



Neighborhood Block Watch Grant Program

Michael G. Sullivan, Interim Police Chief

Application Process Workshop



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Neighborhood Block Watch Grant Program



Welcome Letter

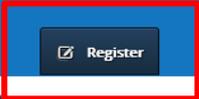
NBW Grants

Program-Related Forms and FAQ

If you are not able to locate the information you need, please call the Grant Staff at 602-262-6131. *The Grant staff can be emailed at: nbwgrants.ppd@phoenix.gov.

STEP 1 -

USING INTERNET BROWSER, NAVIGATE TO NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM (NBWGP) GRANTS MANAGEMENT SYSTEM (GMS) LANDING PAGE: <https://nbwgrants.phoenix.gov/>



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**STEP 2 -
CLICK 'REGISTER' TO CREATE YOUR NBWGP GMS USER ID AND PASSWORD**



Register

Contact

Requested Portal Role

Applicant

First Name

*

Last Name

*

Address 1

*

Address 2

City

*

State

*

Zip

*

Mobile Phone #

*

Other Phone #

Email

*

Login

STEP 3 -

BEGIN THE REGISTRATION BY ENTERING YOUR CONTACT INFORMATION. THE DEFAULT 'PORTAL ROLE' IS APPLICANT. YOU MUST REGISTER AS APPLICANT. PLEASE DO NOT CHANGE.

Last Name *
Address 1 *
Address 2
City *
State *
Zip *
Mobile Phone # *
Other Phone #
Email *

Login

Password Complexity Rules: Please make sure that your password is at least 8 characters long and contains at least one from **each** of the following categories: uppercase character, lowercase character, number, and special character (!@#\$%^&*?_()-).

User Name *
Password *
Confirm Password *

I agree to the [Terms of Use and Privacy Policy](#)

Register

* required fields

STEP 3 (continued) - FOLLOW DIRECTIONS IN HIGHLIGHTED SECTION TO CREATE USER ID AND PASSWORD. CLICK BOX TO AGREE TO CITY OF PHOENIX TERMS OF USE AND PRIVACY POLICY. CLICK 'REGISTER'.



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STEP 4 -

ONCE REGISTERED, 'LOGGED IN AS [YOUR NAME]' WILL APPEAR AT TOP RIGHT. YOU WILL RECEIVE AN E-MAIL CONFIRMING YOUR REGISTRATION.

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Welcome Letter

Welcome to the 2016 Neighborhood Block Watch Grant Program (NBWGP) application process!

Thank you for your interest. The NBWGP provides an opportunity to enhance the safety and quality of life in our city through empowerment of community groups. NBWGP funding offers neighborhood groups the resources to create new and innovative programs and activities designed to prevent and reduce crime in the community.

The goals of the NBWGP are to detect, deter, and/or delay crime through educating individuals and communities to work together to solve problems. The program also encourages citizens to develop a sense of ownership for their neighborhoods, address common neighborhood goals, coordinate neighborhood/community meetings, and teach crime prevention and safety techniques.

Funding is awarded on a competitive basis for projects that demonstrate the potential to produce the greatest measurable results for a definable population or area.

Grant applications will be scored by the NBWGP Oversight Committee. The committee is composed of resident volunteers appointed by the Mayor, City Council, and Phoenix Police Department. Applications will be scored on the merit and quality of the information you provide.

Community presentations, regarding the NBWGP application process, will be held prior to the process opening in November. Please visit the NBWGP website for dates, locations, registration and general information.

The 2016 NBWGP application process will open November 2, 2015. The submission deadline for completed applications is December 3, 2015.

For more information, please call the Neighborhood Block Watch Grant Program Unit at 602-262-6131.

STEP 5 -

CLICK 'WELCOME LETTER' BANNER TO EXPAND WELCOME LETTER. REVIEW. CLICK BANNER AGAIN TO CLOSE.

Neighborhood Block Watch Grant Program



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NBW Grants

[Click here to go to Phoenix NBW Grant website](#)

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STEP 6 -

CLICK 'NBW GRANTS' BANNER TO LINK TO NBWGP WEBSITE (IF NECESSARY). CLICK BANNER AGAIN TO CLOSE.

Neighborhood Block Watch Grant Program



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If you are not able to locate the information you need, please call the Grant Staff at 602-262-6131. *The Grant staff can be emailed at: nbwgrants.ppd@phoenix.gov.

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STEP 7 -

CLICK 'PROGRAM-RELATED FORMS AND FAQ' BANNER FOR ANSWERS TO FREQUENTLY ASKED QUESTIONS AND LINKS TO OTHER NBWGP FORMS. CLICK BANNER AGAIN TO CLOSE.

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Help Documents	
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1	Help Documents

Help Documents

To download a document, highlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. **The user may only download documents.**

Help Documents			
	Display Name	Description	Created On
1	Directions for Completing Budget	Directions for Completing Budget Pages for the 2015 Neighborhood Block Watch Grant Application	05/12/2015
2	2015 Grant Program Application Guide	2015 Neighborhood Block Watch Grant Program Application Guide	05/12/2015

**STEP 8 -
CLICK 'HELP' TAB TO DISPLAY HELP DOCUMENTS, INCLUDING 2024 NBWGP APPLICATION GUIDE AND DIRECTIONS TO COMPLETE THE BUDGET.**

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Help Documents	
	Name
1	Help Documents

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Help Documents

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STEP 9 -

CLICK ROW THAT CORRESPONDS TO THE DOCUMENT YOU WOULD LIKE TO OPEN. IT WILL TURN GREEN. CLICK 'DOWNLOAD' ICON (ARROW DOWN) TO OPEN.



Neighborhood Block Watch Grant Program Application Guide

**STEP 9 (continued) -
DOCUMENT WILL OPEN IN NEW TAB ON YOUR BROWSER.**



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	Name	Fiscal Year	Submission Deadline	Program Status
1	2015 Block Grants	2015	12/18/2015 04:00 PM	Open

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STEP 10 -

‘PROGRAMS’ TAB WILL SHOW GRANT YEAR, SUBMISSION DEADLINE, AND PROGRAM STATUS. AN ‘OPEN’ PROGRAM STATUS MEANS THE APPLICATION PROCESS IS OPEN, AND CAN BE SUBMITTED. ‘CLOSED’ WILL APPEAR ONCE DEADLINE HAS PASSED.

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STEP 11 -

CLICK 'CURRENT GRANTS' TAB. CLICK 'CLICK HERE TO REVIEW APPLICATION HELP AND INSTRUCTIONS' FOR ELIGIBILITY CRITERIA AND GRANT APPLICATION SUBMISSION GUIDELINES



[Click Here to Close Application Help and Instructions](#)

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PLEASE READ the information provided in the "Welcome to the 2015 Neighborhood Block Watch Grant Program" on the [website](#). Please refer to the Help area of the portal for the Application Guide pdf.

Application Deadline: **Thursday, December 3, 2015 at 4 p.m.**

All primary applicants MUST be listed with the City of Phoenix Neighborhood Services Department's Neighborhood Notification Service by **Thursday, December 3, 2015 at 4 p.m.**, to be eligible to receive an award. Please refer to the Grant Application Guide for information on listing your group.

The below information will assist the Primary Applicant when completing the areas of the Project Application.

- **Primary Applicant Group** - Only block watch groups, neighborhood organizations, business alliances, and Phoenix Neighborhood Patrol (PNP) groups listed with City of Phoenix's Neighborhood Notification service are eligible to apply as a Primary Applicant. Homeowner Associations (HOA) are not eligible to apply as a primary applicant, but may list as a Co-Applicant. Qualified groups located inside the boundaries of an HOA are eligible to apply, however.

Please provide the name and identification number (four digit number provided upon listing) AS IT IS LISTED with the City of Phoenix's Neighborhood Notification service. If your group is not listed by the application submission deadline, your application WILL BE DISQUALIFIED.

- **Signer Contact Information** - The name, home (for individuals) or business (for companies) address, e-mail address, and home and alternate phone numbers of two representatives who will sign the NBW Grant contract and be responsible for fulfilling all grant requirements, including quarterly, financial, and program reports, for the term of the contract must be indicated below. If this is a collaborative/joint application, a representative from each organization must be indicated and must sign the Grant contract and be responsible for fulfilling all grant requirements.

Members of the Neighborhood Block Watch Grant Program Oversight Committee CANNOT BE SIGNERS on NBW Grant applications.

Individuals who reside or work at the same physical address or who are related (including by marriage) CANNOT SIGN THE SAME NBW GRANT APPLICATION.

The listed individuals hereby offer and agree to perform in compliance with all terms, conditions, specifications, scopes, and project descriptions in the application and grant contract. Applicants certify that all information in this application is true and accurate to the best of their knowledge. Applicants understand that the City of Phoenix may approve grant awards with modification to scope items, methodology, schedules, final products, and / or budgets. **Signatures are not required for electronically submitted applications, but please list all other information.**

- **Geographic Boundaries and Council District(s)** - List the geographic boundaries, including Council District(s) and Police Precinct(s), which will be directly impacted by your grant project.

EXAMPLE: North: Camelback Road; South: Campbell Avenue; East: 16th Street; West: 12th Street, or if your project is citywide check the ALL box for Council Districts. Council District 6, Central City Precinct

To locate your Council District, please preview the [map](#).

STEP 11 (continued) -

CLICK 'CLICK HERE TO CLOSE APPLICATION HELP AND INSTRUCTIONS' TO CLOSE APPLICATION HELP

[Click Here to Review Application Help and Instructions](#)

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STEP 12 -

STAY ON 'CURRENT GRANTS' TAB TO CREATE YOUR GRANT APPLICATION. TO BEGIN, CLICK '+' IN 'CURRENT GRANTS' GRID. GRANT APPLICATION WILL OPEN UP. IF YOU ARE A RETURNING AWARDEE, PLEASE ENSURE YOU ARE NOT EDITING A PREVIOUS APPLICATION.

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Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.

Overview

- * Project Title

This field is not optional.
- * NSD Notification #

This field is not optional.
- * Primary Applicant Group Name

Save Save & Close Cancel

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STEP 13 -
ENTER YOUR INFORMATION INTO THE GRANT APPLICATION. FIELDS DENOTED WITH AN ASTERISK ARE REQUIRED TO BE COMPLETED. FIELDS THAT ARE SHADED CANNOT BE FILLED IN BECAUSE THEY ARE AUTOMATICALLY FILLED BY GMS.



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Overview

* Project Title

This field is not optional.

* NSD Notification #

This field is not optional.

* Primary Applicant Group Name

Save Save & Close Cancel

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STEP 13 (continued) -

IT IS IMPERATIVE THAT YOU ENTER THE CORRECT NSD NOTIFICATION NUMBER. THE GMS LINKS THE NSD NUMBER TO THE PRIMARY APPLICANT NAME AUTOMATICALLY. IF YOU ARE NOT CERTAIN WHAT YOUR ORGANIZATION'S NUMBER IS, PLEASE CONTACT NSD.



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Overview

* Project Title

This field is not optional.

* NSD Notification #

This field is not optional.

* Primary Applicant Group Name

Save Save & Close Cancel

STEP 13 (continued) -

**PLEASE ENSURE YOU SCROLL DOWN AND COMPLETE EACH SECTION WITH AN ASTERISK (*).
FIELDS DENOTED WITH AN ASTERISK ARE REQUIRED FIELDS.**



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Overview

* Project Title

This field is not optional.

* NSD Notification #

This field is not optional.

* Primary Applicant Group Name

Save Save & Close Cancel

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STEP 14 -

YOU CAN 'SAVE' OR 'SAVE AND CLOSE' YOUR GRANT APPLICATION AT ANY POINT. YOUR PROGRESS WILL NOT BE LOST. THE APPLICATION WILL NOT 'SUBMIT' UNTIL YOU MANUALLY CLICK 'SUBMIT' LATER IN THE PROCESS.



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1	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
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STEP 15 - TO VIEW YOUR APPLICATION AFTER YOU HAVE SAVED IT, CLICK THE 'REFRESH' ICON SHOWN ABOVE. THE APPLICATION YOU HAVE SAVED WILL BE DISPLAYED IN THE GRID (ARROW). YOUR APPLICATION STATUS WILL SHOW AS 'DRAFT' UNTIL YOU SUBMIT IT.

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
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STEP 16 -
IF YOUR ORGANIZATION IS SUBMITTING TWO APPLICATIONS, ENSURE YOU HAVE THE CORRECT APPLICATION SELECTED BEFORE EDITING OR ENTERING BUDGET INFORMATION. THE ROW MARKED IN GREEN, AS SHOWN ABOVE, DENOTES THE CURRENT SELECTION.



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1	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
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STEP 17 -

TO EDIT YOUR APPLICATION, CLICK THE 'PENCIL' ICON SHOWN ABOVE (SAVE PROCESS IS SAME AS DISCUSSED IN PRIOR SLIDE). YOU CAN EDIT YOUR APPLICATION AS LONG AS IT REMAINS IN 'DRAFT' STATUS. ONCE YOU 'SUBMIT' THE APPLICATION YOU CANNOT EDIT.



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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables

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STEP 18 -

AFTER ANY EDIT/SAVE, CLICK THE 'REFRESH' CIRCLE TO DISPLAY THE UPDATED APPLICATION INFORMATION IN THE GRID. THE APPLICATION STATUS WILL STILL BE IN 'DRAFT' FORM.



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STEP 19 -
TO BEGIN THE BUDGET SECTION, ENSURE YOU HAVE CHOSEN THE PROPER APPLICATION ROW IN TOP GRID (GREEN). CLICK CORRESPONDING CATEGORY TAB IN THE BOTTOM GRID. REVIEW THE APPLICATION GUIDE TO ENSURE AN ITEM IS PLACED IN THE CORRECT CATEGORY.



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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables



STEP 20 - TO ENTER BUDGET LINE ITEM(S) CLICK '+' SYMBOL IN THE BOTTOM GRID.

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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables			0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

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STEP 21 -
CATEGORY WILL POPULATE IN THE FIRST COLUMN IN THE GRID. FILL IN REMAINING FOUR COLUMNS OF YOUR BUDGET LINE ITEM. YOU CAN ONLY EDIT COLUMNS MARKED IN WHITE. COLUMNS MARKED IN GREEN WILL AUTOMATICALLY CALCULATE.



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2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	10	50	\$0.00	\$0.00	\$0.00	\$0.00

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STEP 22 -

ONCE YOU HAVE ENTERED YOUR BUDGET LINE ITEM COMPLETELY, CLICK ON THE 'DISC' ICON TO SAVE. REPEAT THIS PROCESS FOR ALL YOUR BUDGET LINE ITEMS.

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	10	50	\$0.00	\$0.00	\$0.00	\$0.00

STEP 23 -
IF YOU MAKE AN ERROR WHILE ENTERING THE LINE ITEM, OR CHANGE YOUR MIND, YOU CAN CLICK THE 'CANCEL' ICON TO CANCEL THE ENTRY.



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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	\$10.00	50	\$500.00	\$0.00	\$0.00	\$0.00

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STEP 23 (continued) -
ONCE YOU SAVE, YOUR BUDGET LINE ITEMS WILL APPEAR IN ALL GREEN, AND THE FOUR COLUMNS TO THE RIGHT WILL HAVE AUTO CALCULATED. IF YOU CANCEL, THE BUDGET WILL APPEAR AS IT DID BEFORE YOU CLICKED THE '+' SYMBOL.

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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	\$10.00	50	\$500.00	\$0.00	\$0.00	\$0.00

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STEP 24 -

IF SAVED IN ERROR, YOU CAN EDIT YOUR BUDGET LINE ITEM (IF BUDGET AMOUNT INCORRECT, HOWEVER, PLEASE DELETE ITEM AND RE-ENTER). CLICK THE ROW YOU WISH TO EDIT. IT WILL TURN GREEN. CLICK THE 'PENCIL' ICON, MAKE THE CHANGE, THEN SAVE.

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	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	\$10.00	50	\$500.00	\$0.00	\$0.00	\$0.00

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STEP 25 -

YOU CAN ALSO DELETE BUDGET LINE ITEMS (PLEASE USE THIS FUNCTION IF ITEM SAVED WITH INCORRECT BUDGET AMOUNT). TO DELETE, CLICK ON THE ROW YOU WOULD LIKE TO DELETE. IT WILL TURN GREEN. THEN, CLICK THE 'TRASH CAN' ICON.

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

Delete

Delete selected record?

Delete

Consumables Equipment/Supplies Operational Expenses Reports Submit Application

	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	\$10.00	50	\$500.00	\$500.00	\$0.00	\$0.00

**STEP 25 (continued) -
CLICK 'DELETE' TO COMPLETE DELETION. CLICK 'CANCEL' TO RETURN TO PREVIOUS SCREEN WITHOUT DELETING LINE ITEM.**



[Click Here to Review Application Help and Instructions](#)

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables	Office Supplies	Staples	\$10.00	50	\$500.00	\$0.00	\$0.00	\$0.00

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STEP 26 -

ANY TIME YOU ADD, EDIT, OR DELETE A BUDGET LINE ITEM, YOU SHOULD REFRESH THE 'CURRENT GRANTS' GRID TO SHOW YOUR PROGRESS. TO REFRESH, CLICK 'REFRESH' ICON ON UPPER GRID AS SHOWN ABOVE. COLUMNS WILL AUTOMATICALLY UPDATE.



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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Add files...

Documents		
Display Name	Description	Created On
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STEP 27 -

ONCE YOU HAVE ENTERED ALL YOUR LINE ITEMS IN THE FOUR BUDGET CATEGORIES, YOU CAN UPLOAD DOCUMENTATION (MEETING AGENDAS, NEWSLETTER, ETC.) UNDER THE 'DOCUMENTS' TAB. CLICK 'DOCUMENTS' TAB ON BOTTOM GRID.



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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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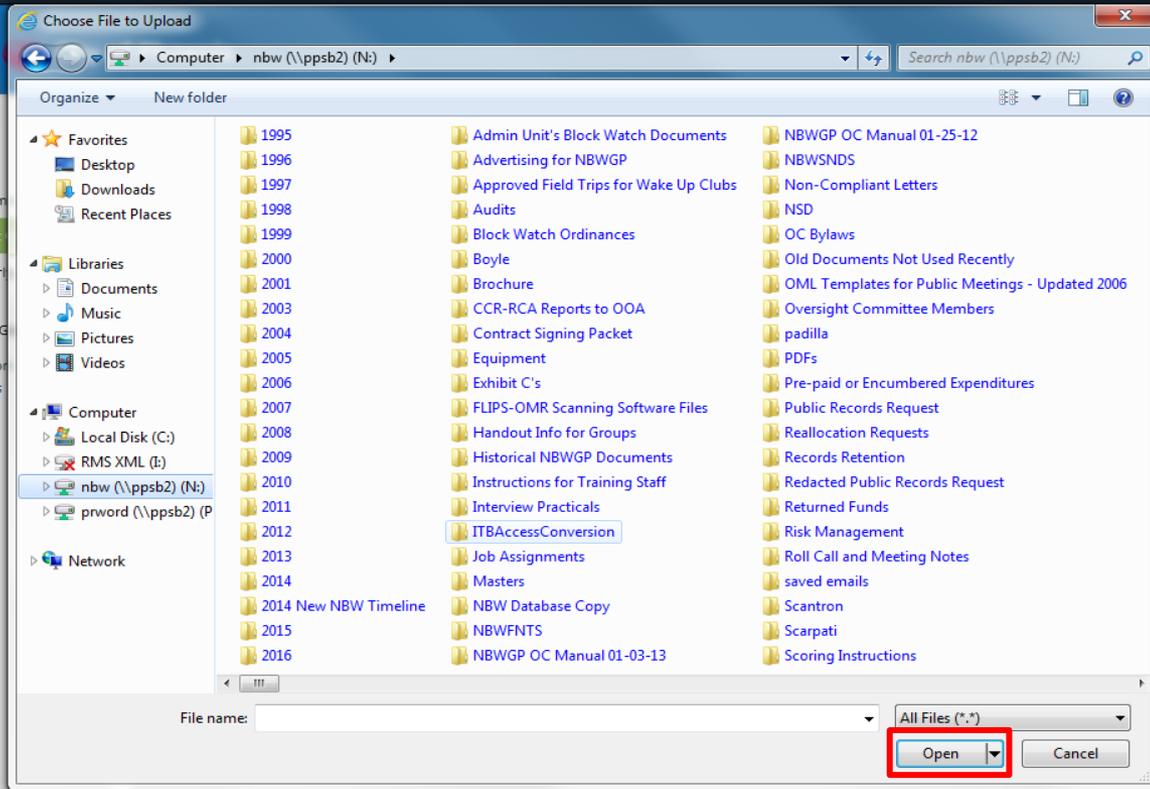
Add files...

Documents		
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STEP 28 - TO UPLOAD DOCUMENTS, CLICK THE 'ADD FILES' BUTTON. MAXIMUM FILE SIZE PER UPLOAD IS 5 MB.



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STEP 29 -
UPLOAD SCREEN WILL APPEAR. SELECT THE DOCUMENT(S) FROM YOUR COMPUTER THAT YOU WOULD LIKE TO UPLOAD, AND CLICK 'OPEN' (PLEASE ENSURE YOUR DOCUMENT FILE NAME DOES NOT INCLUDE ANY OF THE FOLLOWING CHARACTERS: _ () ! , @ # \$ % ^ & *).



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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Add files...

2016 Welcome Letter.docx

Description

Upload

Remove

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STEP 30 -

THE FILE NAME OF THE DOCUMENT YOU ARE ATTEMPTING TO UPLOAD WILL APPEAR BELOW THE 'ADD FILES' BUTTON. YOU CAN PROVIDE ADDITIONAL TEXT DESCRIPTION OF YOUR DOCUMENT IN THE 'DESCRIPTION' FIELD. TO UPLOAD, CLICK THE 'UPLOAD' BUTTON.



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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Add files...

2016 Welcome Letter.docx

Description

Done

Remove

Documents

	Display Name	Description	Created On
1	2016 Welcome Letter.docx		10/24/2015

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STEP 30 (continued) -
IF UPLOAD IS SUCCESSFUL, THE 'UPLOAD' BUTTON WILL CHANGE TO 'DONE', AND THE DOCUMENT WILL APPEAR IN THE GRID. REPEAT THIS PROCESS FOR ALL YOUR ATTACHED DOCUMENTS.

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Add files...

2016 Welcome Letter.docx

Description

Done

Remove

Documents

	Display Name	Description	Created On
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STEP 31 -

THE 'REMOVE' BUTTON WILL ONLY REMOVE THE DOCUMENT FROM THE PENDING UPLOAD AREA BELOW THE 'ADD FILES' BUTTON. IT WILL NOT DELETE IT FROM THE GRID.



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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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STEP 31 (continued) -

ONCE A DOCUMENT IS UPLOADED, IT CANNOT BE DELETED FROM THE GRID. AS MENTIONED IN THE PRIOR SLIDE, THE 'REMOVE' BUTTON DOES NOT DELETE. PLEASE MAKE 100% CERTAIN YOU INTEND TO UPLOAD A DOCUMENT BEFORE YOU HIT THE 'UPLOAD' BUTTON.



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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Add files...

2016 Welcome Letter.docx

Description

Done

Remove

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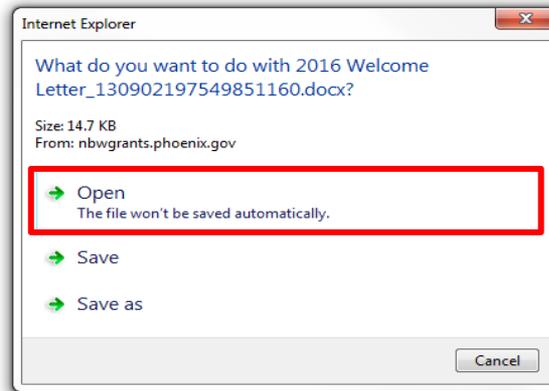
	Display Name	Description	Created On
1	2016 Welcome Letter.docx		10/24/2015

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STEP 32 -

TO REVIEW YOUR UPLOADED DOCUMENT, CLICK THE CORRESPONDING ROW, WHICH WILL TURN **GREEN**, AND CLICK THE 'DOWNLOAD' BUTTON AS SHOWN ABOVE.



**STEP 32 (continued) -
THE OPTION TO OPEN OR SAVE (YOUR SCREEN MAY DIFFER BASED ON OPERATING SYSTEM) WILL
POP UP. CLICK 'OPEN' TO TEST THE DOCUMENT. YOUR FILE WILL OPEN IN THE SAME FORMAT
YOU UPLOADED IT.**

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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Report Format: [Download Selected Report](#)

	Display Name	Description
1	Grant Application	Grant Overview
2	Grant Authorized Items	Grant Authorized Items
3	Grant Program Project Descriptions Report (Exhibit A)	Grant Program Project Descriptions Report (Exhibit A)

STEP 33 -

ONCE YOU HAVE ENTERED YOUR APPLICATION AND BUDGET INFORMATION COMPLETELY, YOU CAN PREVIEW YOUR APPLICATION PRIOR TO SUBMISSION. TO PREVIEW, CLICK 'REPORTS' TAB, THEN SELECT CORRESPONDING ROW IN THE TOP GRID AND 'GRANT APPLICATION' ROW IN BOTTOM GRID.



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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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CSV

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	Display Name	Description
1	Grant Application	Grant Overview
2	Grant Authorized Items	Grant Authorized Items
3	Grant Program Project Descriptions Report (Exhibit A)	Grant Program Project Descriptions Report (Exhibit A)

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STEP 34 -

CLICK ON THE DROP DOWN MENU TO SELECT A FORMAT FOR PREVIEWING YOUR APPLICATION. THERE ARE SEVEN OPTIONS, INCLUDING PDF, EXCEL, AND WORD. CLICK ON 'DOWNLOAD SELECTED REPORT' TO PREVIEW YOUR APPLICATION.



2015 Neighborhood Block Watch Grant Program
Long Form Application
\$10,000 Maximum Funding

PLEASE READ the information provided in the "Welcome to the 2015 Neighborhood Block Watch Grant Program" on the website (<https://www.phoenix.gov/police/neighborhood-resources/block-watch-grants>).

Application Deadline: 12/18/2015 4:00:00 PM

All applications must be emailed to: nbwgrants.ppd@phoenix.gov

All primary applicants MUST be listed with the City of Phoenix Neighborhood Services Department's Neighborhood Notification Service by 12/18/2015 4:00:00 PM, to be eligible to receive an award. (Refer to the Grant Application Guide for information on listing your group.)

1. Primary Applicant

Only neighborhood organizations / Block Watch groups can apply as Primary Applicants. HOA's cannot apply for a grant as a primary applicant; however, the residents inside of a Home Owners Association (HOA), which are registered as a Block Watch or neighborhood organization, may apply.

Provide the exact name and organization identification number (four digit number provided upon listing) of your organization as listed with the City of Phoenix's Neighborhood Notification service. If primary applicant is not listed by January 2, 2015, APPLICATION WILL BE DISQUALIFIED.

Listed with Neighborhood Services? Yes NSD Notification Number 2499

Applicant Type Block Watch Group

Applicant Name MICKEY MOUSE

Last Name Martin

First Name George

Address 620 W Washington St

City/State Phoenix/AZ

Zip code 85003

Phone Number 6022627602

Email Address gregory.robison@phoenix.gov

2. Co-Applicant

Are you partnering with another organization on this application? No

Name of Co-Applicant

Co-Applicant Type

STEP 34 (continued) -
YOUR APPLICATION PREVIEW WILL POPULATE. THIS IS A SAMPLE IN PDF FORM.



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1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Report Format

CSV

Download Selected Report

	Display Name	Description
1	Grant Application	Grant Overview
2	Grant Authorized Items	Grant Authorized Items
3	Grant Program Project Descriptions Report (Exhibit A)	Grant Program Project Descriptions Report (Exhibit A)

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STEP 35 -

IF FUNDED, YOU WILL BE ABLE TO DOWNLOAD A COPY OF YOUR APPROVED BUDGET. TO DOWNLOAD, CLICK ON THE CORRESPONDING ROW IN THE TOP GRID AND THE 'GRANT AUTHORIZED ITEMS' ROW IN THE BOTTOM GRID. THEN SELECT THE FORMAT FROM THE DROP DOWN AND CLICK 'DOWNLOAD SELECTED REPORT'.

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1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Submit Application

Please ensure you have met all Application submission requirements. Submission requirements include:

- Must meet the submission deadline for the current open Program.
- Short Form Amount Requested cannot exceed \$1,000. Long Form Amount Requested cannot exceed \$10,000.
- All required Application fields, denoted with * next to field name, should contain the information requested.

If you submit without providing all required data, your application will be rejected and you will be asked to update the missing information. The Primary Applicant will receive an email specifying the missing information for application submission.

Only the Primary Applicant can submit an application for review. By clicking submit, you are confirming that the information provided is accurate and complete to the best of your knowledge.

[Submit Application](#)

STEP 36 -

ONCE YOU HAVE PREVIEWED YOUR APPLICATION, DEEMED IT COMPLETE, AND ARE READY TO SUBMIT, CLICK 'SUBMIT APPLICATION' TAB IN THE BOTTOM GRID.



[Click Here to Review Application Help and Instructions](#)

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Current Grants

Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Please ensure you have met all Application submission requirements. Submission requirements include:

- Must meet the submission deadline for the current open Program.
- Short Form Amount Requested cannot exceed \$1,000. Long Form Amount Requested cannot exceed \$10,000.
- All required Application fields, denoted with * next to field name, should contain the information requested.

If you submit without providing all required data, your application will be rejected and you will be asked to update the missing information. The Primary Applicant will receive an email specifying the missing information for application submission.

Only the Primary Applicant can submit an application for review. By clicking submit, you are confirming that the information provided is accurate and complete to the best of your knowledge.

Submit Application

STEP 37 - TO SUBMIT YOUR APPLICATION, ENSURE THAT THE CORRECT ROW IS SELECTED IN THE TOP GRID (IT WILL TURN GREEN), AND CLICK 'SUBMIT APPLICATION' BUTTON AT THE BOTTOM OF THE PAGE.



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Current Grants

Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

Submit Confirmation

Are you sure you want to submit? Click Continue to proceed with the submission or Cancel to abort the submission

Continue
Cancel

Consumables Equipment/Supplies

Submit Application

Please ensure you have met all Application submission requirements. Submission requirements include:

- Must meet the submission deadline for the current open Program.
- Short Form Amount Requested cannot exceed \$1,000. Long Form Amount Requested cannot exceed \$10,000.
- All required Application fields, denoted with * next to field name, should contain the information requested.

If you submit without providing all required data, your application will be rejected and you will be asked to update the missing information. The Primary Applicant will receive an email specifying the missing information for application submission.

Only the Primary Applicant can submit an application for review. By clicking submit, you are confirming that the information provided is accurate and complete to the best of your knowledge.

Submit Application

STEP 38 - YOU WILL BE ASKED TO CONFIRM YOUR SELECTION. TO SUBMIT YOUR APPLICATION, CLICK 'CONTINUE'. TO CANCEL, AND RETURN TO THE PREVIOUS PAGE WITHOUT SUBMITTING, CLICK 'CANCEL'.



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Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Submitted	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Please ensure you have met all Application submission requirements. Submission requirements include:

- Must meet the submission deadline for the current open Program.
- Short Form Amount Requested cannot exceed \$1,000. Long Form Amount Requested cannot exceed \$10,000.
- All required Application fields, denoted with * next to field name, should contain the information requested.

If you submit without providing all required data, your application will be rejected and you will be asked to update the missing information. The Primary Applicant will receive an email specifying the missing information for application submission.

Only the Primary Applicant can submit an application for review. By clicking submit, you are confirming that the information provided is accurate and complete to the best of your knowledge.

[Submit Application](#)

STEP 38 (continued) -

ONCE YOU'VE SUBMITTED YOUR APPLICATION, THE 'APPLICATION STATUS' IN THE TOP GRID WILL AUTOMATICALLY CHANGE FROM 'DRAFT' TO 'SUBMITTED'. YOU WILL RECEIVE AN E-MAIL CONFIRMING SUBMISSION/RECEIPT OF YOUR APPLICATION. REMEMBER: ONCE SUBMITTED, YOU CAN NO LONGER MAKE CHANGES TO YOUR APPLICATION OR BUDGET. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NBW GRANT STAFF.



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Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Staff Review	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables	
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STEP 38 (continued) -

AS THE GRANT APPLICATION PROCESS CONTINUES, YOU CAN LOG INTO GMS AND VIEW YOUR APPLICATION PROGRESS. THE PROGRESS OF YOUR APPLICATION WILL BE REFLECTED IN THE 'APPLICATION STATUS' COLUMN OF THE TOP GRID (SEE HOW STATUS HAS CHANGED FROM 'SUBMITTED' TO 'STAFF REVIEW' ABOVE).



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Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE	ABC 123456	BG-222	Awarded	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	10/23/2015	10/25/2015	

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Consumables									
Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables	
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STEP 38 (continued) -

IF APPROVED, YOUR 'APPLICATION STATUS' WILL CHANGE TO 'AWARDED' OR 'AWARDED MODIFIED' (IF THE BUDGET IS MODIFIED), AND THE COLUMNS IN THE TOP GRID, INCLUDING 'AMOUNT APPROVED', 'TOTAL REMAINING', AND 'AWARD DATE' WILL AUTOMATICALLY UPDATE. IF DENIED, YOUR 'APPLICATION STATUS' WILL CHANGE TO 'REJECTED'.



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Current Grants														
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
1	MICKEY MOUSE 	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2	MICKEY MOUSE 	ABC 123456	BG-222	City Council Review	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		

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Consumables									
Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables	
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STEP 38 (continued) -

THE FINAL STATUS YOU WILL SEE BEFORE YOU RECEIVE A NOTIFICATION LETTER OR E-MAIL WILL BE 'CITY COUNCIL REVIEW'. ONCE CITY COUNCIL HAS APPROVED THE FUNDING RESULTS, YOU WILL RECEIVE AN E-MAIL FROM GMS AND A LETTER FROM NBWGP STAFF REGARDING THE DECISION.





Michael G. Sullivan, Interim Police Chief

QUESTIONS?

CONTACT NBWGP STAFF AT 602-262-6131

