recommended Cayley Chan to serve as the Youth Commission for Funding Cycle 2017/2018. The recommendation will go to Council on December 7, 2016. The motion was seconded by Commissioner Dement.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

b. Adopt 2017/2018 Grant Application

Commissioner Dement made a motion to adopt the 2017/2018 Grant Application as written. The motion was seconded by Commissioner Speaker.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Speaker

c. Review Scoring Criteria

Commissioners reviewed the draft Scoring Questions and Scoring Scale. Commissioners edited scoring question 5 and adjusted the scoring scale for questions 1, 3, 4, 5 and 7. Commissioner Heywood made a motion to adopt the 2017/2018 Scoring Criteria as edited (see below). The motion was seconded by Commissioner Dement.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Speaker

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 support.	20
6. Request is reasonable given the proposed project/program and the organization's experience and capacity.	5
7. Project budget is clear and organization's budget demonstrates stability.	5
8. Additional funding support for this project/program is clearly identified.	5
9. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs.	5
TOTAL POINTS	**100**

d. Grant Applicant Workshop Preparation

Staff provided the commissioners with an outline of the Applicant Workshop that will be held on January 10, 2017, the Chairperson and the Vice Chairperson will take the lead on presenting at the workshop. Staff will update the speaking points to suggest grant applicants provide certification information of those providing therapy/counseling services and also to include the number of volunteer hours being provided.
Commissioner Dement made a motion to adopt the Grant Applicant Workshop outline. The motion was seconded by Commissioner Flynn.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Speaker

V. ***Reports/Comments/Commission/Staff***

Laura provided an update on the final reports for 2015-2016 funding cycle. All reports were submitted with the exception of The Roseville Library Foundation who are no longer in operation. Staff made contact with this agency and confirmed they have expended all of the funding from the 2015/2016 funding cycle.

Wafeeq Ridhuan was thanked by all for his time and commitment while serving as Youth Commissioner.

VI. ***Adjournment***

Commissioner Dement made a motion to adjourn the meeting at 7:11 p.m. The motion was seconded by Commissioner Dohner.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Speaker

GRANTS ADVISORY COMMISSION

Title: Applicant Workshop

Meeting Date: 1/10/2017
Item #: 4.2.

ATTACHMENTS:

Description

Applicant Workshop Outline

Agenda
Applicant Workshop Outline
January 10, 2017

Welcome & Purpose of workshop (Chair)

1. Overview of each fund (Chair)
2. Review of timeline (Vice-Chair)
3. Online application submittal via ZoomGrants (Chair/Vice-Chair)
4. Highlight DQ's (Chair)
5. Required documents (Chair)
6. Helpful Hints (Vice-Chair)
7. Public Comment/Questions from Applicants (Chair)
8. Closing/Commissioner Comments (All)