2027 Neighborhood Block Watch Grant Program Application Guide

All grant applications are due no later than

Thursday, December 10, 2026

By 4:00 p.m., Arizona time

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NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM
FY2027 COMPETITIVE GRANT ANNOUNCEMENT

Applications Due:
Thursday, December 10, 2026
By 4:00 p.m., Arizona Time

Welcome to the 2027 Neighborhood Block Watch Grant Program (NBWGP) application process!

The City of Phoenix, Phoenix Police Department, Fiscal Management Bureau, Neighborhood Block Watch Unit is accepting applications for the 2027 Neighborhood Block Watch Grant Program process. This program provides an opportunity to enhance the safety and quality of life in the City of Phoenix through empowerment of community groups. NBWGP funds offer neighborhood groups the resources to create new and innovative programs and activities designed to prevent and reduce crime in their community.

GRANT APPLICATION

APPLICATION PERIOD

The NBWGP application process opens, **Thursday, November 5, 2026** and closes on **Thursday, December 10, 2026, at 4:00 p.m., Arizona time.** The application will be available through the NBWGP Grants Management System (GMS) website:

Neighborhood Block Watch Grant Program

Late submissions **will not be accepted**. NBWGP staff advises that you do not wait until the last minute to submit your application. Upon submission, you will receive an email stating that your application has been received and has been assigned a grant number.

Incomplete grant applications **WILL BE DISQUALIFIED**. Organizations failing to register with the City of Phoenix Neighborhood Services Department ***The Neighborhood Link*** Program by the grant application submission deadline, **WILL BE DISQUALIFIED**.

THE NEIGHBORHOOD LINK

For information regarding Neighborhood Link registration process, visit their website at:

The Neighborhood Link

ELIGIBILITY

Eligible applicants: Block Watch groups, Neighborhood Associations, Business Alliances, and Phoenix Neighborhood Patrol (PNP) groups that are registered, active, and listed with the City of Phoenix Neighborhood Services Department ***The Neighborhood Link*** are eligible to apply as a Primary Applicant Group.

Homeowner Associations are not eligible to apply as a Primary Applicant Group; however, Homeowner Associations, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department, and Parks and Recreation Department) may apply as a Co-Applicant Group.

City of Phoenix employees cannot be signers on grant applications in their capacity as a City employee.

The Neighborhood Link Listing Application

Once listed, your organization will receive information about issues that affect your neighborhood.

COMPLETING THE GRANT APPLICATION

Preparation of Application

All grant applications must be submitted online via the Grant Management System (GMS) by the due date. Hard copy or faxed applications **will not** be accepted. If you experience any difficulties with the online application process, please contact NBWGP staff at nbwgrants.ppd@phoenix.gov for assistance. **Please do not wait until the application due date to seek assistance.**

Applicants are encouraged to review the online workshop presentation and/or attend one of the NBWGP training sessions for assistance in completing the application.

All required fields within the application must be completed. Each narrative question explains what information should be provided. Failure to answer all questions and/or provide all required information may result in the application receiving a lower score or being disqualified. Pay special attention to the restricted and prohibited items. If you have questions, contact NBWGP Staff for assistance. Please ensure you include a narrative for each requested budget item.

Review the Neighborhood Block Watch Grant Program Process Workshop guide for step-by-step directions (Step 33, Slide 45) on printing your application prior to submission.

ONLINE GRANT APPLICATION PROCESS GUIDE

The following link will take you step-by-step through the Neighborhood Block Watch Grant Program registration and provides step-by-step instructions to complete the online application.

Neighborhood Block Watch Grant Program Process Workshop Guide

APPLICATION REQUIREMENTS AND RESTRICTIONS

Homeowners' Associations (HOAs) are not eligible to apply as a Primary Applicant Group. Registered block watch groups and/or neighborhood organizations that exist within HOAs boundaries are eligible. HOAs, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department and Parks and Recreation Department) may apply as a Co-Applicant Group.

