

**City Of Roseville Grants Advisory Commission
Tuesday, November 8, 2016
6:30 P.M.
311 Vernon Street
Hutchison Conference Room**

- I. **Roll Call**
- II. **Minutes of Prior Meeting**
 - a. *Minutes of meeting held August 9, 2016*
- III. **Public Comments**

Speakers shall limit their comments to five (5) minutes, unless extended by the Chairperson. No action will be taken on items addressed under Public Comments. Comments from the audience without coming to the podium will be disregarded. Address all comments/questions to the chairperson, not to staff members.
- IV. **New Business**
 - a. *Recommendation of Youth Commissioner*
 - b. *Adopt 2017/2018 Grant Application*
 - c. *Review Scoring Criteria*
 - d. *Grant Applicant Workshop Preparation*
- V. **Reports/Comments/Commission/Staff**
 - a. *2015/2016 Final Reports*
- VI. **Adjournment**



City Of Roseville Grants Advisory Commission
Tuesday, August 9, 2016
5:30 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:

Tina Angell (Chair)
Stephanie Dement (Vice Chair)
Kristine Dohner
Audra Flynn
Dawn Heywood
Grace Keller
Eileen Speaker

City Staff Present:

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

Commissioners Absent:

Wafeeq Ridhuan

II. Minutes of Prior Meeting

a. Commissioner Flynn made a motion to approve the minutes of the July 12, 2016 meeting. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

III. Public Comments

None

IV. New Business

a. Welcome new Commissioner

Commissioner Dohner was welcomed to the Grants Advisory Commission; Commissioner Dohner has reviewed previous meeting minutes and attended Funding Workshop in May. She looks forward to serving as a Grants Advisory Commissioner.

b. Election of Chair and Vice Chair

Commissioner Dement made a motion to elect Commissioner Angell as Chair for the 2017/2018 Funding Cycle. The motion was seconded by Commissioner Keller.

Vote: Motion carried 6-0

Yes: Dement, Dohner, Flynn, Heywood, Keller, Speaker

Abstain: Angell

Nominations were made for both Commissioner Speaker and Commissioner Dement to serve as Vice Chair of the Grants Advisory Commission. General discussion and an informal poll were taken leaving a split decision. Commissioner Speaker asked to be withdrawn from further consideration.

Commissioner Flynn made a motion to elect Commissioner Dement as Vice Chair for the 2017/2018 Funding Cycle. The motion was seconded by Commissioner Keller.

Vote: Motion carried 4-1

Yes: Angell, Flynn, Keller, Speaker

No: Heywood

Abstain: Dement, Dohner

c. Adopt 2017/2018 Work Plan

Commissioner Keller made a motion to adopt the 2017/2018 Work Plan. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

d. Adopt 2017/2018 Funding Cycle Calendar

Commissioner Keller made a motion to adopt the 2017/2018 Funding Cycle Calendar. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

e. Determine 2017/2018 CBF maximum request

Commissioner Heywood made a motion to keep the maximum request at \$10,000; the motion was seconded by Commissioner Keller.

Vote: Motion carried 7-0

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

f. Review 2017/2018 CBF Guidelines

Commissioner Keller made a motion to adopt the 2017/2018 Citizens' Benefit Fund Guidelines. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

g. Review 2017/2018 Grant Application

Commissioners reviewed the Draft 2017/2018 grant application and requested staff to modify the wording of the required IRS990, California Tax Form 199 and the RRF-1. The intent of modifying is to reassure grant applicants are submitting documents that are no more than two years old. Commissioners requested the request for bid documents to be changed from “phone/online cost estimates” to “written/online cost estimates from vendors”. Staff was instructed to modify Program/Project Budget language and fonts to clarify grant applicants are to submit the budget for the program or project they are requesting grant funding not the agency budget. Staff will add an item box titled “Roseville Budget Request” under the Project/Program Income Budget, this will insure grant applicants are including the funding being requested from the City of Roseville.

During the Applicant Workshop, Commissioners will suggest grant applicants include certification information of those providing therapy/counseling services and also include the number of volunteer hours being provided.

V. Reports/Comments/Commission/Staff

Staff informed Commissioners that the 2015/2016 Grant Recipients have until August 31, 2016 to submit their Final Reports; Commissioners will be notified when the reports are available to review.

Commissioners made note of the great publicity being provided by the 2016/2017 Grant Recipients by way of newsletters and social media.

