# 2027 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 2027 grant year.
- ☐ Primary Applicant Group is registered with the City of Phoenix Neighborhood Services Department, Neighborhood Link service and has an Organization ID Number.
  - Ensure that your listing is active, and the information is current.
- ☐ Register on the Neighborhood Block Watch, online grant portal website.
  - https://nbwgrants.phoenix.gov/#!/portalArea
- ☐ Start your grant application.
- ☐ Verify that Primary Applicant Group name matches exactly with how the name is listed in the Neighborhood Link service.
- ☐ List the name of the Co-Applicant Group (if applicable).
- ☐ List at least two signers (maximum of three).
  - If partnering with a Co-Applicant Group, ensure you list at least one authorized signer to represent each group (Primary and Co-Applicant).
- ☐ 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 you did not include prohibited and restricted items in your budget request.
- ☐ If requesting Traffic Calming 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 from $1 to $5,000:
  - Did you include copies of at least two (2) neighborhood meeting agendas/minutes/flyers?
  - Were your neighborhood meetings held in separate months?
    - Eligible meetings include those held within 12 calendar months of application deadline.
  - Did you disclose the number of people in attendance on each agenda?
  - Include crime prevention and/or safety topics discussed at your meeting.

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- ☐ Grant applications $5,001 to $20,000:
  - Did you include copies of at least four (4) neighborhood meeting agendas/minutes/flyers?
  - Were your neighborhood meetings held in separate months?
    - Eligible meetings include those held within 12 calendar months of application deadline.
  - Did you disclose the number of people in attendance on each agenda?
  - Include crime prevention and/or safety topics discussed at your meeting.

- ☐ 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 a copy of the newsletter or a link to the newsletter?
    - If the newsletter will be newly created, you must make that clear in the budget narrative.
  - Ensure your newsletter is not soliciting and/or accepting funds to post advertisements.

- ☐ Are you requesting grant funds to pay for any portion of a website (creation, hosting, maintenance, etc.)? If so, complete the following:
  - Did you include a link to the website?
    - If the website will be newly created, you must make that clear in the budget narrative.

- ☐ If requesting funding for a lighting project, did you include a detailed map or explanation of each light placement?

- ☐ 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 / SAFETY / QUALITY OF LIFE FACTORS is 50% of the weighted grant application score – does your narrative describe, in detail, crime prevention and/or safety elements?

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- 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? Please ensure you include a narrative for each requested budget item.

- 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 10, 2026 and that you receive a confirmation email that your application has been received.