



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: _____

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:

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



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MATCHING PLEDGE FORM

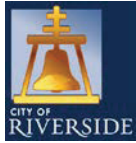
Neighborhood Group: _____

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" @ \$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.		Totals:	\$	\$	\$

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



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CHECKLIST

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.

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.

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

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 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.
- 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