VI. Adjournment

Commissioner Dement made a motion to adjourn the meeting at 6:35 p.m. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 7-0

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



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City of Roseville Citizens' Benefit Fund / R.E.A.C.H. 2017-2018 Grant Application

CLOSED Deadline

- Open Programs | Description | Requirements | Restrictions | Contact Admin | Announcements

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

- Summary | Application Questions | Program/Project Budget | Documents

Summary

(answers are saved automatically when you move to another field)

Application Title/Project Name

Amount Requested

Citizens' Benefit Fund requests should not exceed \$10,000, REACH Fund requests should not exceed \$2,500. Cumulative requests should not exceed \$10,000.

\$

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

Non-US

ZIP+4/Postal Code

Country

United States

Telephone

Fax

Website

CEO/Executive Director

First Name

Last Name

Title

Email

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.

CLOSED Deadline

2017-2018 Grant Application

[Open Programs](#) | [Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#) [Announcements](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#) [Application Questions](#) [Program/Project Budget](#) [Documents](#)

Application Questions

(answers are saved automatically when you move to another field)

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1. Agency is:

- Non Profit 501(c)(3)
- Non Profit 501(c)(4)
- Government
- Public/Private School

2. Project Description: In 50 words or less, describe the proposed program/project, including the use of funds and who will be served.

Example: The ABC Unified School District requests \$5,000 to support "The Learning Project," a comprehensive youth service and leadership program for low-income youth.

Maximum characters: 1500. You have characters left.

3. Project primarily serves:

- Animals
- Arts & Humanities
- Environmental
- Health
- Human Services
- Public Society Benefit
- Recreation & Sports

Maximum characters: 1500. You have 1500 characters left.

10. List below any previous funds awarded in the last five funding cycles by the Roseville Grants Advisory Commission and the purpose of the funding.

Maximum characters: 1500. You have 1500 characters left.

11. Describe the need for this project/program and evidence of community support. Describe the population and number to be served.

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).

Maximum characters: 1500. You have 1500 characters left.

12. Define anticipated outcomes for this project or program. How will success be measured?

Maximum characters: 1500. You have 1500 characters left.

13. If full funding is not available will your organization be able to accomplish your project/program?

- Yes
- No, please explain:

14. Please list other funding support requested for this project (include funder, date requested, amount requested, and status of request):

Maximum characters: 1500. You have characters left.

15. 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?

Maximum characters: 1500. You have characters left.

16. Schools and Public Agencies ONLY (others enter N/A): Explain why your school's/agency's existing funding is not available or not sufficient to fund this request.

Demonstrate how requested funds will supplement or enhance school's/agency's programs rather than underwrite school's/agency's core mission.

Maximum characters: 1500. You have characters left.

17. If the grant money obtained is to be used to fund a Capital Expenditure or Work of Improvement, please describe briefly the item(s) needed and the itemized costs.

Capital Expenditure is defined as any grant money that is used to acquire or upgrade a long term asset that has a useful life of more than one (1) year.

Maximum characters: 1500. You have characters left.

18. If requesting capital funds for Works of Improvement, does the organization own or lease the building or property to be improved?

- Yes (Provide Proof of Ownership or Copy of Lease under the Documents Tab)
- No
- Not Applicable



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City of Roseville Citizens' Benefit Fund / R.E.A.C.H. 2017-2018 Grant Application

CLOSED Deadline

[Open Programs](#) | [Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#) [Announcements](#)

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

[Summary](#) [Application Questions](#) [Program/Project Budget](#) [Documents](#)

Program/Project Budget

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Please provide the Budget Income and Expense information for the **PROJECT** or **PROGRAM** you are requesting CBF/REACH Funding (Funds are awarded in July, information included below is for the budget year in which funds are to be used.) Please note: the **AGENCY** Budget information is a separate request under the Documents Tab and should not be included below.

Project/Program Income

If you use "other" line item, please explain in Budget Narrative box below.

Item Description	Program/Project Amount
Federal Government Funding	\$ <input type="text"/>
State Government Funding	\$ <input type="text"/>
Local Government Funding	\$ <input type="text"/>
CBF/REACH Grant Request	\$ <input type="text"/>
Corporation/Foundation Funding	\$ <input type="text"/>
Individual Contributions/Membership Dues	\$ <input type="text"/>
Fees for Service	\$ <input type="text"/>
Investment/Interest Income	\$ <input type="text"/>
In-Kind Support	\$ <input type="text"/>
Other	\$ <input type="text"/>
Total \$ 0.00	

Project/Program Expenses

The "other" item descriptions in this section allow you to include other expenses and change "other" to the description, if needed.

Item Description	Program/Project Amount
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City of Roseville
 Citizens' Benefit Fund / R.E.A.C.H.
2017-2018 Grant Application

CLOSED Deadline

Open Programs | Description Requirements Restrictions Contact Admin Announcements

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

Summary Application Questions Program/Project Budget **Documents**

Documents

Instructions [Show/Hide](#)

All Documents noted as "required" must be uploaded. Any item that is left unsatisfied will automatically disqualify the application without exception. If a "required" document does not apply to your application, a valid explanation must be given or your application will be considered disqualified. This explanation must be upload in lieu of the required document and labeled with an NA in front of the document name (for example - NAAuditedFinancials.pdf or NAKeyPersonnel.pdf).

