



Roseville Grants Advisory Commission Application Workshop

January 13, 2026

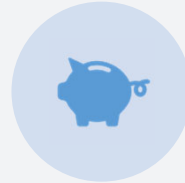
Workshop Goals



**OVERVIEW OF
FUNDING**



**ELIGIBILITY
REQUIREMENTS**



**TIMELINE,
FUNDING
PRIORITIES &
COMMUNITY NEED
AREAS**



**ONLINE
SUBMITTAL
PROCESS &
ZOOMGRANTS™
PLATFORM**



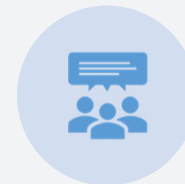
**APPLICATION
REQUIREMENT
OVERVIEW**



**APPLICATION
SCORING
QUESTIONS &
SCORING
METHODOLOGY**



**PRIMARY
APPLICATION
THRESHOLDS**

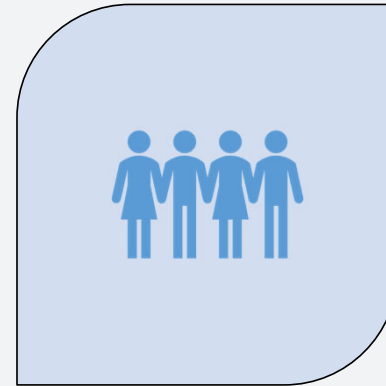
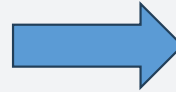


**CLOSING
REMARKS & Q&A**

History of Citizens' Benefit Fund



Funds Available



**TOTAL FUNDS
AVAILABLE
\$279,940.00**

**IMPROVE THE QUALITY
OF LIFE FOR THE
CITIZENS OF THE CITY
OF ROSEVILLE**

Grant Eligibility

Who Can Apply:

- 501(c)(3), 501(c)(4), including Private Schools/Organizations
- Applications directly from Private Schools are subject to certain limitations

Additional Requirements:

- Non-profits must have a current City of Roseville business license
- One application per site for
 - Private schools
 - School-based non-profit parent-teacher clubs
 - Booster clubs
 - Non-profit school-based programs



