



## Riverside Small Sparks Neighborhood Matching Grant

### CHECKLIST

#### □ Neighborhood Group Registration

- For registered Neighborhood Organizations, please complete or update the information on the Neighborhood Organization Registration form and submit with your application.
- If you would like to register your neighborhood group or organization, please contact the Neighborhoods Division for assistance.

#### □ Small Sparks Neighborhood Matching Grant Application Form:

##### **Please complete the following:**

- Select one member to act as the representative for the group
- Review the Estimated Expense Form and Match Pledge Form before proceeding
- Complete the Neighborhood Matching Grant Application Form
  - Select Project Category (see brochure)
  - Provide a Title, brief description of the proposed project, and how it will improve the neighborhood
  - Complete the Small Sparks Neighborhood Matching Grant Match Pledge Form
  - Fill out the Small Sparks Neighborhood Matching Grant Estimated Expenses Form.

**2015 APPLICATION DEADLINE: All applications for 2015 funding shall be submitted no later than 5:00pm, Friday, May 1, 2015.**

#### □ Mail/Deliver/E-Mail Application and Forms to:

Yvette Sennewald  
City of Riverside, Community Development Department  
Neighborhoods Division  
3900 Main Street, 3<sup>rd</sup> Floor - Riverside, CA 92522  
Phone: (951) 826-5168, E-Mail: [neighbor@riversideca.gov](mailto:neighbor@riversideca.gov)

#### □ Project Approval Process

- Applications will be reviewed by Neighborhoods Division staff and applicant will be contacted if additional information is needed.
- The Small Sparks Subcommittee will review applications and forward submittals to be presented to the Riverside Neighborhood Partnership Board.
- The Riverside Neighborhood Partnership Board will consider each submittal at their regular schedules monthly meetings. Neighborhood Representative(s) may attend the meeting as well.
- Neighborhood Representative will be notified of approval or denial of application.
- If approved, Neighborhoods staff will request payment and contact you to pick up the grant and sign the Agreement Form. (Checks are usually ready within 2-4 weeks.)

#### □ Project Completion and Follow Up

- 2015 Projects are to be completed by July 15<sup>th</sup>, 2015.
- After completion of the project, a status report with relevant information such as copies of receipts, photos and a short written story about your neighborhood project is required to be submitted to Neighborhoods staff.
- All status reports shall be submitted no later than Friday, August 14<sup>th</sup>, 2015.



**C. Match Pledge Form: (See attached form for totals)**

Subtotal Sweat Equity: \$ \_\_\_\_\_ Total Hours Pledged: \_\_\_\_\_  
Subtotal In-Kind: \$ \_\_\_\_\_  
Subtotal Cash Donations: \$ \_\_\_\_\_

Total Match: \$

**D. Estimated Expenses form: (See attached form for total)**

Total Estimated Expenses: \$

**E. Grant Funds Requested: (Maximum of \$500)**

Total Funds Requested: \$

**F. SIGNATURE:** (The signatory declares that the assigned Project Representative assures that a majority of members of the neighborhood group voted to undertake this project and assures that any funds received as a result of the application will be used only for the purpose set forth herein.)

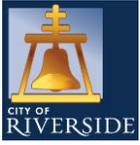
**PRINT NAME of Project representative:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**SIGNATURE of Project representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**G. AUTHORIZATION PROCESS:**

<i>(For office use only)</i>		
Date Received:	Reviewed by Staff:	Date Reviewed:
RNP Action:	<input type="checkbox"/> Approve <input type="checkbox"/> Denied	Date:
RNP Chair Signature:		
Grant Program Manager Signature:	Date:	

Community Development Department, Neighborhoods Division  
3900 Main Street, 3<sup>rd</sup> Floor, Riverside, CA 92522, (951) 826-5168



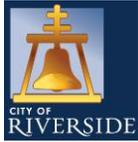
## Riverside Small Sparks Neighborhood Matching Grant

### ESTIMATED EXPENSE FORM

Please complete the following Estimated Expense Form to reflect the costs of the project.  
Use additional forms if necessary.

Description of estimated expenses of the project (Please Itemize) (For example, a social event may include food, paper goods, printing flyers, decorations etc.)	Estimated Expenses	Check a If donated item
	\$	<input type="radio"/>
		<input type="radio"/>
<b>Total Estimated Expenses:</b>	(\$ _____)	<input type="radio"/>

\* Cost of the project may equal or exceed the grant funds requested.



# Riverside Small Sparks Neighborhood Matching Grant

## MATCH PLEDGE FORM

Neighborhood Group: \_\_\_\_\_

Project Title: \_\_\_\_\_

Match can be made in one or a combination of three ways. I agree to pledge the following Volunteer Hours, Sweat Equity, In-kind Services/Materials, and/or Cash Donations for the above described neighborhood project.

PRINT NAME, ADDRESSES (Volunteer, Business, Organization)	SIGNATURE	Volunteer Hours Pledged	Value of "Sweat Equity" @ \$16 per hour	Value of In-Kind Donations (Services or Materials)	Value of Cash Donations
Please total each column to help you complete the Small Sparks Application Form, Section C.		<b>Totals:</b>	\$	\$	\$

Note: Grants funds requested should be less than or equal to the match pledge total.