



The City of Roseville welcomes your participation.

Meeting Schedule: Regular meetings of the Grants Advisory Commission are held on the second Tuesday of varying months at 5:30 p.m.

Public Comment: Speakers have three (3) minutes under Public Comment to address the Chair of the meeting on issues that are not listed on the agenda and are within the City’s jurisdiction. Please submit a yellow speaker card to the Secretary before the item is heard if you wish to make a comment.

Brown Act: The Grants Advisory Commission cannot discuss or act on items not listed on the agenda.

Agenda Items: Speakers have five (5) minutes to address items that are listed on the agenda.



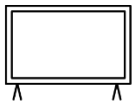
Levine Act Provisions: If you’ve made a campaign contribution totaling more than \$500 (\$250 prior to January 1, 2025) to City Council Members in the last twelve (12) months, you must disclose it before addressing an item on the agenda. Please visit [Levine Act – City of Roseville](#) for updated forms and information.

Audio/Visual Presentations: If making a presentation regarding an agenda item, audio/visual materials must be submitted to the Secretary for consideration at least 72 hours in advance.

Americans with Disabilities Act: If special assistance is required to participate in a meeting including the need of auxiliary aids or services, please notify the City Clerk at least 72 hours in advance of the meeting.
City Clerk 311 Vernon Street cityclerkroseville@roseville.ca.us 916-774-5263 TDD: 916-774-5220

Security Measures: All Roseville meeting attendees must successfully pass through a security metal detector. Any person with a prohibited item will not be allowed entry. Prohibited items include but are not limited to firearms (even with valid CCW), knives, pepper spray/mace, explosives of any kind/any weapons and/or dangerous devices of any kind, illegal drugs, and alcohol.

Viewing Options: The City of Roseville provides three options for viewing meetings:

<p style="text-align: center;">In person</p>  <p style="text-align: center;">Meetings take place at the City Council Chambers, 311 Vernon Street</p>	<p style="text-align: center;">Online</p>  <p style="text-align: center;">Watch meetings live on the City's YouTube channel or at roseville.ca.us/watch. Past meetings are also available on the City's YouTube channel.</p>	<p style="text-align: center;">On TV</p>  <p style="text-align: center;">Watch live on government access channel (Comcast 14).</p>
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Nina Acosta, Vice Chair
Michael Murray, Commissioner
Ed Kriz, Commissioner
Lorin Meeks-Harris, Commissioner
Neva Parker, Chair
Lauren Razzano, Commissioner
Venu Mallesara, Commissioner
Daniel Zeman, Youth Commissioner
Heather Blanco, Secretary
Megan Scheid, Liaison
Tobi Thomas, Liaison

AGENDA

Grants Advisory Commission Meeting

August 12, 2025

5:30 PM

City Council Chambers, 311 Vernon Street

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. REQUESTS/PRESENTATIONS

1. Minutes of the April 8, 2025, Meeting

Summary: Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

CONTACT: Heather Blanco 916-746-1171 hblanco@roseville.ca.us

2. Commissioner Recognitions

Summary: Welcome new Commissioners Michael Murray and Venu Mallesara to the Grants Advisory Commission.

Recognize and thank Commissioners Ellaison Carroll and Vanessa Reed for their excellent years of volunteer service to the Grants Advisory Commission.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

3. 2025/2026 Citizens' Benefit Fund/ REACH Grant Check Presentation

Summary: Presentation of grant award checks to the 2025/2026 Citizens' Benefit Fund/REACH grant recipients.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

4. Review & Adopt 2026/2027 Funding Cycle Calendar

Summary: Review and adopt the draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

5. 25/26 Funding Cycle Survey Results

Summary: Review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

6. Scoring & Funding Process Discussion

Summary: Discussion of scoring methodology and funding process.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

7. Review Policy Manual and Grant Guidelines

Summary: Staff recommends the Commission review the attached Policy Manual and Grant Guidelines for Fiscal Year 2026-2027, edit as necessary and approve the documents.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

8. Election of Chair and Vice Chair for 2026/2027 Funding Cycle

Summary: The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2026-2027 grant funding cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

9. Staff Report

Summary: Time for staff to make brief announcements regarding the Grants Advisory Commission.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

VI. ADJOURNMENT



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.1
File #:
Item ID: 2025-166

Title:	Minutes of the April 8, 2025, Meeting
Contact:	Heather Blanco 916-746-1171 hblanco@roseville.ca.us

SUMMARY

Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

RECOMMENDATION

Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

BACKGROUND

n/a

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Heather Blanco, Executive Assistant

Megan Scheid, Deputy City Manager

ATTACHMENTS:

1. DRAFT_GAC Minutes_4.8.2025_Meeting

REVIEWERS:

Heather Blanco, City Manager Department - City Manager

Created -



MINUTES
April 8, 2025
VIDEO

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers

311 Vernon Street

Roseville, California

www.roseville.ca.us/CORTV

The meeting may be viewed on Comcast channel 14. Grants Advisory Commission meetings are also video streamed live on the City's website at roseville.ca.us/watch and roseville.ca.us/agenda, and the City's YouTube channel at youtube.com/CityofRosevilleCa.

1. CALL TO ORDER

Chair Parker called the meeting to order at 5:30p.m.

2. ROLL CALL

Roll call taken by acting Secretary Cary Camilleri.

Present:

Commissioner Carroll

Commissioner Kriz

Commissioner Meeks-Harris

Commissioner Razzano

Youth Commissioner Zeman

Chair Parker

Vice Chair Acosta arrived 5:35 p.m.

Excused Absent:

Commissioner Reed

3. PLEDGE OF ALLEGIANCE

Youth Commissioner Zeman led the Pledge of Allegiance.

4. PUBLIC COMMENTS

No Public Comment received.

5. MINUTES

5.1. Minutes of January 14, 2025, Meeting

Review and approve the Minutes from the January 14, 2025, meeting.

Motion by Loren Meeks-Harris, seconded by Lauren Razzano. Approved Motion. The motion passed.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Parker

Nos:

Excused Absent: Reed

6. PRESENTATION/ACTION ITEMS

6.1. 2025-26 Funding Deliberation and Recommendations

Commissioners will review the grant application rankings and proposed average funding to determine award recommendations to forward to the City Council for 2025-2026 Citizen's Benefit Fund and REACH grant funds.

Staff gave a short introductory presentation about the applications and available funding. The commissioners deliberated the funding recommendations and discussed their scores. The commissioners gave a brief history about the commission, the process, and the directions from City Council.

The total amount to fund was \$288,010.00 (\$284,710.00 Citizens' Benefit Fund, and \$3,300 from the REACH Funds).

The three Priority Groups are:

1. Strategic One-Time Grants
2. Small Grants (Under \$10,000)
3. Operational/Mission Support

The following chart illustrates the Grant Application Ranking, Amounts Requested, and the Recommended Funding amount to award in each of the categories. We did not have any organizations qualify for funding in the Strategic One-Time Priority Group.

Public Comment:

Gary McDonald, Executive Director of Lighthouse Counseling and Stand-Up

Placer, He provided an update on the status and goals of the Lighthouse Counseling resource center and their mission to invest in Roseville.

The voting for the funding was broken up into the 9 separate motions below:

Motion One

Commissioner Ellaison Carroll made a motion to fully fund Placer Independent Resource Services for \$2,000 and Placer Community Foundation for \$2,500 from the Small Requests -Under \$10,000 priority group. Vice Chair Nina Acosta seconded the motion.