Timeline

December
1, 2025

- Grant application opened
- Link on website to ZoomGrants

February
2, 2026

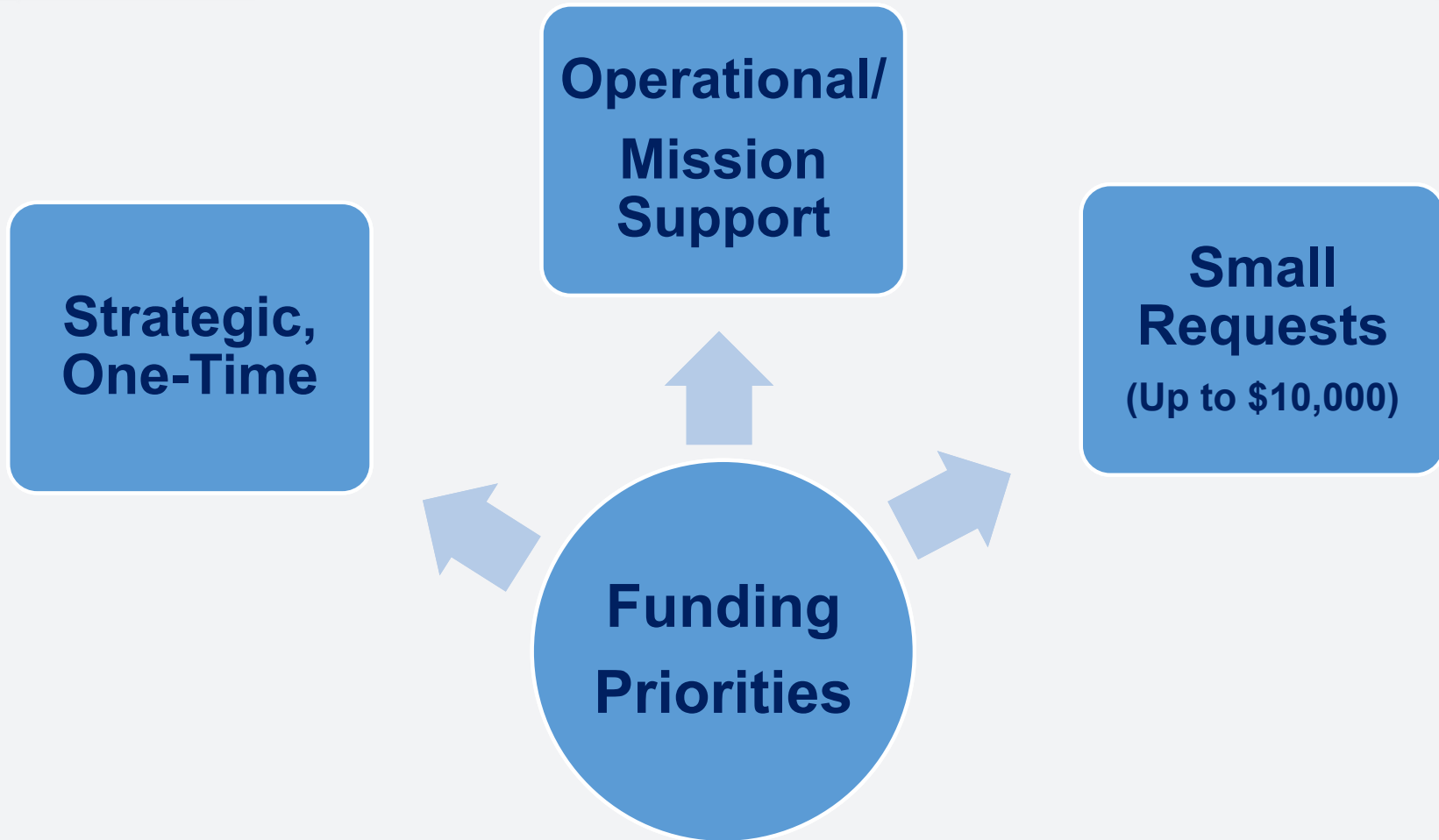
- Grant applications must be submitted **ONLINE** in ZoomGrants by 5:00pm

April 14,
2026

- Grant Advisory Commission meeting – funding workshop & recommendations

August 11,
2026

- **26/27 Funding Cycle Check Presentation**
The funding cycle runs July 1, 2026 – June 30, 2027



Select ONE area of funding

Community Need Areas (Select One)



Food – Increased access to healthier food options for lower income communities



Health & Wellness – Improved physical, mental & behavioral health and wellness



Community & Social Context – Improved access to arts & cultural resources for all and a kinder more inclusive and connected community



Education – More vocational training & educational opportunities for all ages



Neighborhood & Physical Environment – Improved access to safe & affordable housing for all



City of Roseville Website: Roseville.ca.us/grants

The ZoomGrants logo features the word "ZOOMGRANTS" in white, uppercase, sans-serif font on an orange rectangular background. To the right of the text is a small, tilted white box with a black border containing the text "SINCE 2002" in black, uppercase, sans-serif font.

ZOOMGRANTS

SINCE
2002

❖ **Returning Applicants**

Log in using your existing ZoomGrants account. Can't access your login? Contact ZoomGrants directly.

❖ **New Applicants**

You'll be prompted to create a new account during the application process.

For submission issues:

Call ZoomGrants: **866-323-5404**

Click the **Help** button in your ZoomGrants account

For technical support:

Email: questions@zoomgrants.com

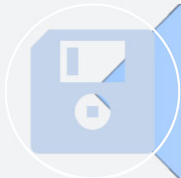
A Few ZoomGrants Suggestions



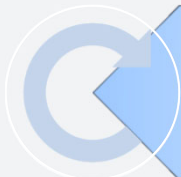
Use a shared or monitored email for the application contact



Plain text is the only thing that can copy/paste



Application automatically saves; will timeout if being inactive



If system is glitchy, clear cache or browser

Application Requirements Overview

- **Non-Applicable Documents**

- ▶ Must include an explanation if a required document does not apply to your organization.

- **Form Usage**

- ▶ Only provided forms are accepted.

- **Signature Requirements**

- ▶ Must be wet signatures or use DocuSign or Adobe Sign.
- ▶ Typed signatures are not accepted.