It is a mandatory requirement that the Primary Applicant Group be listed with the City of Phoenix Neighborhood Services Department ***The Neighborhood Link*** Program:

- If your organization is not registered, please visit ***The Neighborhood Link*** website:

  The Neighborhood Link

- In addition, the name of the Primary Applicant Group organization on the grant application(s) must match exactly with the name listed ***The Neighborhood Link*** website.

Multiple Applications

Primary Applicant Groups may submit two (2) applications in the following ways:

- As the Primary Applicant Group for its own neighborhood program
  - ONLY one application per Primary Applicant Group when Co-Applicant Group not included
- As the Primary Applicant Group partnered with a Co-Applicant Group, as defined above.
- In the case where more than two applications are submitted under the same NSD listing number, the application(s) with the primary applicant recognized as primary contact by the Neighborhood Services Department will take precedence.

Required Documents

Primary Applicant Groups requesting between $1 and $5,000 (**NEW for 2027**):

- Must be registered with City of Phoenix Neighborhood Services Department *The Neighborhood Link* Program by the grant application submission deadline.
- Must submit copies of at least **two** (2) Primary Applicant Group neighborhood meeting agendas / minutes / event flyers / meeting flyers.
  - Documentation must come from meetings held in separate months.
  - Documentation must come from meetings held within the 12 months prior to the application submission deadline. (**NEW for 2027**)
  - Documentation must list crime prevention topic(s) discussed.
  - Documentation must include the number of individuals in attendance.

Primary Applicant Groups requesting between $5,001 and $20,000 (**NEW for 2027**):

- Organization must have been in existence and registered with City of Phoenix Neighborhood Services Department *The Neighborhood Link* Program at least six (6) months prior to grant application submission deadline.
- Must submit copies of at least **four** (4) Primary Applicant Group neighborhood meetings agendas / minutes / event flyers / meeting flyers.
  - Documentation must come from meetings held in separate months.
  - Documentation must come from meetings held within the 12 months prior to the application submission deadline. (**NEW for 2027**)
  - Documentation must list crime prevention topic(s) discussed.
  - Documentation must include the number of individuals in attendance.

HOA / INCORPORATED NEIGHBORHOOD / 501(c)(3) REQUIREMENTS

HOAs (as a Co-Applicant Group only), incorporated neighborhoods (as Primary Applicant Group or Co-Applicant Group), and neighborhoods with 501(c)(3) status (as Primary Applicant Group or Co-Applicant Group**) are required to complete the steps listed in the *Homeowners' Associations (HOA's) / 501(c)(3) Organizations Checklist*.**

HOA / 501(c)(3) Checklist Information

If your organization (Block Watch / Neighborhood Association) resides within the existing boundaries of a formal HOA, your group must list the HOA as the Co-Applicant Group if your project requests any item(s) that:

- The Homeowners Association would normally be responsible for; or
- Could be perceived as an improvement to Homeowners Association property (e.g., dusk-to-dawn lighting, additional light poles, fencing, gates, etc.)

Applicants requesting items strictly for Block Watch or Phoenix Neighborhood Patrol activities (e.g., newsletters, mileage reimbursement, etc.) are not required to list the HOA as the Co-Applicant Group.

Please check with your HOA for specific community by-laws prior to submitting an application.

GEOGRAPHIC BOUNDARIES

The geographic area and/or population to be served must be identified in the grant application as listed with the City of Phoenix's Neighborhood Link Program. The service area shall be within the corporate limits of the City of Phoenix, and the impacted population must be Phoenix residents. Applicants must provide the number of households served within the Block Watch / neighborhood organization's area.

Applicants are limited to two grant application submissions within identical geographic boundaries: one for the individual Primary Applicant Group; and one with a Co-Applicant Group. Primary Applicant Group / Co-Applicant Group guidelines do apply.

GRANT DOLLAR LIMITATIONS

Grant amounts may vary, but the maximum grant amount that can be requested is **$20,000** (**NEW for 2027**). Budget estimates should match your proposal and NOT be inflated to reach the maximum figure. **Round estimates to the nearest whole dollar amount and remember to account for sales tax, set up fees, shipping / freight, and/or permit fees** (do not include as a separate line-item).

Please remember to address each item in the budget narrative.

