2027-2028 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 and Maximum Awards	The Roseville Grants Advisory Commission has approximately **$321,905.** (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". **The maximum funding that may be provided to an applicant for this cycle is capped at no more than $32,000.** 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	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). 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. Applicants who failed to submit a Final Report from the prior funding year (2025-2026 funding cycle) are not eligible to apply during the 2027-28 funding cycle.
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.**
Grant Requests from School	Private schools and non-profits 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 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	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. 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.
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

	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.)
Roseville Business License	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.**
State Prevailing Wage Laws	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. 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 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.
Funding, Limitations and Reporting	The Grants Advisory Commission will make its recommendations in or around April 2027 with final action by the City Council no later than June 2027. Grant funds are expected to be available to successful applicants on or after August 10, 2027, 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. 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, 2028, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2028 will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	**December 1, 2026**: Link to the online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants. **November 10, 2026**: Applicant Workshop at 6:00pm 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. **February 1, 2027**: Completed Grant Applications **must** be submitted online at www.zoomgrants.com by **5:00 p.m. PST. No Exceptions.**
For More Information	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.gov / (916) 746-1368 or Christine Mesaros, Secretary to Grants Advisory Commission at CRMesaros@roseville.ca.gov / (916) 746-1350.

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