Public Comment:

Cam Maen, Board member of Asian American Pacific Islander Association of Placer County wanted to thank the committee for the opportunity and would like feedback as they are a new organization applying for grants.

Motion carried 7-0

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

Motion Two

Commissioner Nina Acosta made a motion to fully fund Take Note Troupe for \$6,300 from the Small Requests - Under \$10,000 priority group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 5-1

Roll call vote:

Ayes: Kriz, Razzano, Zeman, Acosta, Parker

Nos: Meeks-Harris

Recused: Carroll

Excused Absent: Reed

Motion Three

Commissioner Ed Kriz made a motion to partially fund Silver Wishes for \$4,918 and WEIRA, Inc. for \$6,399 from the Small Requests - Under \$10,000 priority

group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 5-2

Roll call vote:

Ayes: Kriz, Razzano, Zeman, Acosta, Parker

Nos: Carroll, Meeks-Harris

Excused Absent: Reed

Motion Four

Commissioner Ed Kriz made a motion to not fund Asian American Pacific Islander Association of Placer County in the Small Requests - Under \$10,000 priority group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 6-0

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta

Nos:

Recused: Parker

Excused Absent: Reed

Motion Five

Commissioner Ellaison Carrol made a motion to fully fund Tommy Apostolos Fund for \$17,500, partially fund Lighthouse Counseling & Family Resource Center for \$30,000, fully fund Placer Veterans Stand Down for \$20,000, fully fund Child Advocates of Placer for \$30,000, and Seniors First for \$30,000 from the Operational/Mission Support priority group. Commissioner Lauren Razzano seconded the motion.

Motion carried 7-0

Public Comment:

Gary McDonald, Lighthouse Counseling & Family Resource Center program thanked the committee for their consideration and efforts.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

Motion Six

Vice Chair Nina Acosta made a motion to partially fund the recommended amount to Placer County Law Enforcement Chaplaincy for \$23,313, GiGi's Playhouse for \$15,399, Stand Up Placer for \$20,500, and St. Vincent de Paul Society for \$15,875 from the Operational/Mission Support priority group. Commissioner Daniel Zeman seconded the motion.

Motion carried 7-0

Public Comment:

Ed Kaczmarek, Executive Director for Youth for Christ Sacramento thanked the committee for years of support.

Chaplain Lance Dustin, Placer County Law Enforcement Chaplaincy expressed his gratitude to the commission.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

Motion Seven

Commissioner Ed Kriz made a motion to not fund Wellness Within Cancer Support Services, Big Brothers Big Sisters of Greater Sacramento, Defending the Cause Regional Alliance, Hearts Landing Ranch, Compassion Planet, Kids First Child Abuse Prevention Council of Placer County, Roseville Historical Society, Wayfinder Family Services, and Youth for Christ Sacramento from the Operational/Mission Support priority group. Vice Chair Nina Acosta seconded the motion.

Motion carried: 6-1

Roll call vote:

Ayes: Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos: Carroll

Excused Absent: Reed

Motion Eight

Commissioner Lauren Razzano made a motion to fully fund Assistance League of Greater Placer for \$25,000 and partially fund with the recommended amount to Roseville Police Activities League for \$13,306 from the Operational/Mission

Support priority group. Youth Commissioner Daniel Zeman seconded the motion.

Motion carried 6-0

Public Comment:

Jamie Hazen, Executive Director from the Roseville Police Activities League complimented the committee and thanked them for their work.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta

Nos:

Recused: Parker

Excused Absent: Reed

Motion Nine

Youth Commissioner Daniel Zeman made a motion to fully fund A Touch of Understanding for \$25,000 from the Operational/Mission Support priority group. Vice Chair Nina Acosta seconded the motion.

Motion Carried 5-0

No Public Comment Received.

Roll call vote:

Ayes: Kriz, Meeks-Harris, Zeman, Acosta, Parker

Nos:

Recused: Carroll, Razzano

Excused Absent: Reed

7. COMMISSIONER / STAFF REPORT

Staff Thomas will take these recommendations to City Council on May 21, 2025, for approval, and checks will be dispersed at the Tuesday, August 12, 2025, Grants Advisory Commission meeting. Commissioners can resume site visits after Council has approved these recommendations.

Commissioners thanked the staff and fellow commissioners.

Commissioner Kriz and Vice Chair Acosta wanted to recognize Commissioner Carroll for her years of work on this commission and the help onboarding the new commissioners.

Staff Thomas mentioned Commissioner Carroll will be recognized at our May

meeting.

Commissioner Carroll thanked all the organizations for being responsive to our scoring process.

Staff Thomas stated we will discuss the organization surveys, and some commissioners would like to discuss the process, and the Policy manual.

Chair Parker was wondering when we could provide feedback to the organizations that did not receive any funding. Staff Thomas recommended addressing it in our January workshop.

Vice Chair Acosta suggested maybe a point system or a rubric to help with evaluating the applications.

Staff Thomas explained why some of the organizations were disqualified this round.

8. ADJOURNMENT

Chair Parker adjourned the meeting at 7:18 p.m.

Motion by Vice Chair Nina Acosta, seconded by Commissioner Lauren Razzano. Approved Motion. The Motion Passed.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.2
File #:
Item ID: 2025-174

Title:	Commissioner Recognitions
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Welcome new Commissioners Michael Murray and Venu Mallesara to the Grants Advisory Commission.

Recognize and thank Commissioners Ellaison Carroll and Vanessa Reed for their excellent years of volunteer service to the Grants Advisory Commission.

RECOMMENDATION

Welcome new Commissioner Michael Murray and Venu Mallesara to the Grants Advisory Commission.

Recognize and thank Commissioner Ellaison Carroll for her eight years of excellent volunteer service to the Grants Advisory Commission.

Recognize and thank Commissioner Vanessa Reed for her excellent service to the Grants Advisory Commission for the past four years of volunteerism.

BACKGROUND

Commissioner Ellaison Carroll started her volunteerism for the Grants Advisory Commission on July 5, 2017. Her term continued through June 30, 2021, and she reapplied and was awarded this last term from July 7, 2021, until June 30, 2025. We would like to express our gratitude for her time and commitment over the past eight years to the City of Roseville and the non-profit organizations serving our community.

Commissioner Vanessa Reed started her volunteerism for the Grants Advisory Commission on July 7, 2021. We would like to express our gratitude for her time and commitment over the past four years to the City of Roseville and the non-profit organizations serving our community.

FISCAL IMPACT

No fiscal impact on the General Fund.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.3
File #:
Item ID: 2025-327

Title: 2025/2026 Citizens' Benefit Fund/ REACH Grant Check Presentation
Contact: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Presentation of grant award checks to the 2025/2026 Citizens' Benefit Fund/REACH grant recipients.

