Roseville Employees Annual Charitable Hearts Fund
2013 - 2014 FUNDING GUIDELINES

The City of Roseville Grants Advisory Commission invites applications for grants from the Roseville Employees Annual Charitable Hearts Fund (REACH).

History and Purpose	The R.E.A.C.H. Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for **youth**, **families** and **seniors** in **Placer County**.
Funds Available	The Roseville Grants Advisory Commission has approximately **$17,000** in funds from contributions by Roseville city employees, retirees and businesses in our community.
Targeted maximum awards	Based on funding availability, the grant requests are considered **up to $2,500**. School districts and school district foundations should submit only one application. For other applicants, if multiple grant applications are submitted, the total requested in all applications should fall within the targeted maximum amount. **Public and Private Schools**: Individual schools (including PTC's, Preschools, Booster Clubs, etc) should submit *only one application per school site*. Awards from R.E.A.C.H. will be limited to a maximum of $2,500.
Eligibility	Public agencies, schools, and non-profit 501(c)(3) or 501(c)(4) organizations are eligible to apply. The R.E.A.C.H. Committee, comprised of employees from every department in the City, determined funds are to benefit **youth**, **families** and **seniors** in Placer County. 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. The 18 organizations* designated for direct employee contributions are not eligible to apply for R.E.A.C.H. funds. *(KidsFirst, American Cancer Society, Make-A-Wish, PEACE for Families, Placer County Law Enforcement Chaplaincy, United Cerebral Palsy/Saddle Pals, Placer SPCA, Sacramento Fire Chaplaincy, SAFE KIDS Placer County, American Red Cross, Sacramento Ronald McDonald House, American Diabetes Association, Foothills Habitat for Humanity, Shriners Hospital for Children Northern California, Placer Food Bank, United Way, Zafia's Family House, Roseville Police Activities League (RPAL)) 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 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. 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	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. 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.
Dates and Deadlines	**By January 2, 2013** Grant Applications are available on-line at www.roseville.ca.us/grants **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. **February 6, 2013** Completed Grant Applications **must** be received in the City Manager's Office, 311 Vernon Street, by **5:00 p.m.**
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.