- **Capital Expenditures**

- ▶ Bids are required for all capital expenditure requests.

- **Counseling Services**

- ▶ Submit current California certification for all counseling service providers.



Why so many required documents...

- The Citizens' Benefit Fund Policy Manual
 - Established in 1994
 - Guiding document to the Grants Advisory Commission and Roseville City Council
- Items to verify current nonprofit status
- Fiscal responsibility

Required Documents

- **Board Authorization**

- ▶ Form in ZoomGrants
- ▶ Use Provided Form
- ▶ All Areas must be filled out and signed
- ▶ Need Date of Meeting

Board Authorization

TO: City of Roseville Grants Advisory Commission

WHEREAS **Agency Name** is applying for grant funding through the ROSEVILLE GRANTS ADVISORY COMMISSION during the 2025-2026 Grant Funding Cycle

BE IT RESOLVED; the agency shall be authorized to submit the referenced Grant Application to the ROSEVILLE GRANTS ADVISORY COMMISSION.

PASSED AND ADOPTED by the Board of Directors of **Agency Name**, at which a quorum was present on **select date**, by the following roll call vote:

AYES: **enter value**

NOES: **enter value**

ABSTENTIONS: **enter value**

ABSENT: **enter value**

Board President Date

Board Secretary Date



Assurances and Certifications

In submitting this application,

I/We understand that copies of the required assurances and certifications must be provided prior to the award of funding and must be maintained during the entire funding period.

I/We certify that:

- The agency complies with the Americans with Disabilities Act (ADA) and State law in providing access to programs, services and facilities.
- Funds will not be used for sectarian or religious purposes.
- If CBF funds are awarded for capital expenditures or works of improvement the organization will comply with State prevailing wage law for construction, alteration, demolition, installation or repair work.
- Under penalty of perjury of the laws of the State of California that all statements in this application are true and correct.

Agency Name: _____

First Signature: **Wet Signature Required** _____
(for non-profits - Exec Director, for private schools - Principal)

Name: _____

Title: _____

Date: _____

Second Signature: **Wet Signature Required** _____
(for non-profits - Chair of the Board, for private schools - District Superintendents/Trustee)

Name: _____

Title: _____

Date: _____

■ Assurances & Certifications

➤ Form in ZoomGrants

➤ Use Provided Form

➤ All Areas must be filled out and signed

LEVINE ACT DISCLOSURE STATEMENT

(The completed form submitted to the City of Roseville is a public record.)

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any "Officer" (elected or appointed officer, any alternate thereto, and any candidate for elective office) from participating in any consideration or action related to a proceeding if they receive political contribution(s) from a party, or its agent(s), totaling more than \$250 within the previous twelve (12) months, while a proceeding is pending, and for twelve (12) months following the date of a final decision in a proceeding concerning a license, permit, other entitlement for use, franchise, or contract (collectively "license, permit, or contract"). For additional information: https://www.roseville.ca.us/government/departments/city_clerk/transparency/levine_act

City Officers are listed at the following sites:

- The Members of City Council - https://www.roseville.ca.us/government/city_council/meet_council
- Boards & Commission Members - https://www.roseville.ca.us/government/boards_commissions

Parties and their Agents are responsible for reviewing and disclosing their applicable contributions to City Officers on the record of a proceeding.

1. Have you or your entity, or any agent on behalf of you or your entity, made any political contribution(s) totaling more than \$250 to any City Officer in the twelve (12) months preceding the date of the submission of your license, permit, or contract, or the anticipated date of any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

YES NO

If yes, please identify the City Officer(s): _____

2. Do you or your entity, or any agent on behalf of you or your entity, anticipate or plan to make any political contribution(s) totaling more than \$250 to any City Officer in the twelve (12) months following any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

YES NO

If yes, please identify the City Officer(s): _____

Answering yes to either of the two questions above does not preclude the City of Roseville from considering and/or taking action on a license, permit, or contract. It does, however, potentially preclude the identified City Officers from participating in consideration of and in taking any actions related to the license, permit, or contract. Please accurately complete and sign this form, under the penalty of perjury:

(Date) (Printed Name/Title of Authorized Representative) (Name of business/legal entity)