RECOMMENDATION

BACKGROUND

FISCAL IMPACT

ENVIRONMENTAL REVIEW

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

1. 25.26 Grant Recipients Summary

REVIEWERS:

Heather Blanco, City Manager Department - City Manager

Created -

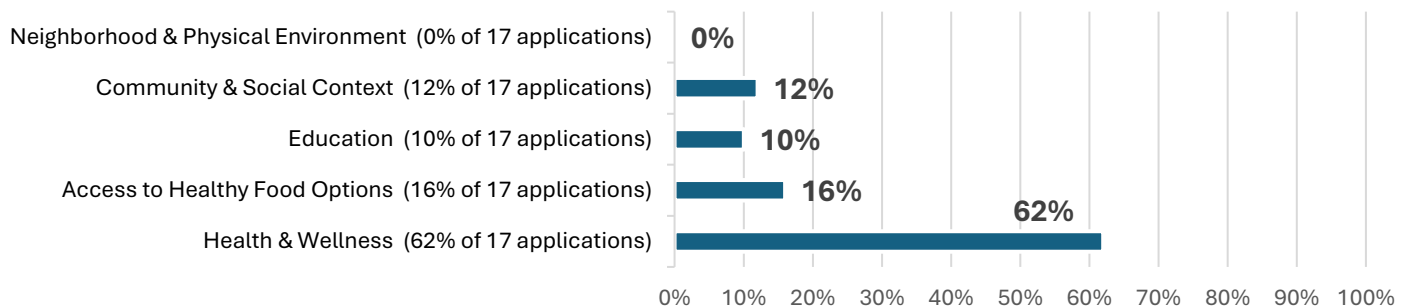


Grants Advisory Commission FY 2025/26 Grant Recipients

Organization	Project/Program Description	Community Need Area	Amount
Lighthouse Counseling & Family Resource Center	Roseville Service Expansions: Combating Anxiety, Depression, & Suicide Ideation	Health & Wellness	\$ 30,000.00
Child Advocates of Placer County	CASAs & Family Mentors for Roseville Children and Parents	Health & Wellness	\$ 30,000.00
Seniors First	Senior Nutrition Program	Food	\$ 30,000.00
Assistance League of Greater Placer	Roseville Kids Shop Head to Toe	Health & Wellness	\$ 25,000.00
A Touch of Understanding	In-School Disability Awareness Program	Education	\$ 25,000.00
Placer County Law Enforcement Chaplaincy	2025-26 CBF Grant	Health & Wellness	\$ 23,313.00
Stand Up Placer	Violence Against Women Response Project	Health & Wellness	\$ 20,500.00
Placer Veterans Stand Down	Placer Veterans Stand Down Event	Health & Wellness	\$ 20,000.00
Tommy Apostolos Fund	TA Kids Shopping Day	Health & Wellness	\$ 17,500.00
St Vincent de Paul Society, Roseville Conference	Food Locker Programs	Food	\$ 15,875.00
GiGi's Playhouse	Operational/Mission Support	Community & Social Context	\$ 15,399.00
Roseville Police Activities League	RPAL Summer and Fall Programs 2025	Community & Social Context	\$ 13,306.00
WEIRA, Inc.	EmpowerHER: Empowering Immigrant Women Program	Health & Wellness	\$ 6,399.00
Take Note Troupe	Grant for Theater Equipment	Community & Social Context	\$ 6,300.00
Silver Wishes	Wishes to Overcome Loneliness & Isolation	Health & Wellness	\$ 4,918.00
Placer Community Foundation	2025 Nonprofit Initiative	Education	\$ 2,500.00
Placer Independent Resource Services	PIRS Roseville AT Project	Health & Wellness	\$ 2,000.00
*Total Grant Funds			\$ 288,010.00

*Includes \$3,300.00 of funding from Roseville Employees Annual Charitable Hearts (REACH) donations

Grant Recipients by Community Need Area 17 of 27 Applications Funded





Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.4
File #:
Item ID: 2025-175

Title:	Review & Adopt 2026/2027 Funding Cycle Calendar
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Review and adopt the draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

RECOMMENDATION

Staff recommends that the Commission review and adopt the attached draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

BACKGROUND

Each year, staff create a work plan calendar for the funding year ahead. Enclosed is the draft plan for the upcoming year. The Commission is being asked to review the draft 2026-2027 calendar for the upcoming funding cycle, provide feedback and take action on the item, if needed.

FISCAL IMPACT

No General Fund impact.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

1. 2026-2027 GAC Work Plan Funding docx

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -

Grants Advisory Commission

Work Plan Calendar for the 2026-2027 Funding Cycle

*Date:	Agenda Items/Funding Activity	<i>*Meeting/Dates Subject to Change</i>
July 8, 2025	No Meeting	
August 12, 2025 (5:30pm)	Agenda: <ul style="list-style-type: none"> • 25/26 Grant Check Presentation • Welcome New Commissioner • Elect Chair and Vice Chair • Review Policy Manual • Review Grant Guidelines 	
August 31, 2025	24/25 Funding Cycle CBF/REACH Grant Recipients Year End Reports Due	
September 9, 2025 (5:30pm)	Agenda: <ul style="list-style-type: none"> • Presentations from all 2024/2025 Funding Recipients • Review Application, the Application Process, & Scoring Criteria from 2025/26 Funding Cycle 	
October 14, 2025	No Meeting	
November 12, 2025 (5:30 pm / 7:00 pm)	Agenda (5:30 pm): <ul style="list-style-type: none"> • Interview Youth Commissioner Applicants Agenda (7:00 pm): <ul style="list-style-type: none"> • Recommendation of Youth Commissioner / Honor Outgoing Youth Commissioner • Review CBF Year End Summary Reports FY24/25 • Review Roles/Responsibilities for Applicant Workshop 	
December 1, 2025	26/27 Funding Cycle Opens Grant Applications Available – Posted on City Website	
December 9, 2025	No Meeting	
January 13, 2026 (5:30pm)	Agenda: Applicant Workshop - ATTENDANCE STRONGLY ADVISED FOR APPLICANTS	
February 2, 2026	Grant Applications due by 5:00 pm	
February 2 – March 3, 2026	Staff Reviews 26/27 Funding Cycle Grant Applications	
February 10, 2026	No Meeting	
March 4 – March 29, 2026	Commissioners Review Applications in ZoomGrants and Score Applications	
March 10, 2026 (5:30pm)	Agenda: (potential no meeting) Items as needed for Application Review/Processing	
April 14, 2026 (5:30pm)	Agenda: <ul style="list-style-type: none"> • Funding Workshop - Recommendations made by Commissioners 	
May 12, 2026 (5:30pm)	Agenda: <ul style="list-style-type: none"> • Funding Workshop (continued if needed) • Honor Outgoing Commissioners • Review 2027/28 Funding Calendar • Review 26/27 Survey Results 	
May 20, 2026	Staff Attend Council Meeting – Presentation of Funding Recommendations (if Commission approves all recommendations on April 14, 2026)	
June 9, 2026	No Meeting	
July 14, 2026	No Meeting	
August 11, 2026 (5:30pm)	Agenda: <ul style="list-style-type: none"> • 26/27 Grant Check Presentations • Welcome New Commissioners • Elect Chair and Vice Chair • Review Policy Manual • Review Grant Guidelines 	



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.5
File #:
Item ID: 2025-199

Title:	25/26 Funding Cycle Survey Results
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

RECOMMENDATION

Staff recommends that the Commission review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

BACKGROUND

During the September 2023 Grants Advisory Commission meeting, the Commissioners mentioned it would be nice to survey the applicants and get their feedback on the application submittal process. This is the second year a survey has been sent out to the applicants. On February 5, 2025, a link to an anonymous survey in Survey Monkey was emailed out to the applicants via ZoomGrants. Applicants had one week to respond. Six surveys were received, which is attached. Staff is requesting the Commission review and discuss the surveys and provide staff with direction if needed.

FISCAL IMPACT

No fiscal impact.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

1. Post Application Survey to Non-Profits

2. Grant Application Survey Results 2025

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



2025/26 Post Application Survey

Thank you for taking the time to apply to the City of Roseville's 2025/26 Citizens' Benefit Fund Grant. Your application is in the review process with City staff. If staff have any questions, they will reach out via email. The Grants Advisory Commission will be reviewing and scoring all the qualified applications during the month of March with the Funding Workshop on Tuesday, April 8, 2025. This meeting is open to the public.

