



Roseville Grants Advisory Commission Application Workshop

January 14, 2025

Purpose of Workshop

Provide Overview of Funding

Eligibility

Timeline, Grant Funding Priorities & Community Need Areas

Online Submittal Process

Required Documents & Budget

Application Scoring Questions & Scoring Methodology

Primary Application Thresholds & Helpful Hints

Funds Available

Total Funds Available \$284,710

**“Improve the quality of life for the citizens
of the City of Roseville**

History of Citizens’ Benefit Fund



Eligibility

- Grants are available to 501(c)3, 501(c)4, and private school organizations.
 - 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.
- Non-Profits must have a current business license in the City of Roseville.
- Private schools and school-based non-profit parent-teacher clubs, booster clubs and non-profit school-based programs are eligible but are limited to one application per individual site.
- The Citizens' Benefit Fund (CBF) grant goals are to assist in improving the quality of life for the citizens of Roseville.

Timeline

December
2, 2024

- **Grant application opened**
- **Link on website to ZoomGrants**

February
3, 2025

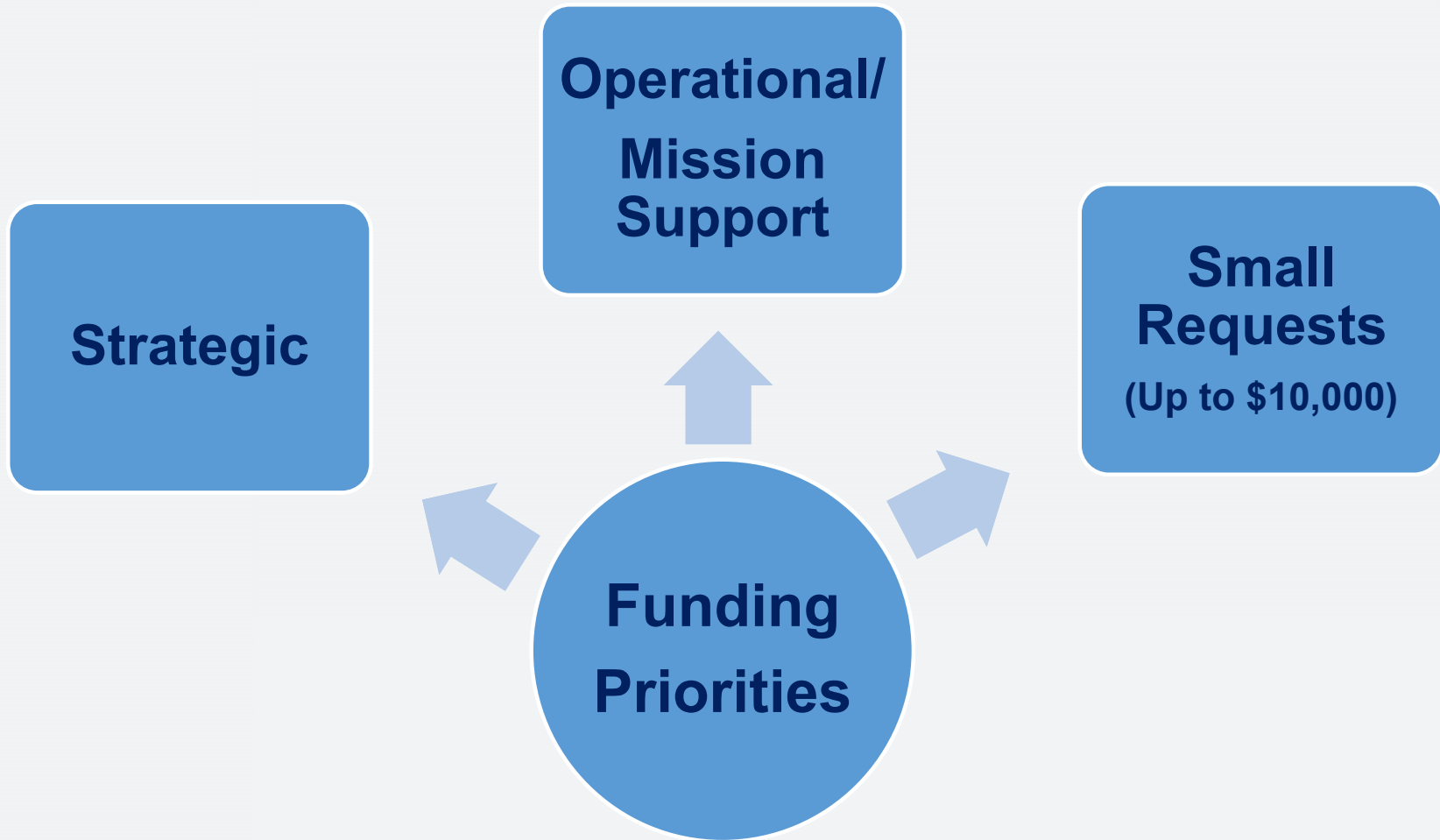
- **Grant applications must be submitted ONLINE in ZoomGrants by 5:00pm**

April 8,
2025

- **Grant Advisory Commission meeting – funding workshop & recommendations**

August 12,
2025

- **25/26 Funding Cycle Check Presentation**



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**

**ZoomGrants Website:
Zoomgrants.com
Helpline:
866-323-5404
questions@zoomgrants.com**

**Staff Liaison:
Tobi Thomas
tthomas@roseville.ca.us**

Required Documents

- **If document is required and does not apply to your organization, you MUST provide and explanation of why it is not applicable.**
- **Use provided forms**
- **Must be wet signatures, DocuSign or Adobe Sign are the only accepted signatures - can not be typed in**
- **Bids are required for all applications requesting capital expenditures.**
- **Must provide copy of current California certification of all those providing counseling services.**