COMMUNITY UTILITIES INFORMATION

The NBWGP Oversight Committee strongly suggests that all grant applicants look into cost effective, energy efficient lighting options for neighborhoods. Energy efficient lighting includes solar lighting and LED lighting options.

Using grant funds to pay electric bills for lighting is restricted in the following manner:

- A maximum of $5,000 (**NEW for 2027**) can be allocated towards electric bills for lighting.
- The number of light poles to be funded **must** be included. (**NEW for 2027**)
- Lighting is encouraged to be directed and shielded so as to deter glare which can be a safety hazard to vehicles and pedestrians.
- Lighting color temperature should be consistent with the lighting color temperature approved and used by City of Phoenix (2700 Kelvin).

No new contracts for lighting will be allowed unless lighting systems are energy efficient.

Requests for funding of new lighting fixtures must be energy efficient and include a map or detailed description on the location of the installation.

Using grant funds to pay for water bills is restricted in the following manner:

- Can be used for Community Garden Projects **ONLY**.
- A maximum of $3,000 can be allocated towards water bills.

GRANT EVALUATION

EVALUATION OF APPLICATION

Each grant application is evaluated by the NBWGP Oversight Committee on how well it fulfills the purpose of the NBWGP. Applications evaluated and scored by NBWGP Oversight Committee members must have an overall score of 5.25 or higher to receive grant funding. Grant applications scoring below the City Council approved minimum score of 5.25 points will be disqualified and will not receive funding**.**

NOTE: The purpose of a grant is to enhance crime prevention, safety, and quality of life issues in the City of Phoenix. Line-Item Vetoes can be applied when at least 2/3 votes of committee members present agree that the item does not meet these criteria.

APPEAL PROCESS

The Neighborhood Block Watch Grant Program (NBWGP) Oversight Committee has an appeal process in place for groups that were not awarded either the entire grant amount requested or portions of the grant amount requested. Appeals will be heard at the NBWGP Oversight Committee's regular monthly meeting stated on your funding recommendation letter.

OVERSIGHT COMMITTEE SCORING CRITERIA INFORMATION

All meetings of the NBWGP Oversight Committee are open to the public. NBWGP applications are scored based on the following weighted criteria:

Crime Prevention / Safety / Quality of Life Factors	50%
Budget / Budget Narrative Evaluation (**NEW for 2027**)	20%
Community Involvement	20%
Project Viability / Feasibility / Ability to Complete the Project	10%

Best scores will be achieved by expressing descriptions clearly, using as few words as possible. BE SUCCINCT!

CRIME PREVENTION / SAFETY / QUALITY OF LIFE FACTORS (50%)

RATING/ SCORE	DESCRIPTION
8-10 points	• Clearly stated problems/factors to be addressed. • Plans are well-defined and describe very strong crime prevention, safety, and quality of life objectives. • Plans provide for expectation of likely successful achievement.
5-7 points	• Understandable description of problems/factors to be addressed. • Plans adequately describe crime prevention, safety, and quality of life objectives. • Plans indicate reasonable expectation that goals are achievable.
2-4 points	• Poor description of problems/factors to be addressed. • Inadequate description as to how project will reduce crime and/or improve quality of life.
1 point	• No description of problems/factors to be addressed. • Unclear plans to provide improvement of crime prevention, safety, and/or quality of life issues.

BUDGET / BUDGET NARRATIVE EVALUATION (20%)

RATING/ SCORE	DESCRIPTION
8-10 points	• Very clearly defined budget (items and costs). • Justification of budget items is explicit. • Reasonable request for funding align with project goals while in compliance with grant guidelines. • Ample funding sources and/or contributions, including volunteers, will enable achievement of goals.
5-7 points	• Adequate definition of budget items and costs. • Justification budget items is reasonably clear. • Rational expectation that goals are achievable. • Adequate funding sources and/or contributions, including volunteers, will enable achievement of goals it.
2-4 points	• Understandable definition of budget items and costs. • Justification of budget items is somewhat clear. • Fair expectation that goals are achievable. • Acceptable funding sources and/or contributions, including volunteers, will enable achievement of goals.
1 point	• Budget items and costs are inadequately provided. • Justification of budget items is unclear. • Poor expectation that goals are achievable. • Inadequate funding sources and/or contributions, including volunteers, may not enable achievement of goals.

