

## 2024 GRANT APPLICANT CHECKLIST

Final Checklist – Please use this checklist prior to submitting your grant application. Thank you!

- Review the Application Guide, including any changes for the 2024 grant year.
- Primary applicant is registered with the City of Phoenix Neighborhood Services Department, Neighborhood Notification service and has an NSD Notification Number.
  - Ensure that your listing is active, and the information is current.
- Verify that Primary Applicant name listed in the grant application matches exactly with how the name is listed in the Neighborhood Notification service.
- Register on the Neighborhood Block Watch, online Grant Management website.
- Start your grant application.
- List the name of the responsible person, and co-applicant (if applicable) for the grant.
- List a primary and secondary contact for all grant application questions.
- Enter the geographic boundaries impacted by your grant project.
- Enter the City Council District your grant project will serve.
- Enter the Police Precinct your grant project will serve.
- Enter the approximate number of households that will be served by your grant project.
- Answer the project impact questions.
- Describe your Neighborhood Organizations history.
- Provide a summary of your proposed grant project.
- Describe previous funding history years and amounts.
- List current grant amount requested.
- Describe volunteer contributions.
- Provide a budget and budget narrative for each category and items. Describe how the expenses are relevant to your project.
- Ensure budget and budget narrative amounts match.
- Ensure none of your budgeted items conflict with the prohibited and restricted items list.
- If requesting funding for a lighting project, did you include a detailed map or explanation of each light placement?
- If requesting Lawful Traffic Mitigation Devices, ensure appropriate documentation is included.
- Upload the items listed on the Homeowners Association (HOA) check list three (3) check boxes. This applies if you have an application with an HOA as a co-applicant.
  
- Grant applications for \$1 to \$3,000:
  - Did you include copies of at least two (2) neighborhood meeting agendas/minutes/flyers?
  - Were your neighborhood meetings held in separate months?
  - Did you disclose the number of people in attendance on each agenda?
  - Include crime prevention and/or safety topics discussed at your meeting.
  - Do you have a co-applicant?
    - Do you have an authorized signer for the co-applicant?

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- Grant applications \$3,001 to \$15,000:
  - Did you include copies of at least four (4) neighborhood meeting agendas/minutes/flyers?
  - Were your neighborhood meetings held in separate months?
  - Did you disclose the number of people in attendance on each agenda?
  - Include crime prevention and/or safety topics discussed at your meeting.
  - Do you have a co-applicant?
    - Do you have an authorized signer for the co-applicant?
- Have you consulted with your insurance agent to determine the need for coverage for grant related events and/or activities? Did you include a request for funding insurance in your budget, if required?
- Are you requesting grant funds to pay for any portion of a newsletter? If so, complete the following:
  - Did you include copies of the newsletter?
  - Ensure your newsletters do not contain any paid advertisements.
- If you request grant funds to pay for any portion of a website, include a link to that website if it currently exists.
- Volunteer contributions:
  - Did you only include unpaid/uncompensated hours in the calculations?
  - Are the hours you included related to the program/project?
  - Did you include hours for the grant applicant group and, if applicable, for the grant co-applicant group?

### **Grant Application Narrative Review – scoring of the application:**

- CRIME PREVENTION/QUALITY OF LIFE FACTORS is 50% of the weighted grant application score – does your narrative describe, in detail, crime prevention and/or safety elements?
- BUDGET EVALUATION is 20% of the weighted grant application score – did you obtain written quotes that include tax, shipping, and fees, as applicable? Have you included all necessary expenditure to manage your purchases? (e.g., you requested a weed eater, do you need and extension cord to operate the device?) Does the budget realistically support the project to completion with a viable description and explanation?

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- COMMUNITY INVOLVEMENT is 20% of the weighted grant application score – did you describe your community involvement thoroughly?
- PROJECT VIABILITY/FEASIBILITY/ABILITY TO COMPLETE THE PROJECT is 10% of the weighted grant application score – is your project practical, reasonable, and justified? Is the project activity within your designated geographic boundaries?
- Ensure that you submit your completed grant application by 4:00 pm, Arizona time, on Thursday, December 7, 2023 and that you receive a confirmation email that your application has been received.