The Grants Advisory Commissioners would greatly appreciate your feedback on the application submittal process and any other information you would like to provide. The survey is anonymous and will close on Wednesday, February 12, 2025. Your feedback will be shared with the Commissioners at the May meeting.

1. Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?
2. List any improvements you would suggest regarding the application process.
3. Any comments you would like to share?

Q1 Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	It is challenging getting a current copy of the RRF1. The State has often delayed mailing it, if 990 taxes have not been filed due to an approved filing extension. We have to print off the webpage that shows we are current.	2/5/2025 1:37 PM
2	No, I did not find any requirements difficult to comply with.	2/5/2025 11:26 AM
3	I found that uploading the documents at times were difficult. I had to do some several times and not sure that they updated correctly. I wasn't able to go back and check to see what was submitted to validate it was the correct document or not.	2/5/2025 11:01 AM
4	All the documentation for bids was onerous	2/5/2025 10:55 AM
5	The number of attachments--minimum 10--required for a relatively small grant is disproportionate and requires considerable staff time to assemble from various sources. The secretary of state registration is particularly difficult to secure since it requires payment of a fee and only one person in the organization can request and receive it. The requirements for the board list are atypical--most funders request only names and affiliations. The Roseville application asks also for appointment dates and term expiration, meaning that an applicant has to generate a board list especially for the Roseville application only.	2/5/2025 9:47 AM
6	only one. The RRF-1 document takes quite a while to receive from the state. 2-3 months still having not received	2/5/2025 9:10 AM

Q2 List any improvements you would suggest regarding the application process.

Answered: 5 Skipped: 1

#	RESPONSES	DATE
1	I'm new to this process and don't see that any improvements need to be made.	2/5/2025 11:26 AM
2	Is there a way to review the uploaded documents to make sure what you submitted was correct?	2/5/2025 11:01 AM
3	Allow one document to summarize all quotes and supporting documentation.	2/5/2025 10:55 AM
4	In addition to reducing the number of attachments, stop requiring applicants to rename all the attachments. An applicant to Roseville has to go through the tedious process of renaming at least 10 attachments for only this grant. Also, the narrative includes 24 questions, which is a lot compared to other funders. I suggest trimming some of them.	2/5/2025 9:47 AM
5	The application process is quite user friendly, no improvements suggested	2/5/2025 9:10 AM

Q3 Any comments you would like to share?

Answered: 5 Skipped: 1

#	RESPONSES	DATE
1	I attended the workshop, and thought the information provided was excellent. The board walked through, and clearly presented each step of the process. I contacted Tobi T. several times for clarification as this was my first time working through this grant, and she was awesome to work with. Thank you!	2/5/2025 11:26 AM
2	None at this time	2/5/2025 11:01 AM
3	The city staff were very responsive and helpful	2/5/2025 10:55 AM
4	The Roseville proposal is too long and time-consuming to prepare, especially considering the potential grant size. Other funders do not require such an arduous application.	2/5/2025 9:47 AM
5	I appreciate being able to apply through ZoomGrants	2/5/2025 9:10 AM



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.6
File #:
Item ID: 2025-200

Title:	Scoring & Funding Process Discussion
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Discussion of scoring methodology and funding process.

RECOMMENDATION

Staff recommends that the Commission discuss the scoring methodology and funding process. Provide direction to staff if necessary.

BACKGROUND

The Commissioners will discuss best practices on how to score applications to ensure use of the entire funding amount, review the scoring spreadsheet and funding process, and clarify when it is appropriate to recuse from scoring due to a conflict of interest.

The Citizens' Benefit Fund was established to give annually to non-profits for the purpose of "improving the quality of life for the citizens of the City of Roseville." City Council approved the following three grant funding priorities as well as the five Service Categories:

Funding Priorities:

1. Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives. Examples of these "special" grants may be:
 - o New Initiative - Applicant identifies a need, service, or opportunity in the community that could offer an enhanced and improved quality of life or experience in Roseville.
 - o Innovative Ideas - Based on models from other areas or agencies and attempting to take a new approach in providing opportunity to enhance or improve quality of life or experience in Roseville.
 - o One-Time Request - If applicants need special consideration on a single request basis.
2. Operational/Mission support grants for programs or projects that demonstrate effectiveness addressing a community need. Grant recipient can reapply in future years for this priority.
3. Smaller requests of up to \$10,000 grants which can go towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

Funding Service of Categories (Social Determinates of Health)

1. Neighborhood & Physical Environment - Improved access to safe and affordable housing for all
2. Food - Increased access to healthier food options for lower-income communities
3. Health & Wellness - Improved physical, mental, and behavioral health and wellness
4. Community & Social Context - Improved access to arts and cultural resources for all and a kinder, more inclusive and connected community

5. Education - More vocational training and educational opportunities for all ages

Best Practices

- Score every application - don't leave a score blank unless recused from scoring.
- Scores can tie, but you must rank one application above another.
- Recommend funding (full, \$0 or something in between) for each applicant.
- Strive to make a greater impact by fully funding fewer, larger grants that serve the highest needs of the community while also considering the greater good.
- The total funding recommendation should add up to the available funds.
- Don't deduct, or leave funds on the table, for projects you are not scoring due to a recusal.

FISCAL IMPACT

No fiscal impact.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.7
File #:
Item ID: 2025-347

Title:	Review Policy Manual and Grant Guidelines
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Staff recommends the Commission review the attached Policy Manual and Grant Guidelines for Fiscal Year 2026-2027, edit as necessary and approve the documents.

RECOMMENDATION

Reviewing the attached Policy Manual and Grant Guidelines for Fiscal Year 2026-2027, edit as necessary and approve the documents.

BACKGROUND

Each year, the Commission reviews the past year's grant funding cycle documents and updates them, as needed, for the upcoming funding cycle. The Commission will review the updated grant documents and suggested changes for the FY2026-2027 funding cycle. The documents include:

Attachment 1 - Citizens' Benefit Fund Policy Manual - edits include:

- Table of Contents (removal of the list of Appendices)
- Applicant Workshop (language update)
- Process to Amend or Extend Timeframe of Approved Grants (Appendix lettering correction)
- Application Review and Process (language update)
- City Projects (clarify the exclusion of grant funding for "City projects")

Attachment 2 - FY 2026-2027 Grant Guidelines - edits include:

- CBF Fund Available (required update once amount of funds is known)
- CBF Eligibility (required language update)
- Removal of Roseville Employees Annual Charitable Heart (REACH) Guidelines (employees are donating directly to the specific non-profits)
- Common Guidelines for all Funding Sources
 - City Projects (clarify the exclusion of grant funding for "City projects")
 - Funding, Limitations and Reporting (language and date updates)
 - Dates and Deadlines (date updates)

The Citizens' Benefit Fund Policy Manual is only updated through Commission and City Council review and action. If the GAC updates the Policy Manual, staff will take it to City Council for their consideration. The appendices will be updated once the Commission approves the FY2026-27 Funding Guidelines and

the application questions, which will be reviewed at the September GAC meeting.

FISCAL IMPACT

No fiscal impact.

ENVIRONMENTAL REVIEW

No environmental review required.