COMMUNITY INVOLVEMENT (20%)

RATING/ SCORE	DESCRIPTION
8-10 points	• Volunteer activities are thoroughly described clearly and briefly. • Project clearly shows a **high level** of ongoing participation and involvement of community.
5-7 points	• Volunteer activities are moderately described. • Project clearly shows a **moderate level** of ongoing participation and involvement of community.
2-4 points	• Volunteer activities are mentioned. • Project clearly shows **limited involvement** by community members, to successfully complete the crime prevention and/or improving quality of life project(s).
1 point	• No volunteer activities are mentioned. • Project clearly shows **little or no involvement** by community members, to successfully complete the crime prevention and/or improving quality of life project(s).

PROJECT VIABILITY/FEASIBILITY/ABILITY TO COMPLETE THE PROJECT (10%)

RATING/ SCORE	DESCRIPTION
8-10 points	• Thorough description of plans for implementation of project. • Plans are defined so that the organization can measure its progress toward completion. • High level of neighborhood involvement. • Brief description of past successful projects.
5-7 points	• Moderately detailed description of plans for implementation of project. • Plans are moderately defined so the organization can measure its progress toward completion. • Moderate level of neighborhood involvement. • Limited description of past successful projects.
2-4 points	• Poorly described plans for implementation of project. • Plans show crude plans toward monitoring progress toward successful completion of projects. • Modest level of neighborhood involvement. • Minimal description of past successful projects.
1 point	• No description is provided as to plans for implementation of project. • No plans are provided, nor is any other method of monitoring progress expressed. • No level of neighborhood involvement is described. • No description of past successful projects.

RESPONSIBLE PARTIES INFORMATION

RESPONSIBLE PARTY CONTACT INFORMATION / CONTRACT SIGNERS

The grant contract signers are the responsible parties and will be held accountable for fulfilling all grant requirements, including quarterly financial activity, and program reports, for the term of the grant contract. There may be up to three (3) signers for each grant with a minimum requirement of two (2) signers.

The name, address (home for individuals or business for companies), email address, and mobile and/or alternate phone numbers (home or work) of two signers must be provided and must be accurately recorded on the grant application.

The Grant Management System (GMS) will automatically email the listed signers informing them that they have been listed on an NBWGP application. The signers are required to proceed to the GMS website to complete their online registration process.

All detailed information regarding the NBWGP GMS will be presented at the application workshops, and is also linked on the main NBWGP website:

Neighborhood Block Watch Grant Program Website

If the submitted application is a collaborative / joint application with a Primary Applicant Group and a Co-Applicant Group listed, a representative from each organization must be listed in the grant application and must sign the grant contract, with the exception of City of Phoenix departments and their employees. These representatives will be responsible for fulfilling all grant requirements.

GRANT CO-APPLICANT GROUPS

A grant **Co-Applicant Group** can be an educational or faith-based organization, a non-profit agency within a specific geographic area, a Homeowners' Association (HOA), or a City of Phoenix department. A Co-Applicant Group is limited to one grant application per grant year, with the exception of a City of Phoenix department.

Additional Grant-Signer Specifications (Rules):

- Individuals who reside or work at the same physical address or who are related (including by marriage) cannot sign the same NBWGP application.
- City of Phoenix employees cannot be grant signers in their capacity as a City employee.
- A Co-Applicant Group is limited to one (1) grant application per grant year, unless it is a City of Phoenix Department.

NOTE: INDIVIDUALS MAY NOT BE LISTED AS SIGNERS ON MORE THAN TWO APPLICATIONS.

PROJECTED VOLUNTEER CONTRIBUTION

Volunteer hour contributions – must be provided by the Primary Applicant Group and, if applicable, Co-Applicant Group, and cannot be paid with grant funds. Paid personnel **are not** considered volunteers and any grant funded / paid hours **cannot** be included in volunteer hours on the grant application. These hours should be directly related to grant projects, to include, but not limited to: PNP; Alley Cleanups; GAIN; Newsletters.

