



**Citizens' Benefit Fund
2013-2014 FUNDING GUIDELINES**

The City of Roseville Grants Advisory Commission invites applications for grants from the Citizens' Benefit Fund.

History and Purpose	The Citizens' Benefit Fund 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	The Roseville Grants Advisory Commission has approximately \$375,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens Benefit Funds are limited, and demand is high. On average, the Commission has been able to fund only half of the grant requests received.
Targeted Maximum Awards	Based on funding availability, the Commission strongly encourages applicants to limit Citizens' Benefit Fund requests to a maximum of \$20,000 . If multiple grant applications are submitted the cumulative requests should be limited to \$20,000 . Public and Private Schools: Individual schools (including PTC's, Preschools, Booster Clubs, etc) should submit <i>only one application per school site</i> . Awards to individual school sites will be limited to a maximum of \$2,500 . School districts and school district foundations should submit only one application and limit their request to \$20,000 .
Eligibility	Public agencies, schools, and non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply. Grants will not be made for religious purposes or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex, or sexual orientation. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from a prior funding year (2011-12 funding cycle) are not eligible to apply during the 2013-14 funding cycle.
Disqualification	The Grants Advisory Commission makes its decisions based upon the written materials submitted by your organizations. If any items required in Section 2 (List of Required Documents) are not included, and no explanation is given, your application will be found incomplete and will be denied.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "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 contact the applicant within 10 days of submittal of a request for confidentiality.
Roseville Business	The Roseville Municipal Code requires anyone conducting business within the City of Roseville to have a current business license on file with

License	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. There is no charge for non-profit organizations.
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. Prevailing wage law detailed in SB975 and became effective January 1, 2001. The law requires that any "construction, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds" must pay laborers 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	<p>The Grants Advisory Commission will make its recommendations in May 2013 with final action by the City Council in June 2013. Grant funds are expected to be available to successful applicants on or after July 1, 2013, 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.</p> <p>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, 2014, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.</p>
Dates and Deadlines	<p>By January 2, 2013 Grant Applications are available on-line at www.roseville.ca.us/grants</p> <p>January 8, 2013 Applicant Workshop at 7:00pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend and learn more about funding priorities and the review process.</p> <p>February 6, 2013 Completed Grant Applications must be received in the City Manager's Office, 311 Vernon Street, by 5:00 p.m.</p>
For more information	Visit the City's Grants website at www.roseville.ca.us/grants or contact Kelly Wickline, Secretary to Grants Advisory Commission kwickline@roseville.ca.us or (916) 746-1350.