(Signature)

You must submit a supplemental form if you make any new reportable contribution(s) while the contract, license, permit, or other entitlement is being considered and is pending. If this form has not previously been submitted in connection with a contracting, licensing, entitlement or permitting process, please provide the completed form to the Office of the City Clerk for appropriate departmental routing, at: City Clerk, 311 Vernon St., Roseville, CA 95678, CityClerkRoseville@roseville.ca.us

■ Levine Act

- Form in ZoomGrants
- Use Provided Form
- All Areas must be filled out and signed

- Annual Registration Renewal (RRF-1)

- Annual Renewal Required

- ▶ All charitable corporations, unincorporated associations, and trustees **must renew annually** with the CA Attorney General's Registry of Charities and Fundraisers.

- ▶ Must file the Annual Registration Renewal Fee Report (RRF-1 Form) no later than four months and 15 days after the close of the organization's calendar or fiscal year (e.g., if the fiscal year ends on December 31, this form is due on May 15).

- Must Show Evidence of Filing

- ▶ Most currently filing

- ▶ Filed an extension with IRS, include copy of extension

301 1000023
024
STATE OF CALIFORNIA
RRF-1
(Rev. 02/02)

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 90345
Sacramento, CA 95833-4410

STREET ADDRESS:
1300 Street
Sacramento, CA 95814
(916) 220-9400

WEBSITE ADDRESS:
www.sos.ca.gov/rrf1

DEPARTMENT OF JUSTICE
PAGE 1 OF 2

**ANNUAL REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA**
(For Reporting Units Only)
Attorney General's Office
NOV 15 2023
Registry of Charities and Fundraisers

Sections 12568 and 12567, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312
Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$100, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12566.1. IRS extensions will be honored.

Name of Organization _____
List all DBAs and names the organization uses or has used _____
City or Town, State, and ZIP Code _____
E-mail Address _____

Check if:
 Change of address
 Amended report

State Char. Registration Number _____ Corporation or _____
Organization No. _____
Federal Employer ID No. _____

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$25 million	\$500	Greater than \$500 million	\$1,200

PART A - ACTIVITIES
For your most recent full accounting period (ending 12/31/22 ending 05/15/23) list:
Total Revenue \$ XXXX,XXX (including non-cash contributions) Total Assets \$ _____
Program Expenses XXXX Total Expenses \$ XXXX,XX

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT
Notes: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, other directly or with an entity to which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, did any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising consultant for charitable purposes, or commercial consultant used?		X
5. During this reporting period, did the organization receive any governmental funding?		X
6. During this reporting period, did the organization hold assets for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for the reporting period?		X
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent _____ Printed Name _____ Title _____
Date 11-8-23
991350/110

Evidence form was filed


State of California Department of Justice

Department of Justice Charities
oag.ca.gov/charities

Annual Registration Renewal
oag.ca.gov/charities/renewals

DOJ Registry Search Tool
rct.doj.ca.gov

- **Copy of Organization's Active Secretary of State Registration**
 - **Secretary of State website: bizfileonline.sos.ca.gov/search/business**



**Secretary of State
Certificate of Status**

EXAMPLE

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

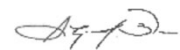
Entity Name: Organization Name
 Entity No.: X0000X
 Registration Date: 10/31/2000
 Entity Type: Nonprofit Corporation - CA - Public Benefit
 Formed In: CALIFORNIA
 Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.


IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of January 30, 2025.



SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 29091xxxx

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.



**STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CA NONPROFIT CORPORATION**

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 653-3516

BA2024022XXXX

For Office Use Only
-FILED-
File No.:BA2024022XXXX
Date Filed: 2/2/2024

Entity Details
 Corporation Name: ORGANIZATION NAME
 Entity No.: XXXXXXX
 Formed In: CALIFORNIA

Street Address of California Principal Office of Corporation
 Street Address of California Office: STREET IN ROSEVILLE ROSEVILLE, CA 95747

Mailing Address of Corporation
 Mailing Address: STREET IN ROSEVILLE ROSEVILLE, CA 95747-4003

