



Roseville Employees Annual Charitable Hearts Fund 2019-2020 FUNDING GUIDELINES

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 is projected to have approximately \$2,500 - \$4,000 in funds from contributions by Roseville city employees, retirees and businesses in our community.
Targeted maximum awards	There are no maximum funding awards. Private Schools including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit only one application per school site.
Eligibility	<p>Private 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/activities 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.</p> <p>The 19 organizations* designated for direct employee contributions are not eligible to apply for R.E.A.C.H. funds.</p> <p>*(KidsFirst, American Cancer Society, Make-A-Wish, Stand Up Placer, 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, Roseville Fire Museum)</p> <p>Applicants who failed to submit a Final Report from the prior funding year (2017-18 funding cycle) are not eligible to apply during the 2019-2020 funding cycle.</p>
Disqualification	The Grants Advisory Commission makes its decisions based upon the written materials submitted by your organizations. Applications submitted without required documents will be disqualified.
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 to provide a response to the request.
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. The City of Roseville will waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected. An active Roseville business license is required for a complete application.

<p>State Prevailing Wage Laws</p>	<p>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 was detailed in SB975 and became effective January 1, 2001. The law requires that any “construction, alteration, 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.</p>
<p>Funding, Limitations and Reporting</p>	<p>The Grants Advisory Commission will make its recommendations in April 2019 with final action by the City Council in May 2019. Grant funds are expected to be available to successful applicants on or after July 9, 2019, 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, 2019, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.</p>
<p>Dates and Deadlines</p>	<p>December 10, 2018: Link to online Grant Application available on the City’s main webpage and at www.roseville.ca.us/grants</p> <p>January 8, 2019: Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Changes have been made to the 2017-18 Grant Application and Funding Guidelines; Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand the modifications that have been made to the application and application requirements. Meeting is also televised.</p> <p>February 7, 2019: Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST</p>
<p>For more information</p>	<p>Visit the City’s Grants website at www.roseville.ca.us/grants or contact Danielle Foster, staff to Grants Advisory Commission dfoster@roseville.ca.us or (916) 774-5270.</p>