



**City Of Roseville Grants Advisory Commission**  
**Tuesday, January 12, 2016**  
**5:30 P.M.**  
**Council Chambers**  
**311 Vernon Street**

**I. Roll Call**

**Commissioners Present:**

Jefferson Willoughby (Chair)  
Tina Angell (Vice Chair)  
Stephanie Dement  
Audra Flynn  
Dawn Heywood  
Grace Keller  
Eileen Speaker  
Wafeeq Ridhuan (Youth Commissioner)

**City Staff Present:**

Jonathan Levy, Deputy City Attorney  
Laura Matteoli, Economic Development Manager  
Kelly Wickline, Management Assistant

**Commissioners Absent:**

None

**II. Minutes of Prior Meeting**

- a. Commissioner Flynn made a motion to approve the minutes of the November 10, 2015 meeting. The motion was seconded by Commissioner Angell.  
Vote: Motion carried 7-0  
Yes: Angell, Dement, Flynn, Heywood, Keller, Speaker, Willoughby

**III. Public Comments**

None

**IV. New Business**

**a. Introduction of Youth Commissioner**

The Commission welcomed the new Grants Advisory Youth Commissioner Wafeeq Ridhuan. Commissioner Ridhuan was appointed by the City Council on December 16, 2015 to serve a one year term as Youth Commissioner.

**b. Applicant Workshop**

Commissioner Willoughby and Commissioner Angell provide an overview of funds, the grants cycle timeline, applications edits, funding guidelines and a review of the required documents.

***Commissioner Willoughby opened up the meeting for Q&A***

Applicant **Q.** Where can the Board Authorization form be found? **A.** The form is a downloadable template found under the Documents Tab.

Juli Kramer (Sierra Forever Families) **Q.** If the Assurances and Certification form is unable to open and save can applicant use one from last funding cycle? **A.** The form has not changed, this will be allowed. **Q.** Can a text box be added next to Question 13 to explain how the lack of full funding could affect project accomplishments? **A.** Staff will check with ZoomGrants and inform applicant if additional text box can be inserted.

Tink Miller (Placer Independent Resource Services) **Q.** Applicant asked for clarification on providing proof of ownership or copy of a lease. **A.** Proof of ownership or copy of lease is only a required document if applicant's request is funding Works of Improvement i.e. new roof, HVAC system, etc. Staff will add language to clarify document requirement. **Q.** Describe the difference between scoring questions 1 and 5. **A.** While the questions are similar question 5 emphasis on showing evidence of community support.

Susan Wilson (Placer SPCA) **Q.** If an applicant is requesting funds to support a capital project and the applicant only received two open bids and the City requests three bids, is there a possibility look past it if it is justified in the application? **A.** Yes submit the application and include explanation. **Q.** Would the commission entertain a higher target amount for a larger project? **A.** With funds limited it would have to be at the discretion of the Council.

***Public Comment Closed***

Commissioners gave their suggestions on what they look for when reviewing applications. Commissioners reminded applicants to be clear and concise, highlight collaboration and suggested having someone outside of the agency read through the grant before submitting.

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

Laura Matteoli provided an update on a Citizens' Benefit Fund item that went to Council on December 16, 2015; the council approved the following:

Reaffirm retention of the Citizens Benefit Fund (CBF) with the City to be invested and administered by the City;

Reaffirm retention of Grants program and Commission with administration by City staff; and

Direct staff to return with amended CBF funding guidelines as follows:

1. Accept investment strategy revisions expanding strategy consistent with Government Codes.
2. Reaffirm smoothing strategy or holding 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.
3. Reaffirm the nine (9) funding program categories.
4. Retain limits on school districts and schools, as approved by the Grants Commission.
5. Continue policy that City Manager approve grants submitted for City requests.
6. Confirm no giving priorities with each funding request to be evaluated on its own merits.
7. Establish a program for an annual needs assessment for Council to consider and establish priorities for the coming funding cycle.

Laura noted that it was the intent of staff to bring back the amended guidelines to Council on February 17, 2016 Council Meeting and following Council's approval she will update Grants Advisory Commission in March 2016.

Laura also shared an upcoming opportunity to attend a free seminar for nonprofits sponsored by the City's Economic Development Department. The 2016 Nonprofit Business Development Summit to be held on Wednesday, January 20<sup>th</sup> 2015 at Maidu Community Center.

Last Laura noted that the SACRAMENTO KINGS were support the City of Roseville REACH campaign by designating a portion of ticket sales for the Friday February 26, 2016 game against the Clippers.

**VI. Adjournment**

Commissioner Dement made a motion to adjourn the meeting at 6:15 p.m. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

Yes: Angell, Dement, Flynn, Heywood, Keller, Speaker, Willoughby