Documents Requested *	Required?	Uploaded Documents *	
Copy of 501(C)(3) or 501(C)(4) IRS tax determination letter if applicable (Label 501C3.pdf or 501C4.pdf)	Required	-none-	<input type="button" value="Upload"/>
Copy of Agency's registration/renewal fee report, California State Attorney General (ct RRF-1), if applicable (Label RRF1.pdf)	Required	-none-	<input type="button" value="Upload"/>
Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)	Required	-none-	<input type="button" value="Upload"/>
Audited financial statement, if available (Label AuditedFinancials.pdf)	Required	-none-	<input type="button" value="Upload"/>
Most recent IRS 990. Law requires for all but schools, government agencies and churches (Label IRS990.pdf)	Required	-none-	<input type="button" value="Upload"/>
California tax Form 199 (Label Form199.pdf)	Required	-none-	<input type="button" value="Upload"/>
Provide a list of Board Members, Officers, Directors and key management positions, include their appointment dates, when term expires and affiliations. Identify any personnel paid from grant proceeds. (Label KeyPersonnel.pdf)	Required	-none-	<input type="button" value="Upload"/>
Applications submitted by City of Roseville departments must include a cover letter from the City Manager (Label CityManagerLetter.pdf)		-none-	<input type="button" value="Upload"/>
Copy of your business license. The Roseville Municipal Code requires anyone conducting business within Roseville to have a current business license on file with the City. This includes non-profits doing business or providing services in Roseville.	Required	-none-	<input type="button" value="Upload"/>
If your request is for Capital Expenditures or Works of Improvement (Question 17) provide description of the item(s) needed and itemized costs (Label CapitalItemDescription.pdf)		-none-	<input type="button" value="Upload"/>

Bid Requirements: Individual items costing \$250-\$2,499 require 3 written/online estimates from vendor. Individual items \$2,500 or greater require 3 written estimates from vendor. Individual items less than \$250 require no estimates (LabelBids123.pdf)	-none-	Upload
If request is for Works of Improvement (Questions 18), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required (Label ProofofOwnership.pdf)	-none-	Upload
Optional Other (4MB maximum) Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with Commission. (Label OptionalOther.pdf)	-none-	Upload
Assurances and Certifications (Label AssurancesCert.pdf)	Required -none-	Upload
Signed Board Authorization (Label BoardAuthorization.pdf)	Required -none-	Upload

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Grant Application Scoring Questions and Scoring Scale

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the project or program	10
2. Application clearly defines the project/program and how success is measured?	15
3. Application reflects mission and meets the general requirements and guidelines for CBF and/or REACH.	10
4. Requested funds achieve an impact on the identified need.	10
5. Application describes the need for project/program and evidence of community support.	30
6. Request is reasonable given the proposed project/program and the organization's experience and capacity.	5
7. Project budget is clear and organization's budget demonstrates stability.	10
8. Additional funding support for this project/program is clearly identified.	5
9. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs.	5
TOTAL POINTS	100

**Agenda
Applicant Workshop Outline
January 10, 2017**

Welcome & Purpose of workshop (Chair)

1. Overview of each fund (Chair)
2. Review of timeline (Vice-Chair)
3. Online application submittal via ZoomGrants (Chair/Vice-Chair)
4. Grant Application Edits (Chair)
5. Required documents (Vice-Chair)
6. Helpful Hints (Vice-Chair)
7. Public Comment/Questions from Applicants (Chair)
8. Closing/Commissioner Comments (All)



City of Roseville
Grants Advisory Commission - Staff Report
November 8, 2016

Subject: 2015-2016 Final Reports

City of Roseville grant agreements require each grant recipient to file a final report detailing the program status and funds spent. Final reports are important to maintain the integrity and accountability of the grant process. They are also a way for agencies to summarize their accomplishments, document their progress and report on their expenditures.

Grant recipients were emailed notifications through ZoomGrants on July 19, 2016 to submit final reports by August 31, 2016, two additional follow-up reminders were sent before the deadline.

One grant recipient did not submit their final reports before the deadline; staff is following up with agencies and update the commission on their report status.

- Roseville Library Foundation, Reach out Reach up—\$3,000

Commissioners can review the final reports online through ZoomGrants, under 2015-2016 Grant Application, Final Reports tab.

Respectfully Submitted,

Kelly Wickline
Recording Secretary
Grants Advisory Commission