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

- 1. CBF Policy Manual redlines 2025 ver6.27.25
- 2. 26.27 Grant Guidelines

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -

**City of Roseville
Citizens' Benefit Fund
Policy Manual**



**Aadopted by the
Roseville Grants Advisory Commission**

Updated:

September 12, 2000

amended

November 12, 2002

December 3, 2003

November 9, 2004

November 8, 2005

November 18, 2008

December 19, 2012

October 8, 2013

February 17, 2016

June 21, 2017

November 18, 2020

October 18, 2023

August 21, 2024

September 17_____, 2025

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Policy Manual

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the Citizens' Benefit Fund	
H: Memorandum from Associate City Attorney Michele Sheidenberger dated August 31,	
2004 regarding AB 2690 and the Citizens' Benefit Fund	
I: 2013 Historical Assessment of the Roseville Grant Program	

J: Implementation Strategies for 2019/20 Kono' Consulting's Community Needs Assessment (CNA)

**City of Roseville
Citizens' Benefit Fund
Policy Manual**

Purpose

The purpose of the Citizens' Benefit Fund Policy Manual is to:

- ◆ Document the policy decisions of the Grants Advisory Commission and Roseville City Council regarding the Citizens' Benefit Fund by year and by topic;
- ◆ Serve as a reference for new Grants Advisory Commissioners and Roseville City Councilmembers as to program implementation; and
- ◆ Answer questions from the public regarding the grants process, including questions from potential grant applicants, and current grant recipients.

Chronology of Citizens' Benefit Fund

Jun 1, 1994	Grants Advisory Commission established by Ordinance 2774. Hospital Proceeds Fund Established by Ordinance number 2788. Chapter 4.06 is added to the Roseville Municipal Code to establish the Hospital Proceeds Fund.
Jul 12, 1994	City Council approves criteria and first grant application.
Jan 25, 1995	Joint City Council/Grants Advisory Commission Workshop to discuss Grant application process, including estimated timeframe for processing grant applications and restricting grant funds to benefit Roseville residents only for specific project, rather than general funding; no funding for administrative costs, audit procedures following Grant awards; procedures to notice Commission meetings and interviews with applicants.
Sep 10, 1997	Joint City Council/Grants Advisory Commission Workshop to discuss grant consideration process, appeal opportunities, award process, stewardship of funds, application form changes, multiple year funding, auditing, collaboration of organizations, grant requests for capital projects, city projects or from agencies outside the city.
Dec 16, 1998	City Council approves formal process to consider modifications to approved grants and adoption of marketing program for the Citizens' Benefit Fund.
Aug 18, 1999	Ordinance 3388 adopted by the Roseville City Council amending Chapter 4.06 of the Roseville Municipal Code. Amendments include: <ol style="list-style-type: none"> 1. Name change from Hospital Proceeds Fund to Citizens' Benefit Fund to reflect opportunity for donations to the fund from the community rather than limited principal amount from sale of municipal hospital. 2. Amendment to Section 4.04.040, Expenditures of Money, to indicate unappropriated amounts may be carried forward to subsequent fiscal years, or at the discretion of the City, may be added to the principal.
Jul 10, 1999	Joint City Council/Grants Advisory Commission Workshop to discuss policies related to requirement for matching funds, grant funding for leased vs. owned property, perpetual funding, monitoring/annual reports, and Ad Hoc Committee.
Nov 3, 1999	City Council adopts policies related to issues from joint Commission/Council workshop.
Dec 3, 2003	City Council approves Grants Advisory Commission recommendations for funding criteria and process improvements following three workshops by the Commission and the first REACH/Enron funding cycle.
Dec 15, 2004	City Council approved Grants Advisory Commission recommendations for revisions as a result of AB 2690 – repealing the requirement that

volunteers be paid prevailing wages and eliminating the mandatory workshop.

December 19, 2012 The City Council approved a financial report on the Citizens' Benefit Fund (CBF) and a work plan for a comprehensive grants policy review.

May 29, 2014 GIM to the City Council regarding completion of phase 1 in the Comprehensive Grants Review Process – Historical Assessment Report of the Roseville Grants program.

April 20, 2015 Joint City Council/Grants Advisory Commission Workshop to discuss policies relating to administration of the Fund and Fund investment and program options.

December 16, 2015 City Council considered and reaffirmed:

1. Retention of the Citizens' Benefit Fund (CBF) with the City to be invested and administered by the City.
2. Retention of the Grants Program and Commission with administration by the City.
3. Revision of the Citizens' Benefit Fund (CBF) Policy Manual and Guidelines, as follows:
 - a) Accept investment strategy revisions expanding strategy consistent with Government Codes.
 - b) Reaffirm smoothing strategy to hold back proceeds in excess of \$500K and establish new policy for annually utilizing proceeds in excess of \$500K for smoothing or special projects or community benefits.
 - c) Reaffirm the nine (9) funding program categories.
 - d) Retain limits on school districts and schools, as approved by the Grants Commission.
 - e) Continue policy that the City Manager, or his designee, approve grants submitted for City requests.
 - f) Confirm no giving priorities with each funding request to be evaluated on its own merits.
 - g) Establish a policy for an annual needs assessment for Council to consider and establish priorities for the coming funding cycle.

June 17, 2017 City Council approved revisions to Grants Policy Documents to streamline program procedures relating to administration of Grants program. Additionally, Grants have been focused and aligned to solely private schools and non-profits entities.

November 18, 2020. City Council approved new [Implementation Strategies](#) provided by the Grants Advisory Commission based on findings from the [Community Needs Assessment](#) by Kone Consulting. Changes include:

- 1.) Service Categories
- 2.) Funding priorities
- 3.) Collaboration
- 4.) Promoting Outcomes
- 5.) Measuring Success
- 6.) Scoring Methodologies

October 18, 2023 City Council approved revisions to clarify policies relating to bid requirements and site visits by the Grants Commissioners.

~~August 21, 2024~~ [City Council approved revisions to update policies relating to the California Constitutional provision from 1879 barring the use of public funds to directly aid private schools.](#)

~~September 17, 2025~~ [Clarify the exclusion of grant funding for "City projects."](#)

Adopted Policies of the Grants Advisory Commission and Roseville City Council

~~1994-2023~~

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements (6/94, 2/16)
Americans with Disabilities Act Compliance (1/99)
Bids Required for Capital Expenditures to be Included (1/96, 10/99) revised 10/23
Funding for Religious or Sectarian Activities Prohibited (1/99)
Grant recipients located in Roseville (9/97)
Ownership or Long-term Lease of Property Improved by Grant Funds (11/99)
Compliance with State of California Prevailing Wage Law – SB 975 (11/02) & AB 2690 (12/04)
Tax Status (12/03)

Process-Related Policies

Annual Review (10/13, 6/17)
Recipient Reporting (11/99)
Appeal of Grant Advisory Commission Decision (9/97, 6/17)
Funds Expended within One Year (8/97)
Line Item Review (11/99)
Applicant Workshop (9/97)
Process to Amend or Extend Timeframe of Approved Grants (12/98)
Site Visits (12/03, clarified 10/23)
Application Review and Process (12/03, 2/16, 6/17)

Funding Policies

Categories and Target Maximum Amount (9/97, 12/03, 2/16, 6/17, 11/20)
Priority Areas (11/20)
Matching Funds Not Required (11/99)
Multiple Applications from One Agency (12/03, 6/17)
Multiple Year Grants (9/97, 12/03)
Perpetual Funding (11/99)
Fund Investing and Funding Source (11/05, 2/16)
Funding for Schools (11/08, 6/17, 8/24)
City Projects (9/1997, 10/1999, 2/2016, 2025)

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements

Adopted July 1994
Revised February 2016

The original criteria and application form were established by the Grant Evaluation Criteria Subcommittee in 1994. The subcommittee conducted public meetings on May 24, June 14, and June 27 to discuss and revise the guidelines and presented their draft, adopted by the Commission on June 27th to the City Council on July 6, 1994.