Attention

Officer Name	Officer Address	Position(s)
NAME OF OFFICER	STREET IN ROSEVILLE ROSEVILLE, CA 95747-4003	Chief Executive Officer
NAME	STREET IN ROSEVILLE Roseville, CA 95747-4003	Chief Financial Officer
<input checked="" type="checkbox"/> NAME	STREET IN ROSEVILLE ROSEVILLE, CA 95747	Secretary

Additional Officers

Officer Name	Officer Address	Position	Stated Position
None Entered			

Agent for Service of Process
 Agent Name: NAME
 Agent Address: STREET IN ROSEVILLE ROSEVILLE, CA 95747-4003

Email Notifications
 Opt-in Email Notifications: Yes, I opt-in to receive entity notifications via email.

Electronic Signature
 By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.

SIGNATURE: _____ Date: 02/01/2024
 Signature: _____ Date: _____

8243X-9507 02/02/2024 1:22 PM Received by California Secretary of State

EXAMPLE

- Copy of **Current** 501c3 or 501c4
- List of Board Members
- Agency's **Current** Fiscal Year Budget – detailed
- City of Roseville Business License - current
- List of Key Personnel for the Program/Project Seeking Funds

Rest of the Required Documents

Required Documents (if applicable)

- **Proof of Ownership/Copy of Lease – If Requesting funds for Property Improvements**
 - If a leasing property, must include letter from property owner that they authorize the improvements.

 - **3 Written Estimates from Vendor – If Requesting Funds for Capital Expenditures or Property Improvements greater than \$500 and less than \$4,000**
 - Documentation can be telephone, online or written cost estimates

 - **3 Written Bids are Required if Requesting Capital Expenditures of \$4,000 or more**
 - Telephone & online cost estimates not acceptable

 - **Copy of Current California Counseling Certifications**
 - Must provide a copy of certification for each person providing counseling services
-

Application Scoring Questions

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the proposed effort.	15
2. Application reflects mission and meets the general requirements and guidelines for CBF, and/or REACH.	10
3. Requested funds achieve an impact on the identified need.	15
4. Application demonstrates evidence of community support.	10
5. Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.	10
6. Application clearly defines the proposed effort and how success is measured.	15
7. Request is reasonable given the proposed effort and the organization's experience and capacity.	5
8. Additional funding support for this proposed effort is clearly identified.	5
9. Proposed effort budget is well defined and budget narrative explains how funding will meet efforts goals and objectives.	5
10. Proposed effort budget is reasonable in relation to the organization's annual budget and demonstrates proposed efforts sustainability.	10
TOTAL POINTS	100

Application Thresholds



- Completed application submitted by 5pm on February 2, 2026

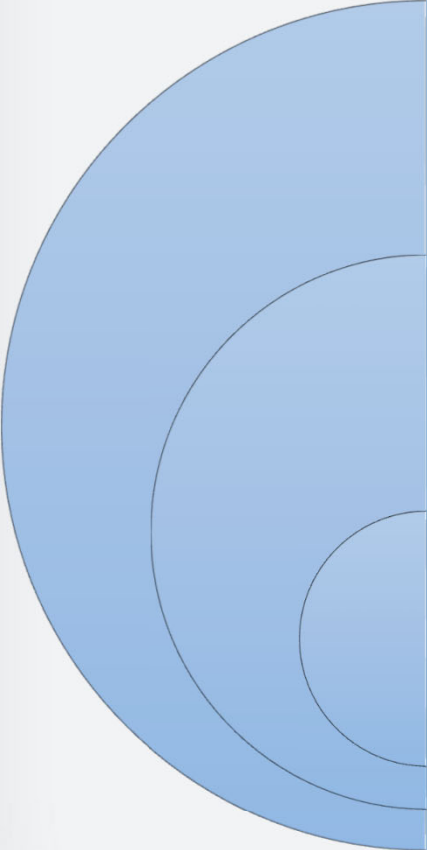


- All required documents must be submitted with the application



- Submitted required annual report for the 24/25 Grant Funding Cycle (if funding was received)

Questions



City of Roseville
Grant Webpage

Roseville.ca.us/grants

Find meeting on
YouTube

Roseville.ca.us
Search agenda & minutes

Staff Liaison
Tobi Thomas

tthomas@roseville.ca.us
(916) 746-1368

Thank You

