AGENDA
January 9, 2018
VIDEO

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. PUBLIC COMMENTS

4. MINUTES

4.1. Approve Minutes of November 14, 2017 meeting

5. REQUESTS/PRESENTATIONS

5.1. Introduction of new Commissioner and Youth Commissioner

- Wendy Green
- Miranda Garnett (YC)

5.2. Applicant Workshop

6. COMMISSIONER/STAFF/REPORTS/COMMENTS

7. ADJOURNMENT

GRANTS ADVISORY COMMISSION

Title:	Approve Minutes of November 14, 2017 meeting

Meeting Date: 1/9/2018
Item #: 4.1.

ATTACHMENTS:

Description

November 14, 2017 Draft Minutes

CITY OF ROSEVILLE CALIFORNIA

MINUTES

City Of Roseville Grants Advisory Commission
Tuesday, November 14, 2017
6:30 P.M.
311 Vernon Street
Council Chambers

1. CALL TO ORDER

2. ROLL CALL
Commissioners Present:
Ellaison Carroll
Cayley Chan (Youth Commissioner)
Stephanie Dement
Kristine Dohner
Audra Flynn (Chair)
Dawn Heywood (Vice-Chair)
Robert Lyss

3. PUBLIC COMMENT
No public comments

4. MINUTES
a. Minutes of meeting held August 8, 2017
Commissioner Dohner made a motion to approve the minutes of the August 8, 2017 meeting. The motion was seconded by Commissioner Lyss.
Vote: Motion carried 4-0-2
Yes: Carroll, Dohner, Flynn, Lyss
Abstained: Dement, Heywood

5. PRESENTATIONS/REQUESTS/ACTION ITEMS
a. Recommendation of Youth Commissioner
The Youth Commission Interviews were publicly noticed and took place at 5:30 p.m., just prior to the 6:30 p.m. regular meeting. Commissioner Heywood made a motion to recommended Miranda Garnett to serve as the Youth Commission for Funding Cycle 2018/2019. The motion was seconded by Commissioner Carroll.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

b. Election of Vice-Chair
Commissioner Dohner made a motion to elect Commissioner Heywood as the Vice-Chair for the 2018/2019 Funding Cycle and meeting calendar year. The motion was seconded by Commissioner Dement.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

c. Adopt 2018/2019 Grant Application
Staff Liaison, Danielle Foster gave a brief overview of draft changes made to the 2018/2019 Grant Application. Commissioners discussed changes and requested staff add the additional documents option back into the required documents section, and wording at the beginning of the application stating that agencies are required to have a business license by the due date of the application.

Commissioner Dement made a motion to adopt the 2018/2019 Grant Application as proposed, with requested edits. The motion was seconded by Commissioner Heywood.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

d. Review Scoring Criteria
Commissioners reviewed the draft Review Criteria for 2018/2019 CBF and REACH Grant Applications, including the Scoring Questions and Scoring Scale. Commissioners requested the word support in #5 be changed to engagement.

Commissioner Heywood made a motion to adopt the proposed 2018/2019 Scoring Criteria, with the scoring questions and scale as edited below. The motion was seconded by Commissioner Dement.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

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***

e. Grant Applicant Workshop Preparation
Staff provided the commissioners with an outline of the Applicant Workshop that will be held on January 9, 2018. In accordance with past years, the Chairperson and the Vice Chairperson will take the lead on presenting at the workshop. The Commission requested that staff present on point #3: Application Submittal via ZoomGrants, and point #4: Highlight Application Disqualification. The Commission also requested a section be added to review the scoring questions and scale.

Commissioner Dement made a motion to adopt the Grant Applicant Workshop outline, with the proposed edits. The motion was seconded by Commissioner Heywood.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

6. __COMMISSIONER/STAFF/ REPORTS/COMMENTS__

Staff Liaison, Danielle Foster provided an update on the submittal of final reports for the 2016-2017 funding cycle.

The Commission thanked Cayley Chan for her time and commitment while serving as Youth Commissioner.

7. __Adjournment__

Commissioner Dement made a motion to adjourn the meeting at 7:39 p.m. The motion was seconded by Commissioner Heywood.
Vote: Motion carried 6-0
Yes: Carroll, Dement, Dohner, Flynn, Heywood, Lyss

GRANTS ADVISORY COMMISSION

Title:	Introduction of new Commissioner and Youth Commissioner

Meeting Date: 1/9/2018
Item #: 5.1.

GRANTS ADVISORY COMMISSION

Title:	Applicant Workshop

Meeting Date: 1/9/2018
Item #: 5.2.