



Neighborhood Matching Grant CHECKLIST (July 2008- June 2009)

- ❑ **Neighborhood Organization Registration**
 - Please complete or update the information on the Neighborhood Organization Registration form and submit with your NMG application.
 - If you want to form an organization you may contact the Housing and Neighborhoods Division for assistance.

- ❑ **Neighborhood Matching Grant Application Form:**
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 Neighborhood Matching Grant Match Pledge Form
 - Fill out the Neighborhood Matching Grant Estimated Expenses Form.

❑ **QUARTERLY APPLICATION DEADLINES:**

NMG Application Quarter Deadlines	NMG Subcommittee Meeting Dates (Attendance recommended)	RNP Monthly Meetings Dates (Final Approval at RNP meeting)
First Quarter June 13, 2008	June 25, 2008	Tuesday, July 7, 2008
Second Quarter September 12, 2008	September 24, 2008	Monday, October 6, 2008
Third Quarter December 12, 2008	December 23, 2008	Monday, January 5, 2009
Fourth Quarter March 13, 2009	March 25, 2009	Monday, April 6, 2009

- ❑ **Mail/Deliver/Fax Application and Forms to:**

City of Riverside – Housing and Neighborhoods
3900 Main Street, 5th Floor - Riverside, CA 92522
Phone: (951) 826-5195, Fax: (951) 826-2233

- ❑ **Project Approval Process**
 - Applications will be reviewed by the Housing and Neighborhoods Division staff at each Quarter Deadline and will contact applicant if application is incomplete or needs clarification.
 - Neighborhood Representative will be notified of the NMG Subcommittee meeting and may attend to support their project proposal and answer any questions if necessary.
 - The NMG Subcommittee will review applications and recommendations will be submitted for Riverside Neighborhood Partnership’s consideration.
 - Applications will be taken forward to Riverside Neighborhood Partnership for consideration at their regular monthly meetings. Neighborhood Representative(s) may attend the meeting as well.
 - Neighborhood Representative will be notified by mail and/or phone call of approval or denial of application.
 - If approved, the Housing and Neighborhoods will request payment and contact you to pick up the grant and sign the NMG Agreement Form. (Checks are usually ready within 2-4 weeks.)

- ❑ **Project Completion and Follow Up**
 - The Housing and Neighborhoods Division will send a follow-up letter at the six-month completion period.
 - At that time, you will need to provide a status report and anything relevant to the project such as copies of receipts, pictures, and/or status report to the Housing and Neighborhoods Division.