



**Citizens' Benefit Fund  
2018-2019 FUNDING GUIDELINES**

<b>History and Purpose</b>	The Citizens' Benefit Fund was established on June 4, 1993 with the proceeds from the sale of Roseville Community Hospital. Each year up to ninety percent of the interest from these funds may be distributed to non-profit organizations. The purpose of the Citizens' Benefit Fund is to assist in improving the quality of life for the citizens of the City of Roseville.
<b>Funds Available</b>	The Roseville Grants Advisory Commission has approximately <b>\$400,000</b> in the Citizens' Benefit Fund to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens' Benefit Funds are limited, and demand is high. On average, the Commission has been able to fund only half of the grant requests received.
<b>Targeted Maximum Awards</b>	<b>There are no maximum funding awards. Private Schools</b> including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit <i>only one application per school site</i> .
<b>Eligibility</b>	Private schools and non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex, or sexual orientation. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from a prior funding year (2016-17 funding cycle) are not eligible to apply during the 2018-19 funding cycle.
<b>Disqualification</b>	The Grants Staff Liaison makes the decision based upon the written materials submitted by your organizations. <b>Applications submitted without required and/or complete documents will be disqualified.</b>
<b>Public Documents</b>	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "CONFIDENTIAL" and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board Members. Staff will contact the applicant within 10 days of submittal of a request for confidentiality.
<b>Roseville Business License</b>	The Roseville Municipal Code requires anyone conducting business within the City of Roseville to have a current business license on file with the City of Roseville. This includes non-profits doing business or providing services in Roseville. Forms are available at the Finance counter in the Roseville Civic Center. The City of Roseville will waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected.

<p><b>State Prevailing Wage Laws</b></p>	<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 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 <a href="http://www.dir.ca.gov">www.dir.ca.gov</a>. 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>
<p><b>Funding, Limitations and Reporting</b></p>	<p>The Grants Advisory Commission will make its recommendations in April 2018 with final action by the City Council in May 2018. Grant funds are expected to be available to successful applicants on or after July 10, 2018, 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, 2019, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.</p>
<p><b>Dates and Deadlines</b></p>	<p>December 11, 2017 Link to online Grant Application available on the City’s main webpage and at <a href="http://www.roseville.ca.us/grants">www.roseville.ca.us/grants</a></p> <p>January 9, 2018 Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand any modifications that have been made to the application and application process.</p> <p>February 8, 2018 Completed Grant Applications <b>must</b> be submitted online at <a href="http://www.zoomgrants.com">www.zoomgrants.com</a> by <b>5:00 p.m. PST</b></p>
<p><b>For more information</b></p>	<p>Visit the City’s Grants website at <a href="http://www.roseville.ca.us/grants">www.roseville.ca.us/grants</a> or contact Becca McIntosh, Secretary to Grants Advisory Commission <a href="mailto:rmcintosh@roseville.ca.us">rmcintosh@roseville.ca.us</a> or (916) 774-5270.</p>