The criteria included a points/rating system that was not adopted by the Commission. A majority of the questions in the current application were as originally drafted. New policies that have amended the application over time are discussed in this manual.

In January 2014, the Grants Advisory Commission approved, and made a requirement that all, Grant Applications be submitted via an online web-based program ([exception for reasonable accommodations](#)).

Americans with Disabilities Act Compliance

Adopted January 1999

The Commission added a question to the application form requesting specific information regarding compliance with the Americans with Disabilities Act. The City is not allowed to fund programs or services by agencies that do not comply with ADA. Applicants are also required to comply with state disability laws, which in many cases are more stringent than the federal ADA law.

Bids Required for Capital Expenditures

Adopted January 1996
Revised October 1999
Revised February 2016
Revised October 2023

In January 1996, the Commission adopted a requirement for applicants to submit bids for "capital expenditures."

Capital expenditures for individual items and projects less than \$500 do not require documented bids. Capital expenditures for individual items and projects costing \$3,999 and under must have at least three (3) telephone or written bids documented/included with the submitted application. Capital expenditures for individual items and projects costing \$4,000 and above must have three (3) written bids included with the submitted application. Bids do not have to be awarded to the lowest bidder; bids should be awarded to the most responsible bidder.

If, in the rare case, the capital expenditure item or project is not conducive to bidding, an explanation in lieu of bid information should be attached to the application, e.g., in some instances, three bids are not available for specialized equipment that may be manufactured by only one or two companies. Additionally, in some cases, bids are only valid for 30 to 60 days or less, while the grant application process runs from approximately December through June for final approval, which may extend beyond the expiration date for the bids. The bids are still to be included in the application, but with notations if less than three (3) bids are included.

Bid Requirements Summary: Individual items and projects costing \$500 - \$3,999 require three (3) documented telephone, online or written cost estimates. Individual items and projects \$4,000 or greater require three (3) written cost estimates. Individual items or projects less than \$500 do not require an estimate.

Capital expenditure – An expenditure that results in the acquisition of fixed assets or additions to fixed assets that have benefits for more than one (1) year. Examples include: the acquisition of land; existing buildings; land improvements; construction of buildings; additions and remodeling of buildings; initial, additional, and replacement of equipment, furniture and fixtures, machinery, vehicles, and media materials.

Funding for Religious or Sectarian Activities Prohibited

Adopted January 1999

In January 1999, the Commission added a question to the application form asking if funding would be used to support any religious or sectarian activities. The City is allowed to fund religious organizations, but the activity, project or program cannot include the promotion a particular religious belief. The City is prohibited from funding religious activities based on laws governing the separation of church and state.

Grant Recipients Located in Roseville

Adopted September 1997

The Commission and Council specified that grant recipients are to be located in Roseville rather than previous wording stating that grant recipients are to be "local." In practice, this has been interpreted by the Commission to mean that grant recipients that provide service in Roseville, but may have headquarters or offices in other locations, are eligible for funding.

Ownership or Long-Term Lease for Properties Improved by Grant Funds

Adopted November 1999
Revised February 2016

Concerns were raised during the 1999-2000 grant funding cycle regarding the investment in properties by grant applicants who do not own the property. The public funds are therefore making the property of a private citizen more valuable. Grant applicants are required to submit ownership documents and/or copies of lease agreements that reveal how long the property will be leased by the applicant. With long-term leases, the value of any capital improvements will depreciate over time and benefit the grant recipients directly. The Commission recommended and the Council adopted a policy to review the applicants with long-term leases on a case-by-case basis. Staff is to look at the amount of grant funding requested and the use of the funds in particular.

Compliance with California Prevailing Wage Law – SB 975

Adopted November 2002
Revised December 2004
Revised February 2016

The California Labor Code as amended by SB 975 in 2000 affects applicants to the Citizens' Benefit Fund in two ways: the requirement to pay prevailing wages for public or private works of improvement that receive public funds and the use of volunteer labor.

By Interoffice Memorandum from the City Attorney's Office to the City Manager's Office dated September 20, 2002, the attorney clearly states applicants must comply with the SB 975. The memo details the policy for the State Prevailing Wage Laws and the Applicability to Volunteer Labor. The memorandum is attached as Appendix G to the Policy Manual.

By Interoffice Memorandum from the City Attorney's office to the City Manager's office dated August 31, 2004, the requirement that prevailing wages be paid to volunteers on public works projects was repealed by urgency legislation signed by the Governor.

Under the new law, AB 2690, the requirement to pay prevailing wages does not apply to volunteers, volunteer coordinators, or members of the California Conservation Corps or Community Conservation Corps. Although a volunteer cannot be paid, the volunteer may receive reasonable meals, lodging, transportation, and incidental expenses or nominal non-monetary awards without losing volunteer status if those benefits and payments are not a substitute form of compensation for work performed. The Memorandum is attached as Appendix H to the Policy Manual.

State Prevailing Wage Laws. Any grant applicant receiving \$1,000 or greater in public monies, in this case, Citizens' Benefit Fund, must pay prevailing wages to all workers employed on public works. Public works actually includes any public or private work of improvement, and is defined as "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds." (Labor Code Section 1720 (a)(1)).

Exceptions to the law include public utility improvements, carpet installation, transportation projects, and certain residential and low-income housing projects. (Labor Code Section 1720(a)).

An applicant or their advisor may request the Director of Industrial Relations to provide an opinion as to the applicability of SB 975 to their project. Previous opinions and current prevailing wages can be found at the state agency's web-site: www.dir.ca.gov.

Tax Status

Adopted December 2003
June 2017

The Grants Advisory Commission is recommending that only agencies with the following tax status be eligible for funding.

- 501(C) 3
- 501(C) 4
- Private schools

Applications from agencies that are not within one of these categories will be ineligible. For example, 501 (C) (6) are not eligible because 1) by definition they exist primarily to serve their members rather than the community at large and 2) they can lobby and take political positions on issues, thus creating potential for conflict of interest.

Process-Related Policies

Annual Review

Adopted October 2013
Revised February 2016
Revised June 2017

The Grants Staff Liaison will annually review the Grant Application and Guidelines, and make revisions to improve efficiencies. The Grant Application and Guidelines shall reflect, but is not limited to: 1) current funds available; and 2) Council priorities, if identified.

Recipient Reporting

Adopted November 1999
Revised November 2005, 2008
Revised February 2016

Beginning with the 2009-10 funding cycle, applicants who fail to submit a Final Report for a grant received from the preceding funding year are not eligible to apply during the subsequent funding year, or any future funding cycle until at least one year after the Final Report has been submitted.

Beginning with the 2006-2007 funding cycle, each recipient is required to submit a report describing the expenditures and accomplishments achieved with the grant funds. The report is due within 30 days of the end of the grant period. In addition, the Commission at its discretion may also require a grant recipient to submit a "mid-year" report due six months from the grantee's initial receipt of funds.

Appeal of Grant Advisory Commission Decision

Adopted September 1997
Revised June 2017

There is no appeal of Grant eligibility made by the Grants Staff Liaison or allocation recommendation made by the Commission. Final allocation decisions are made by the City Council.

Funds Expended within One Year

Adopted August 1997

Based upon several requests from agencies that funds be carried over to another fiscal year, or be used for additional purposes, the Commission voted to revise all forms stating that funds must be expended during the fiscal year for which the grant was included in the City budget. The Citizens' Benefit Fund contract was also amended to state that all funds must be spent with one year.