Required Documents Examples

- Board Authorization, Assurances and Certifications & Levine Act Forms all provided in ZoomGrants

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 2024-2025 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 CDF 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 Signatory: **Wet Signature Required**
(for non-profit - Exec Director; for private schools - Principal)
Name: _____
Title: _____
Date: _____

Second Signatory: **Wet Signature Required**
(for non-profit - Chair of the Board; for private schools - District Superintendent/Trustee)
Name: _____
Title: _____
Date: _____

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/west_council
• Board & 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

Registration/Renewal Fee Report (RRF-1)

To check the status of your annual registration renewal report (Form RRF-1) filing and overall status using the registry search tool: rct.doj.ca.gov

You can also visit oag.ca.gov/charities for information from the State of California Department of Justice

2014 10090023
034
STATE OF CALIFORNIA
RRF-1
(Rev. 02/2013)

MAIL TO:
Registry of Charities Trust
P.O. Box 90344
Sacramento, CA 95834-0344

STREET ADDRESS:
1301 Street
Sacramento, CA 95814
(916) 229-9400

WEBSITE ADDRESS:
www.oag.ca.gov/RRF1

DEPARTMENT OF JUSTICE
PAGE 1 of 1
(For Charities Only)
Attorney General's Office
NOV 15 2023
Registry of Charities and Fundraisers

**ANNUAL REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA**
Sections 12586 and 12587, 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 the
minimum tax of \$100, plus interest, and/or fines or other penalties. Revenue & Taxation Code section
23702; Government Code section 12586.1. 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 Charity 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	\$600
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 \$100,000 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$500	Greater than \$500 million	\$1,200

PART A - ACTIVITIES
For your most recent full accounting period (ending 05/31/22 (orig. 05/31/23)) list:
Total Revenue \$ XXX,XXX Cash Contributions \$XXXXX 0 Total Assets \$ _____
Program Expenses \$ XXX,XXX Total Expenses \$ XXXX,XXX

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT
Note: 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, either directly or with an entity in 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 use to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel 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 this reporting period?		X
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negligible 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 11/15/23
991350 / \$100

Evidence form was filed



California Secretary of State
Electronic Filing

FILED
Secretary of State
State of California

Corporation - Statement of Information

Entity Name:

Entity (File) Number:

File Date: 03/03/2022

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID:

Detailed Filing Information

1. Entity Name:

2. Business Addresses:

a. Street Address of Principal Office in California:

b. Mailing Address:

3. Officers:

a. Chief Executive Officer:

b. Secretary:

EXAMPLE

Document ID:

Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.

State of California Secretary of State

Statement of Information
(Domestic Nonprofit, Credit Union and General Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.
IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

FILED
In the office of the Secretary of State of the State of California
AUG-08 2019

1. CORPORATE NAME

2. CALIFORNIA CORPORATE NUMBER

Complete Principal Office Address (Do not abbreviate the name of the city, town or county, or a P.O. box) STATE ZIP CODE

4. MAILING ADDRESS OF THE CORPORATION CITY STATE ZIP CODE

Names and Complete Addresses of the Following Officers (A corporation must list these three officers. A comparable title for the specific officer may be added, however, the preprinted title on this form must be used.)

5. CHIEF EXECUTIVE OFFICER ADDRESS CITY STATE ZIP CODE
0

6. SECRETARY ADDRESS CITY STATE ZIP CODE

7. CHIEF FINANCIAL OFFICER ADDRESS CITY STATE ZIP CODE

Agent for Service of Process (If the agent is an individual, the agent must reside in California and item 9 must be completed with a California street address, a P.O. box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporation Code section 1505 and item 9 must be left blank.)

8. NAME OF AGENT FOR SERVICE OF PROCESS (NOTE: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the filing.)
J

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE
3

Common Interest Developments

10. Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form CI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

DATE TYPEPRINT NAME OF PERSON COMPLETING FORM TITLE SIGNATURE
B-100 (REV 01/2016) APPROVED BY SECRETARY OF STATE

Copy of Organization's Active Secretary of State Registration



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

List of the rest of the required documents

Required Documents (if applicable)

- **Proof of Ownership/Copy of Lease – If Requesting Funds for Property Improvements**
- **3 Written Estimates from Vendor – If Requesting Funds for Capital Expenditures or Property Improvements over \$500 - \$3,999 (Documentation can be telephone, online or written cost estimates)**
- **3 Written Bids are Required if Requesting Capital Expenditures over \$4000 (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

Primary Application Thresholds

- 
- All required documents must be turned in with the application

- 
- Current Business License with the City

- 
- Submitted required annual report for the 23/24 CBF/REACH/ARPA Grant

Helpful Hints

Use an email that multiple people in organization have access to

Grant application automatically saves; will timeout if being inactive

Plain text is the only thing that can copy/paste

If you feel the system is glitchy, clear cache or browser; refresh the page as it could be holding past versions

Changes can be made by applicant up until application is submitted

Questions



City of Roseville Grant Webpage	<ul style="list-style-type: none">• Roseville.ca.us/grants
Tonight's meeting on YouTube	<ul style="list-style-type: none">• Roseville.ca.us search agendas & minutes
Staff Liaison Tobi Thomas	<ul style="list-style-type: none">• tthomas@roseville.ca.us• (916) 746-1368



Thank You