



CHECKLIST

Small Sparks Neighborhood Matching Grant Application Form: Before You Begin:

Project Category:

Please check the box that best describes your project (see Small Sparks Brochure):

- Neighborhood Beautification
- Neighborhood Community Building Events
- Neighborhood Educational Opportunities



- CDBG Public Service Project
(Due May 14, 2021)

Neighborhood Matching Grant Application Form:

- Select one member to act as the representative for the group.
 - If CDBG eligible project select project area (see map on page 2).
- Provide a Title, brief description of the proposed project, and how it will benefit the community and/or improve your neighborhood.
- Complete Small Sparks **Match Pledge Form.**
- Complete Small Sparks **Estimated Expenses Form.**
- Complete the Small Sparks **Project Timeline.**

Project Approval Process:

- Applications will be reviewed by Neighborhood Engagement Division staff and applicant will be contacted if additional information is needed.
- CDBG eligible projects will be reviewed to ensure they are in line with the National Environmental Policy Act (NEPA) that assesses the environmental effects of federally funded projects.
- Project Representative will be notified of approval or denial of application within three weeks of receiving completed application.
- If approved, Neighborhood Engagement Division staff will contact you with the next steps.

Project Completion and Follow Up:

- Projects are to be completed 90 days from the projected completion date stated in the application by Project Representative.
- Within 30 days after completion of project, a final 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 Neighborhood Engagement Division staff.
- CDBG projects must be completed by June 22, 2021.



Please submit original Grant Application Form with all corresponding documents to Community & Economic Development Department, Neighborhood Engagement Division prior to the deadline as indicated on the checklist. Any questions please call for assistance at (951) 826-2077.

Neighborhood Group Information: Please type or print the following information.

Neighborhood Group Name: _____

Project Representative Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone Number: _____

Neighborhood Project Title and Description:

Project Title: _____

Please provide a brief description of the project and how it will improve the neighborhood:

Approximate number of households that would benefit from this project: _____



Estimated Expense Form

Please complete the following Estimated Expense Form. List all expenses in Estimated Expenses column, for CDBG eligible projects list all expenses that will be covered by CDBG funds in the CDBG allowable expense column. Use additional forms if necessary.

Description of estimated expenses of the project (Please Itemize) <small>(For example, a social event may include food, paper goods, printing flyers, decorations, etc.)</small>	Estimated Expenses	CDBG Allowable expenses	Value of In-Kind Donations (Services or Materials)	Value of Cash Donations
Totals:	\$	\$	\$	\$

Total Funds Requested (up to \$1,000)

\$ _____



Signature: The signatory declares that the assigned Project Representative 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: _____ Date: _____

SIGNATURE of
Project representative: _____

Authorization Process:

Date Received:	Reviewed by:	Date Reviewed:
NEPA Review:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Reviewed:
Program Manager Signature:		Date Reviewed: