



The Neighborhood Block Watch Grant Program Application Writing Presentation



Daniel V. Garcia, Chief of Police

~ Budget Narrative ~



Budget Narrative – Question #12a

- There is a budget narrative page for each of the four (4) budget categories:
 - ▶ **Personnel, Operational Expenses, Equipment/Supplies, and Consumables**
- **ONLY** fill out budget narrative pages for items you have requested.
 - ▶ **Example:** If you have only requested items in *Personnel*, *Operational Expenses*, and *Equipment/Supplies*, you do not need to fill out the budget narrative for *Consumables*.

Budget Narrative (cont'd)

➤ **Personnel Category**

- ▶ In the table provided, enter the name of the individual you are paying for services, or, if unsure, enter the title of the position.
- ▶ Enter that individual's relationship to your organization.
- ▶ Enter the number of hours or positions (if paid per position and not per hour) worked.
- ▶ Enter the hourly wage/salary (if not hourly, enter the stipend amount).
- ▶ Verify the total amount requested for the grant year.
- ▶ In the section at the bottom of the page labeled “Budget Narrative,” explain the service(s) that each individual will provide for your grant program.

Budget Narrative (cont'd)

➤ **Operational Expenses Category**

- ▶ In the table provided, enter the item(s) requested. Use separate lines for each type of item requested.
- ▶ Enter the vendor's name, if known.
- ▶ Enter the quantity of item(s).
- ▶ Enter the cost per item.
- ▶ Verify the total amount requested for each line.
- ▶ In the section at the bottom of the page labeled "Budget Narrative," explain why the item(s) is/are necessary for your grant program.

Budget Narrative (cont'd)

➤ **Equipment/Supplies Category**

- ▶ In the table provided, enter the item(s) requested. Use separate lines for each type of item requested.
- ▶ Enter the vendor's name, if known.
- ▶ Enter the quantity of item(s).
- ▶ Enter the cost per item.
- ▶ Verify the total amount requested for each line.
- ▶ In the section at the bottom of the page labeled "Budget Narrative," explain why the item(s) is/are necessary for your grant program.

Budget Narrative (cont'd)

➤ **Consumables Category**

- ▶ In the table provided, enter the item(s) requested. Use separate lines for each type of item requested.
- ▶ Enter the vendor's name, if known.
- ▶ Enter the quantity of item(s).
- ▶ Enter the cost per item.
- ▶ Verify the total amount requested for each line.
- ▶ In the section at the bottom of the page labeled "Budget Narrative," explain why the item(s) is/are necessary for your grant program.

Budget Supplement – Question #12b

- This supplement **must** be completed if you have requested any Lawful Traffic Mitigation Device(s) as part of your grant project.
- Speed humps/bumps or any related item(s) must be tied to crime prevention to be funded.
- To begin the process, contact the City of Phoenix Streets Department at 602-495-0242.

Budget Supplement (cont'd)

- In the space provided, describe how your request for Lawful Traffic Mitigation Devices or speed humps/bumps ties into crime prevention.
- Check the box marked “Yes” if your organization has already contacted the Streets Department to obtain the appropriate studies, surveys, and/or permits required, or check the box marked “No” if not.
- Check the box marked “Yes” if your organization has already contacted the Streets Department to obtain a Speed Hump Study Request form, or check the box marked “No” if not.

Volunteers Contributions – Question #13

➤ **Primary Applicant**

- ▶ In the space provided, please describe volunteer contributions, which may include volunteer hours or supplies provided by members of your organization.

➤ **Co-Applicant**

- ▶ In the space provided, please describe volunteer contributions, which may include volunteer hours or supplies provided by members of your partnering organization.
- Additional pages may be submitted, if necessary.

Volunteers Contributions (cont'd)

- Volunteer contributions are recommended for all Primary Applicants and Co-Applicants.
- For this year, general volunteer labor should be computed at \$22.14 per hour.
- Professional volunteer services (legal, medical, electrical, etc.) should be computed at the prevailing hourly rate.