Line Item Review

Adopted November 1999

The City Council reaffirmed a standing practice that individual grant applications may be reviewed by the City Council following the recommendations being forwarded by the Grants Advisory Commission. The City Council reviews the recommendations as part of the annual budget adoption in June of each year. Councilmembers may "pull" individual grant applications for discussion, questions, and separate action.

Applicant WorkshopAdopted September 1997
Revised November 2004
Revised February 2016

The Grants Advisory Commission strongly encourages that a representative from each applying agency attend the applicant workshop, held on ~~the~~ approximately the 2nd Tuesday of January.

Process to Amend or Extend Timeframe of Approved Grants

Adopted December 1998

In September 1998, the Commission determined that a formal process should be established to clearly define the requirements in the event a change to an approved grant was requested by a grant recipient. Through the work of Policy Subcommittee members, Sylvia Besana, Carol Garcia, and Susan Rohan, guidelines and a standard form were drafted for use by future applicants. Appendix ~~EF~~ includes the Guidelines and Form approved by the City Council on December 16, 1998. As stated in the Guidelines, the City does not encourage amendments to approved grants. Circumstances may warrant flexibility by the Grants Commission and the City Council; however, only if the criteria established by the Policy Subcommittee are met and the amendment process is followed.

Site VisitsAdopted December 2003
Revised February 2016
Revised October 2023

The Commission reached consensus to NOT conduct site visits during the application period - beginning when applications become available to applicants until City Council takes action on funding recommendations (approximately, December through June— and to limit visits to other times during the year.

If individual Grants Commissioners visit applicants during the process of reviewing grants, they may receive information in addition to that contained in the written application that is not received by the other Commissioners (in addition to general Brown Act considerations). The City's criteria specifically states the grant will be awarded based upon the written materials provided to the Commission for its consideration.

For clarity, "site visits" includes visiting the physical location(s) or site(s) of an applicant or anticipated applicant (collectively, "applicant") of grant funding, as well as attending, participating, or visiting, a location where an applicant(s) is hosting, co-hosting, sponsoring, or otherwise engaged in carrying out an event, program, open house, or activity.

Application Review and ProcessAdopted December 2003
Modified October 2013

Citizens' Benefit Fund Policy Manual 12
2024~~2025~~

Amendments ~~August~~

Revised February 2016
Revised June 2017

The Grants Commission Staff Liaison shall review and either approve or disqualify each grant application. Staff will make their decisions based upon the materials submitted by the agency and/or organization. Grant applications submitted without required and/or complete documents will be disqualified. Grant applicants do not have the right to appeal disqualifications.

The Grants Advisory Commission will meet in the Council Chambers on the second Tuesday of April, or as otherwise agendized, to review and recommend final funding for each grant application.

Funding Policies

City Projects

Adopted September 1997
Reaffirmed October 1999
Revised February 2016
Revised June 2025

Due to the limited amount of funding in the community and the high level of local need for qualifying projects, City projects and programs will no longer qualify for funding. “City projects” is inclusive of capital expenditures, alterations, modifications, construction, City public works projects, etc. directly involving City property, land, and facilities; also inclusive of any activity in which the City would be considered a project lead or require active City staff participation to facilitate the project, beyond normal permitting, entitlement, and planning/building processing for applications submitted thereto. (Certain exceptions may exist on specific facts arising out of City property leased to another party and subject to the terms of the lease.)

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Categories and Target Maximum Amount

Adopted September 1997
Revised December 2003
Revised February 2016
Revised June 2017
Revised November 2020

In keeping with the original intent of the sale of the Roseville hospital to “Improve the Quality of Life for the Citizens of Roseville”, Service Categories have been aligned with Social Determinants of Health as interpreted in the Kone Consulting community workshops with the goal of making Roseville a healthier community. The City Council approved updated funding Service Categories as follows:

- Neighborhood and Physical Environment – Improved access to safe and affordable housing for all
- Food – Increased access to healthier food options for lower income communities
- Health and Wellness – Improved physical, mental, and behavioral health and wellness
- Community and Social Context – Improved access to arts and cultural resources for all and a kinder, more inclusive and connected community
- Education – More vocational training and educational opportunities for all ages

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For a more detailed definition of previously approved CBF Categories, please refer to the 2013 Historical Assessment of the Roseville Grant Program (Appendix I). At its discretion, the Grants Advisory Commission, with action by the City Council, may wish to prioritize the above-stated categories for CBF funding for a given application year.

Funding Priorities

Adopted November 2020

Citizens' Benefit Fund Policy Manual 14
2024/2025

Amendments August

The target goal is to divide the grants awards among the three areas described below. The Commission will work to fund grant requests to the extent it is reasonable based on funds available, the applications received and the consensus on merit of the proposals in a given year.

The City Council approved the addition of the following funding priorities:

1. Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives. Examples of these "special" grants may be:
 - **New Initiatives** – Applicant identifies a need, service, or opportunity in the ___ community that could offer an enhanced and improved quality of life or ___ experience in Roseville.
 - **Innovative Ideas** – Based on models from other areas or agencies and ___ attempting to take a new approach in providing opportunity to enhance or ___ improve quality of life or experience in Roseville.
 - **One-time requests** – If applicants need special consideration on a single ___ request basis.
2. Operational/Mission support grants for programs or projects that demonstrate effectiveness addressing a community need. Grant recipient can reapply in future years for this priority area.
3. Smaller requests of up to \$10,000 which can go towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

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Matching Funds Not Required

Adopted November 1999

The City Council approved the Grants Advisory Commission recommendation that matching funds not be required of grant applicants. Mandating that matching funds be required would limit the application numbers and the flexibility of the Commission and Council to award grants to worthy applicants. Matching funds will be a component of the evaluation by Commissioners and Council in determining which applicants have demonstrated their commitment to a ~~project~~ project but will not be mandatory.

Multiple Applications from One Agency

Affirmed December 2003
Revised November 2004
Revised June 2017

The Commission agreed that the practice of allowing multiple grant applications from a single agency should not be continued. The City Council has directed the Commission to issue fewer larger grants.

Multiple Year Grants

Adopted September 1997

Citizens' Benefit Fund Policy Manual 15
2024~~2025~~

Amendments ~~August~~

Reaffirmed November 2020

The Grants Advisory Commission and City Council discussed, but voted against allowing grant applicants to apply for funding beyond one fiscal year. Funding is only available for the fiscal year in which the grant is approved.

The Commission and Council affirmed this policy after discussion in 2020.

Perpetual Funding

Adopted November 1999
Reaffirmed December 2003

The City Council approved the Grants Advisory Commission recommendation that no limit be set on the number of years a grant applicant may receive funding. Grant applicants will be judged on their individual merit each year.

The Commission and Council affirmed this policy after discussion in 2003. There are several agencies that receive repetitive funding from the Citizens' Benefit Fund. In fact, five organizations have received funding in all of the past ten funding cycles, and six organizations have received funding in eight of the last ten funding cycles. The Commission agreed that because the agencies provide worthy services to the community and Commissioners do an independent evaluation each year, there should not be a limit on repetitive funding.

Fund Investing & Funding Source

Adopted November 2005
Revised February 2016

Grant Funds shall be invested in accordance with the Government Code §53601, as determined by the City's Chief Financial Officer or his designee.

Grant Fund proceeds in excess of \$500,000 shall be retained for smoothing during lean years and/or special project or community benefits, as approved by the City Council.

