



Riverside Small Sparks Neighborhood Matching Grant APPLICATION

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:			
Home Phone:		Work Phone:	

A. Project Category:

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

NEIGHBORHOOD BEAUTIFICATION: Physical improvement in a neighborhood.

NEIGHBORHOOD SOCIAL ENHANCEMENT: One-time grant for community building activity.

B. Neighborhood Project Title and Description:

Project Title: _____

Brief description of the project and how it will improve the neighborhood:

Date of project: _____

Approximate number of households that would benefit from this project:

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Please submit original Grant Application Form with Match Pledge Form and Estimated Expense Form 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.

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:

(For office use only)		
Date Received:	Reviewed by Josaline Cuesta:	Date Reviewed:
	<input type="checkbox"/> Approve <input type="checkbox"/> Denied	Date:
Program Manager Signature:	Date:	

Community & Economic Development Department, Neighborhood Engagement Division
3900 Main Street, 5th Floor, Riverside, CA 92522, (951) 826-2077



ESTIMATE EXPENSE FORM

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 if a donated item
	\$	
Total Estimated Expenses:	(\$_____)	



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MATCHING 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" @ \$24 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.		Totals:	\$	\$	\$

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



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CHECKLIST

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Neighborhood Group Registration

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

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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 provide community benefit and/or improve your neighborhood.
 - Complete Small Sparks Neighborhood Matching Grant Match Pledge Form.
 - Complete Small Sparks Neighborhood Matching Grant Estimated Expenses Form.

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

Josaline Cuesta
City of Riverside, Community & Economic Development Department
Neighborhood Engagement Division
3900 Main Street, 5th Floor - Riverside, CA 92522
Phone: (951) 826-2077, E-Mail: JCuesta@RiversideCA.gov

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Project Approval Process

- Applications will be reviewed by Neighborhood Engagement Division staff and applicant will be contacted if additional information is needed.
- Project Representative will be notified of approval or denial of application within three to six weeks of receiving completed application.
- If approved, Neighborhood Engagement Division staff will contact you with the next steps:

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Project Completion and Follow Up

- Projects are to be completed 90 days from the projected completion date stated in the application by Project Representative.
- After completion of the 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.
- The Final Report must be submitted, with required attachments, 30 days after completion of project.

SUBMIT FORM