Frequently Asked Questions

2027/28 Citizens' Benefit Fund Grant

1. **Q: What does CBF stand for?**
   A: CBF – Citizens' Benefit Fund

2. **Q: When does the 2027/28 Application period open and close?**
   A: The application is available starting Monday, December 1, 2026, and must be submitted by Monday, February 1, 2027, by 5p.m.

3. **Q: Is the Applicant Workshop that is on Tuesday, November 10, 2026, mandatory?**
   A: The workshop is not mandatory, but attendance is highly recommended. At this meeting you will learn valuable information and be able to ask questions you may have about the application and/or the process.

4. **Q: Where is the Applicant Workshop being held?**
   A: The Grants Advisory Commission meetings are held in the Civic Center, 311 Vernon Street, Roseville.

5. **Q: Can the Board Authorization and Assurances & Certifications be signed electronically?**
   A: Typed in signatures on documents will not be accepted. The documents must be signed electronically in one of two ways:
      - print the document, have it signed and scan it in as an attachment, or
      - use Adobe or DocuSign

6. **Q: Our offices are not located in Roseville and/or we are a non-profit. Do we need a Roseville Business License to apply for this program?**
   A: All Roseville grant funds require the organization to have a valid Roseville business license. If proof of a business license is not attached to your application; it will be disqualified.

7. **Q: What type of documents must be submitted with the application?**
   A: The CBF application will require the following forms/attachments

   Required Documents:
   - Board Authorization – use template provided in ZoomGrants
   - Assurances & Certifications - use template provided in ZoomGrants
   - Levine Act Form – form provided in ZoomGrants
   - Copy of Current 501c 3 or 501c 4 Document
   - Current filing status with the CA Attorney General's Office or documentation of an extension. (RRF-1 – Annual Registration Renewal Fee Report)
   - List of Board Members
   - List of Key Personnel for the Program/Project Seeking Funding
   - Copy of Agency's CURRENT Fiscal Year Budget (Detailed)
   - Copy of Organization's Active Registration with the Secretary of State
   - City of Roseville Business License

Required Documents (if applicable)

- **Property Improvements**
    - If requesting capital expenditure for property improvements, you must provide proof of property ownership or copy of lease
    - If you do not own the property, you must provide a letter from the property owner that authorizes the improvements.
    - Capital Expenditures – provide itemized list of items to purchase and 3 bids for items over $500
        - A capital expenditure is an expenditure that results in the acquisition of fixed assets or additions to fixed assets that have benefits for more than one (1) year. Examples include: the acquisition of land; existing buildings; land improvements; construction of buildings; additions and remodeling of buildings; initial, additional, and replacement of equipment, furniture and fixtures, machinery, vehicles, and media materials.

    - The Policy states that individual items and projects costing $500 - $3,999. require three documented telephone, online or written cost estimates. This means it can be a verbal quote, an estimate you got online or a written estimate, but they must be attached to the application.
        - Capital expenditures for individual items and projects less than $500 do not require documented bids.
        - New Quote Summary Sheet in ZoomGrants to assist with this process.

    - It is very important for all applicants to understand this three-bid rule applies to all organizations applying for grant funding. We understand that schools often purchase items under larger contracts. Even so, three bids are still required.

    - Capital expenditures for individual items and projects costing $4000 and above MUST have three written bids included with the application. (telephone/online not acceptable)

- **Copy of Counseling Certifications**
    - Grant applications for organizations that are providing any therapy or counseling services MUST include a copy of each individuals' certification for all those providing counseling services.

- **Option Other**
    - There is also an opportunity to upload one document with any additional information (not previously requested in the application) that the organization feels is important to share with the Commission.

8. **Q: What is the term of the CBF grant contracts?**
   A: The term of the 27/28 funding cycle begins July 1, 2027; however, the City awards the checks at the Grants Advisory Commission meeting August 10, 2027. The funds must be spent by June 30, 2028.

9. **Q: What are the reporting requirements for these funds?**
   A: An annual report is due in ZoomGrants no later than August 31, 2028.

10. **Q: What if my organization did not turn in the required 2024-2025 Annual Report?**
    A: A required annual report for the 25/26 CBF grant funding cycle was due August 31, 2026. If your organization received grant funding for the FY25/26, a required final report needed to be turned in or the application for 27/28 funding cycle will be disqualified.

11. **Q: I'm having trouble logging in and the ZoomGrants site continues to tell me my login information is incorrect. Who do I contact?**
    A: If you require assistance using ZoomGrants or need a password reset to access your account, please contact them directly at questions@zoomgrants.com. Answers to frequently asked questions, helpful articles, and tutorials can be found at ZoomGrants University.

12. **Q: All documents submitted through ZoomGrants become public documents. Is that correct?**
    A: Yes, all documents submitted become public documents. You can redact your personal address out before you upload to ZoomGrants.

13. **Q: What if the Executive Director and the Chair of the Board or other board positions are the same person. Is it ok for them to sign the required documents twice?**
    A: Yes, but please make sure it is clear on your list of board members as this is what staff use to verify name/role and signatures for the required documents.

14. Q: Where can I find information on the Citizens' Benefit Fund grant?
    A: The City website is the best place to find all current Citizens' Benefit Fund grant information. The website is Roseville.ca.gov/grants