The Grants Advisory Commission may award grants from multiple funding sources. In the event that an applicant meets funding criteria for more than one funding source, the Commission has the discretion to make awards from any or all funds for which any individual applicant is eligible.

Grant Requests from Schools

Adopted November 2008
Revised June 2017
Revised August 2024

Private School and non-profit Parent-Teacher Clubs, Booster Clubs and non-profit school-based programs are eligible to apply and are limited to one grant request per site.

Funds will not be awarded directly for private schools (a private school is any school not under the exclusive control of the officers of the public schools; public charter schools are generally not private schools), unless it is clear that any benefit to a private school is, at most, merely an "incidental" or "indirect" effect, and the direct benefit is improving the quality of life for the citizens of Roseville. For example, a private school passing through funds to provide food

security to its students who are citizens of Roseville has no direct benefit to the private school itself, providing direct benefit, though, to our citizens.

Appendices (to be replaced/updated annually by City staff as needed)

Related Ordinances - Appendix A

Funding Guidelines for Current Year - Appendix B

Grant Application for Current Year - Appendix C

Sample Grant Agreement - Appendix D

Request for Amendment to CBF Grant - Appendix E

Memorandum re: SB975 and Citizens' Benefit Fund - Appendix F

Memorandum re: AB 2690 and Citizens' Benefit Fund - Appendix G

2013 Historical Assessment of the Roseville Grant Program – Appendix H

Implementation Strategy 2019/20 Kone' Consulting's CNA - Appendix I

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2026-2027 FUNDING GUIDELINES - Grants Advisory Commission

History and Purpose	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 .
Funds Available	The Roseville Grants Advisory Commission has approximately \$290,000-\$300,000 (subject to change based on final number) in the CBF to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". CBF funds are limited, and demand is high. The City is looking to fund a limited number of high impact projects and programs that support collaboration and result in measurable outcomes.
Eligibility	<p>Non-profit 501(c)(3) or 501(c)(4) organizations and private schools, serving citizens of Roseville are eligible to apply. Private schools may not receive direct benefit from public funds (see, below).</p> <p>Grants will not be made to organizations or for projects or activities that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, military or veteran status, medical condition, marital status, age, sex, sexual orientation, or any other legally protected status or characteristic. Grants will not be made for religious or sectarian activities.</p> <p>Applicants who failed to submit a Final Report from the prior funding year (2024-2025 funding cycle) are not eligible to apply during the 2026-27 funding cycle.</p>
Targeted Maximum Awards	There are no maximum funding awards. Private Schools and Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit <i>only one application per school site</i> .
Disqualification	The Grants Staff Liaison makes the final decision based upon the written materials submitted by your organizations. Applications submitted without required and complete documents will be disqualified.
Private Schools	Funds will not be made directly available for private schools (a private school is any school not under the exclusive control of the officers of the public schools; public charter schools are generally not private schools), unless it is clear that any benefit to a private school is, at most, merely an "incidental" or "indirect" effect, and the direct benefit is improving the quality of life for the citizens of Roseville. For example, a private school passing through funds to provide food security to its students who are citizens of Roseville has no real benefit to the private school itself, providing direct benefit, though, to our citizens.
Public Documents	<p>All grant applications and material submitted to the City become public documents and are available to the public for review. If you would like a specific portion or your application to be kept confidential, please notate (type-in) the section as "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 endeavor to contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request.</p> <p>If funds are awarded, each applicant will be required to enter into a grant agreement acceptable to the City Attorney's Office prior to receiving the funds, and that grant agreement is a public document.</p>
City Projects	Due to the limited amount of funding in the community and the high level of local need for qualifying projects, City projects and programs will not qualify for funding. "City projects" is inclusive of capital expenditures, alterations, modifications, construction, City public works projects, etc. directly involving City property, land, and facilities; also

	<p>inclusive of any activity in which the City would be considered a project lead or require active City staff participation to facilitate the project, beyond normal permitting, entitlement, and planning/building processing for applications submitted thereto. (Certain exceptions <i>may</i> exist on specific facts arising out of City property leased to another party and subject to the terms of the lease.)</p>
Roseville Business License	<p>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 may waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected. An active Roseville business license is required for a complete application. Applicants without a business license will be disqualified.</p>
State Prevailing Wage Laws	<p>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 was 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.</p>
Funding, Limitations and Reporting	<p>The Grants Advisory Commission will make its recommendations in or around April 2026 with final action by the City Council no later than June 2026. Grant funds are expected to be available to successful applicants on or after August 11, 2026, 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.</p> <p>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, 2027, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2027, will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.</p>
Dates and Deadlines	<p>December 1, 2025: Link to the online Grant Application available on the City’s main webpage and at www.roseville.ca.us/grants.</p> <p>January 13, 2026: 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 the modifications that have been made to the application and application requirements. Meeting is also televised.</p> <p>February 2, 2026: Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST. No Exceptions.</p>
For More Information	<p>Visit the City’s Grants website at www.roseville.ca.us/grants or contact Tobi Thomas, Staff Liaison to the Grants Advisory Commission at tthomas@roseville.ca.us / (916) 746-1368 or Heather Blanco, Secretary to Grants Advisory Commission at hblanco@roseville.ca.us / (916) 746-1171.</p>

Funding cycle calendar meeting dates provided herein are informational and subject to change – Applicants are solely responsible for adhering to final dates and deadlines.



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.8
File #:
Item ID: 2025-328

Title:	Election of Chair and Vice Chair for 2026/2027 Funding Cycle
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2026-2027 grant funding cycle.

RECOMMENDATION

The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2026-2027 grant funding cycle.

BACKGROUND

According to the City's City Council/Boards, Commissions & Committees Administrative Standards, "The chair and vice chair shall be selected by the board, commission, or committee members at a January or July meeting, or as soon thereafter as is practicable. Any voting member of the board, commission, or committee, except a youth member, can serve as chair and shall be seated at the next meeting. The length of term for the chair and vice chair shall be one (1) year.

However, there are no limitations on the number of consecutive terms the chair or vice chair may serve.

The chair is the presiding officer of the meeting. In the absence of the chair, the vice chair shall be the presiding officer of the meeting. In the absence of the vice chair, a temporary chair shall be selected from among the other members present, with priority given to seniority, and shall be the presiding officer of the meeting. Upon the arrival of the chair or vice chair, the temporary chair shall relinquish the chair immediately upon the conclusion of the item of business before the members.

The chair shall preserve order at all official meetings of the board, commission, or committee and shall decide all questions of order without debate, subject to advice from the City Attorney or City Attorney designee. The chair shall not make any motion but may second a motion. The presiding officer shall have all other rights and privileges of a board, commission, or committee member.

Additional role of the chair

- Attend City Council meetings as needed to represent the board, commission, or committee;
- Call a meeting to order and propose adjournment;
- Call for discussion and vote on motions;
- Clarify or request clarification of motions made by members;
- Rule whether motions are out of order;
- Interpret and enforce any meeting management bylaws or rules of procedure;
- Call members to order if they disregard rules of procedure or decorum for the meeting;
- Ensure that meetings are conducted in an efficient and productive manner.

FISCAL IMPACT

No fiscal impact.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

REVIEWERS:

Heather Blanco, City Manager Department - City Manager

Created -



Grants Advisory Commission Communication

Meeting Date: 8/12/2025
Item #: V.9
Item ID: 2025-360

Title: Staff Report
Contact: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Time for staff to make brief announcements regarding the Grants Advisory Commission.

RECOMMENDATION

Respectfully Submitted,
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

None

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

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