



The Neighborhood Block Watch Grant Program Application Writing Presentation

~ Grant Budget ~





Grant Budget – Question #12

- Question #8 on the short form application.
- There are four (4) expense categories:
 - ▶ Personnel, Operational Expenses, Equipment/Supplies, and Consumables.
- **NOTE: Items with an asterisk (*) are Restricted.**
 - ▶ They can **ONLY** be purchased if your group has a corresponding program in one of the restricted item categories listed on the *Restricted Budget Categories* page of the grant application.





Budget – Question #12 (cont'd)

➤ Personnel Category

- ▶ Contractors/Labor for Installation Costs
- ▶ Hourly Employees/Salaries/Benefits/Stipends
- ▶ Professional Services/Speakers/Presenters/Trainers

➤ Operational Expenses Category

- ▶ *Entry Fees for Camps/Educational Field Trips/Tournaments (In-state **ONLY**)
- ▶ *Phoenix Neighborhood Patrol (PNP) Fuel Reimbursement
- ▶ Graffiti Abatement Fuel Reimbursement
 - PNP and graffiti fuel reimbursement **cannot** exceed \$1,000 combined.
- ▶ Communications Services
 - Phone (land, cellular), Internet, Fax, Website, etc.





Budget – Question #12 (cont'd)

➤ Operational Expenses Category (continued)

- ▶ Liability Insurance
- ▶ Maintenance/Repair Services
- ▶ Printing/Copying/Mailing/Delivery/Fax services
- ▶ Program-Related Commercial Transportation
 - Buses, Vans, Rentals, etc.
- ▶ Equipment/Supply Rentals
 - Helium, Port-a-johns, etc.
- ▶ Rental Space/Facility Usage Fee
- ▶ Seminars/Workshops/Training Classes
- ▶ Utilities
- ▶ Other – provide details on budget narrative





Budget – Question #12 (cont'd)

➤ **Equipment/Supplies Category**

- ▶ *Clothing/Uniforms
- ▶ *Communications equipment
 - Two-way radios, police scanners, translation equipment, etc.
- ▶ *GAIN or Crime Prevention/Safety Equipment
 - Promotional/Marketing tools, equipment, supplies, etc.
- ▶ *Musical Instruments/Games/Sporting Goods/Bicycles/Hobby Supplies/Craft Supplies/Gardening Supplies
- ▶ *Phoenix Neighborhood Patrol (PNP)/Emergency Kits
- ▶ Audio/Video Equipment
- ▶ Computer Equipment/Software/Accessories
- ▶ Educational Materials/Books
- ▶ Fencing/Gates





Budget – Question #12 (cont'd)

- **Equipment/Supplies Category (continued)**
 - ▶ Furniture
 - Tables, Chairs, Computer Desks, etc.
 - ▶ Hardware
 - Locks, Small Tools, Flashlights, Rakes, Paint Sprayers, etc.
 - ▶ Lighting
 - ▶ Office Equipment
 - Copiers, Staplers, Scissors, File Cabinets, etc.
 - ▶ Signage
 - Block Watch/PNP Signs, Bulletin Boards, Banners, Posters, etc.
 - ▶ *Lawful Traffic Mitigation Devices
 - Speed Humps, etc.
 - ▶ Other – provide details on budget narrative





Budget – Question #12 (cont'd)

➤ **Consumables Category**

- ▶ **Audio/Video/Computer Supplies**
 - Discs, Tapes, CD's, Videos, etc.
- ▶ **Clean-up Supplies**
 - Garbage Bags, Gloves, Cleaners, Paper Towels, Handi-Wipes, etc.
- ▶ **Hardware Supplies**
 - Cement, Paint, Light Bulbs, Batteries, etc.
- ▶ **Office Supplies**
 - Postage, Paper, Envelopes, Labels, Pens, Toner, Ink Cartridges, etc.
- ▶ **Other – provide details on budget narrative**





Budget – Question #12 (cont'd)

- Enter your organization's name and Project Title in the corresponding fields at the top left.
- Enter the amount requested for each budget category in the *Subtotal* field of the table.
 - ▶ As mentioned in the previous section, grant staff recommends completing the individual *Budget Narrative* forms first, then transferring the amounts from the corresponding categories to the *Grant Budget* form.
- The amount on the *Total Grant Funding Requested* should be calculated automatically, but please verify that it is correct and also that it matches the amount listed on Question #10.

