



CITY OF RIVERSIDE
SMALL SPARKS
 COMMUNITY MATCHING GRANT

Program Details

The Small Sparks Neighborhood Matching Grant program supports resident-led projects throughout the City of Riverside. Small Sparks provides funding to match community contributions of volunteer labor and donated professional services/materials in support of community based projects.

The goal of each program selected is to improve residents' quality of life, increase community engagement and address and/or support a neighborhood and/or community concern or initiative.

Available Funding Options

Neighborhood Specific Activities
 \$500 maximum

City-wide Specific Activities
 \$1,000 maximum

Project Examples:

- Community Social Enhancement Activities
- Miniature Pantry or Reading Library
- Community Art/Mural Installation
- Neighborhood Clean-Ups
- Vacant Lot Activation
- Cultural Events
- "Meeting Tonight" Yard Signs

Past Projects Funded:

- Neighborhood Emergency Preparedness Kits
- Neighborhood Tree Planting Beautification
- Community Based Traffic Safety Materials
- Historic District Identification Kits
- Membership Drive Block Party

We encourage applicants to be creative in thinking of ways to revitalize their neighborhoods!

Guidelines

Appropriate Uses of Funds

- Improving the health and safety of residents
- Benefiting a significant number of people or a neighborhood
- Building community by connecting neighbors

Prohibited Expenses

Small Sparks funds may not be used for:

- Projects that benefit or celebrate one person i.e. Birthdays, retirement, anniversary celebrations
- Religious worship, instruction, or religious conversion
- Projects for ongoing operating costs or programs
- Projects that promote political campaigns
- Project for retro-active expenses or debt
- Projects that require an admission fee or ticket to purchase to attend
- Charity events
- Fundraisers
- Organization Politics



Project Approval Process

1. Applications will be reviewed by Neighborhood Engagement Division staff and applicant will be contacted if additional information is needed.
2. Project Representative will be notified of approval or denial of application within 25 days.
3. If approved, Neighborhood Engagement Division staff will contact you with the next steps.

Obligations of Small Sparks Recipients

- Projects must be within Riverside city limits.
- A **minimum of 5 volunteers** are required to start a project. Each project must have a primary and alternate contact.
- All project proposals are subject to program review; submitting an application does not guarantee project approval or funding.
- Projects are to be completed 90 days from the approval letter sent to the Project Representative.
- Within 30 days after completing the project, a final report with relevant information such as copies of receipts, photos and a short summary about your neighborhood project is required to be submitted to Neighborhood Engagement Division staff.

Instructions

Please submit the Grant Application Form with all corresponding documents to the Community & Economic Development Department, Neighborhood Engagement Division. For assistance, please call (951) 826-5430.

Use the checklist below to monitor completion:

- Complete the Project Information section.
- Provide a Title, brief description of the proposed project, and how it will benefit the community and/or improve your neighborhood.
- Complete the Small Sparks Project Timeline.
- Complete Small Sparks Estimated Expenses Form.
- Complete Volunteer Commitment Form with a minimum of five (5) volunteers.



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Project Information

Check the box that best describes your project and funding level:

- Improvement/Beautification Project \$ _____
- Community Building Activity \$ _____

Group or Affiliate Name (if applicable): _____

Project Representative Name: _____

E-mail Address: _____ Phone Number: _____

Alternate Contact Name: _____

E-mail Address: _____ Phone Number: _____

Project Location Address: _____

City: _____ State: _____ Ward: _____ Zip Code: _____

Project Title and Description

Project Title : _____

Brief Description of the project and how it will benefit the community
 and/or improve your neighborhood:



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Project Timeline

Project Title: _____

Project Start Date: _____

Project Completion Date: _____

Please provide a detailed timeline of the anticipated milestones for your project. The release of Small Sparks Funds is contingent on this completed form.

Project Details

Start Date	Milestone	Completion Date



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Estimated Expense Form

Please complete the following Estimated Expense Form. List all project expenses in the Estimated Expenses column and indicate which expenses will be covered by the grant. Calculate the total cost of the project at the bottom of the page. If you need more space, feel free to make more copies of this page.

Description of estimated expenses of the project (Please Itemize) (For example, a social event may include food, paper goods, printing flyers, decorations, etc.)	Covered by Small Sparks? (Y/N)	Estimated Expenses	Value of In-Kind Donations (Services or Materials)
Total Grant Funds Requested \$ _____		\$ _____	\$ _____



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Volunteer Commitment Form

Group or Affiliate (if applicable): _____

Project Title: _____

I agree to commit the following Volunteer Hours for the above-described neighborhood or city-wide project.

Print Name of Volunteer, Business, or Organization *(If you're representing a group, provide the total # of volunteers and hours of service)	Signature	Volunteer Hours Committed	Volunteer Rate @ \$29.95 per hour
* Neighborhood Engagement, 10 Volunteers, 5 hours per person.		$10 \times 5 = 50$	$50 \times \$29.95 = \$1,497.5$
Total			\$



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Signature: The signatory declares that the assigned Project Representative assures that a majority of the project's volunteers 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: _____ Date: _____

SIGNATURE of
 Project representative: _____

Authorization Process:

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

Second Reviewer Justification:

Project Manager Justification:

Approval Packet Sent Date:	Through: <input type="checkbox"/> Mail <input type="checkbox"/> Email	By Whom:
Denial Packet Sent Date:	Through: <input type="checkbox"/> Mail <input type="checkbox"/> Email	By Whom: