



City Of Roseville Grants Advisory Commission
Wednesday, November 12, 2014
7:00 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners present: Tina Angell, Stephanie Dement, Audra Flynn, Susan Goto, Dawn Heywood, Jefferson Willoughby, Morgan Cutter

Staff present: Laura Matteoli, Tivonna Stern, Kelly Wickline

II. Minutes of Prior Meeting

a. Commissioner Dement made a motion to approve the minutes of the October 14, 2014 meeting. The motion was seconded by Commissioner Heywood. (6 ayes, 0 nos), motion passed.

III. Oral Communications

None.

IV. New Business

a. Recommendation of Youth Commissioner

Youth Commissioner Interviews took place at 5:30 p.m., just prior to the 7:00 p.m. meeting. After ballots were reviewed Commissioner Goto made a motion to recommend Jared Woosley to serve as the Youth Commissioner for December 2014 to December 2015 and Ethan Silver as the alternate Youth Commissioner (in the event Jared is unavailable). The motion was seconded by Commissioner Angell. The recommendation will go to the City Council on December 17, 2014. (6 ayes, 0 nos), motion passed.

b. Application & Scoring Criteria Subcommittee

1. Adopt Grant Application Questions

Commissioners reviewed the grant application questions recommended by the subcommittee; commissioners suggested adding the following question: Question #13 If full funding is not available will your organization be able to accomplish your project/program? The question will have a text box for answer. Commissioner Goto made a motion to adopt the application questions as amended. The motion was seconded by Commissioner Heywood. (6 ayes, 0 nos), motion passed.

2. Adopt Scoring Criteria

Commissioners reviewed the recommended scoring criteria to be used during the evaluation of grant applications the ZoomGrants scoring module. Commissioner Angell made a motion to adopt the following scoring criteria with suggested changes, see chart below. Commissioner Dement seconded the motion. (6 ayes, 0 nos), motion passed.

GRANT APPLICATION	
Scoring Questions	Scoring Criteria
1. Application clearly defines the project or program to be provided.	10
2. Define the anticipated outcomes for this project or program. How will success be measured?	15
3. Application reflects the mission and meets the general requirements and guidelines for CBF and REACH programs.	10
4. Requested funds achieve an impact on the identified need.	10
5. Describe the need for this project/program and evidence of community support for it. Describe the population and number to be served. <i>(include key supporters, volunteer hours, collaborators, donors and processes used to ensure those being served are Roseville residents (Citizens' Benefit Funding) or Placer County Youth, Families or Seniors (REACH Funding).</i>	30
6. Request is reasonable given the proposed project and the organization's experience and capacity.	5
7. Project budget is clear and organization's budget demonstrates stability.	10
8. Please list other funding support requested for this project <i>(include funder, date requested, amount requested, and status of request).</i>	5
9. If funding is requested for program or operating support, rather than one time projects, how will your organization reduce costs or generate additional revenue once grant funds are expended?	5
TOTAL POINTS	100

c. Applicant Workshop Preparation

Staff provided the commissioners with an outline of the Applicant Workshop, the Chairperson and the Vice Chairperson will take the lead on presenting at the workshop.

V. Reports/Comments/Commission/Staff

a. Review 2013/2014 Final Reports Summary

A summary of 2013/2014 Final Reports were provided to the commissioners, subcommittee will be requested in spring of 2015 to review the online reporting provided through ZoomGrants.

The Commission settled on December 11, 2014 at 3:00 p.m. for ZoomGrants training.

Commissioners thanked the candidates interviewed for the Youth Commissioner position; all of the candidates were ambitious students.

Tivonna Stern asked the commission if there would be interest in adding an item to a future meeting to discuss whether or not there is interest in changing the process of selecting future Youth Commissioners by subcommittee instead of the entire commission. Commissioners discussed and agreed that the process should remain the same, not need to discuss further.

Staff and Commissioners thanked Commissioner Cutter for her time serving as the Youth Commissioner and wished her well on her future endeavors. Commissioner Cutter thanked her fellow commissioners for the opportunity.

A discussion item to review the start time of future meetings will be added to the next agenda.

Jefferson Willoughby would like to discuss grant recipients receiving consecutive year funding.

Audra Flynn visited the following agencies: A Touch of Understanding, Blue Line Gallery, KidsFirst, Placer Food Bank, Placer SPCA, Roseville Theatre Arts Academy, St. Vincent de Paul Society and Gathering Inn.

Stephanie Dement visited Keaton Raphael and Blue Line Gallery.

Tina Angell thanked the subcommittee for their work on the grant application questions and scoring criteria.

Morgan Cutter attended a KidsFirst event.

Dawn Heywood visited Blue Line Gallery and attended a performance of the Roseville Community Concert Band.

Susan Goto attended an excellent performance with the Cooley and Chilton Middle School Band Students. She also attended an event for A Touch of Understanding and will be attending the Sierra College Foundation event and the Roseville Library Winter Gala.

Jefferson Willoughby thanked staff and subcommittee for their recommendations for the grant application questions and scoring criteria.

VI. Adjournment

Commissioner Goto made a motion to adjourn the meeting at 8:23 p.m.; Commissioner Angell seconded the motion.

(6 ayes, 0 nos), motion passed.