



## Riverside Small Sparks Neighborhood Matching Grant

### CHECKLIST

#### □ Neighborhood Group Registration

- For registered Neighborhood Organizations, please update information on the Neighborhood Organization Registration form and submit with your application.
- If you would like to register your neighborhood group or organization, please complete the Neighborhood Organization 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.

**2016 APPLICATION DEADLINE: All applications for 2016 funding shall be submitted no later than Friday, May 6, 2016 by 5:00pm.**

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

Yvette Sennewald  
City of Riverside, Community & Economic Development Department  
Neighborhood Engagement Division  
3900 Main Street, 3<sup>rd</sup> Floor - Riverside, CA 92522  
Phone: (951) 826-5168, E-Mail: [neighbor@riversideca.gov](mailto:neighbor@riversideca.gov)

#### □ Project Approval Process

- Applications will be reviewed by Neighborhood Engagement Division staff and applicant will be contacted if additional information is needed.
- A Small Sparks Subcommittee will review and evaluate each application. If additional information is required, a staff member will contact the Project Representative.
- Project Representative will be notified of approval or denial of application on or before Monday, May 23<sup>rd</sup>, 2016.
- If approved, Neighborhood Engagement Division staff will request payment and contact you to pick up grant award and sign the required Agreement Form. (Checks are usually ready within 2-4 weeks.)

#### □ Project Completion and Follow Up

- After completion of the project, a status 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.
- All status reports shall be submitted no later than 14—days upon completion of project.
- **2016 Projects are to be completed by November 14<sup>th</sup>, 2016.**