- The general labor rate for calculating volunteer hours is $36.14 per hour.

- Primary Applicant Group - Describe volunteer contributions to include hours, supplies or funds to be provided by members of your organization to complete the grant projects.

- Co-Applicant Group - Describe volunteer contributions to include hours, supplies or funds to be provided by members of your Co-Applicant organization to complete the grant projects. This refers to the secondary group on your grant, if applicable (not a co-signer).

BUDGET

PREPARATION OF BUDGET SECTION

There are four budget categories: Consumables, Equipment/Supplies, Operational Expenses, and Personnel.

Please refer to the restricted and/or prohibited list of items **before** finalizing your budget. Items listed with an **asterisk*** below fall on the restricted and prohibited list. Requests for prohibited items **will not** be funded.

Requests for restricted items that exceed NBWGP guidelines may be funded only up to the guide limits.

See the complete list of restricted and prohibited items by following this link:

Restricted and/or Prohibited Item List

BUDGET CATEGORIES AND DESCRIPTION

Each budget category requires a corresponding budget narrative that justifies why each item is needed and how it will be used. If a narrative is not included in a budget category, the line-item may be vetoed or the application may be scored lower or disqualified.

Consumables – These are items that will likely be consumed or distributed during the one-year grant period.

Examples of consumables items include:

- Audio / video / computer supplies (toner, ink cartridges, discs, tapes, CDs, videos)
- Clean-up supplies (garbage bags, gloves, cleaners, paper towels)
- Hardware supplies (paint, light bulbs, batteries)
- Office supplies (postage, paper, envelopes, labels, pens, toner, ink cartridges)
- *Clothing / uniforms
- *GAIN / Safety Event Promotional / Marketing Tools/Items (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
- *GAIN / Safety Event Crime Prevention Tools/Items (locks: window, door, steering wheel, and padlocks; timers; lighting: motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting; alarms: small/individual door, pool, carbon monoxide detectors, smoke detectors, window, or personal; document shredders; individual RFID sleeves, etc.)
- Other - Please provide detailed description on budget narrative

Equipment / Supplies – These are items with a useful life that extend beyond the grant period of one year. Each equipment item must be listed separately. Explain in the narrative, in detail, what types of equipment will be purchased and their intended use.

Examples of equipment / supplies items include:

- *Communications equipment (*two-way radios / walkie-talkies)
- *GAIN or crime prevention / safety event (equipment / supplies)
- *Musical instruments / *games / *sporting goods / *bicycles / hobby / crafts and gardening supplies
- *Phoenix Neighborhood Patrol equipment / supplies
- Audio / video equipment
- *Computer equipment / software / accessories
- Educational materials / books
- Fencing and gates – including installation of fences and gates
- Supplies necessary to maintain gates for the Gated Alley Program.
- Furniture (tables, chairs, computer desks)
- Hardware items (locks, small tools, *flashlights, rakes, paint sprayers)
- *Lighting
- Office equipment (*copiers / printers / scanners, staplers, scissors, file cabinets, etc.)
- Signage (*Block Watch / Phoenix Neighborhood Patrol signs, bulletin boards, banners, posters)
- Fingerprint ID kits
- Graffiti cameras (must include the City of Phoenix Neighborhood Services Department as a Co-Applicant Group to be considered)
- Cellular Phone Hardware

Operational Expenses - If requesting grant funds for a newsletter, a sample of the newsletter must be uploaded with the grant application or a link to the newsletter must be included in the budget narrative. If requesting grant funds for website, a link to the website must be provided in the budget narrative. If the newsletter or website are new, you must make that clear in the budget narrative.

- Soliciting and/or accepting funds to post advertisements in a neighborhood newsletter that is funded with Neighborhood Block Watch grant funds is **not permitted.**

- **Events funded by grant funds cannot solicit and/or accept funds such as admission fees or booth fees for that event**.

Examples of operational expenses include:

- *Phoenix Neighborhood Patrol / Graffiti fuel / mileage reimbursement
- Dedicated communications services
  - Telephone Service
  - *Cellular Phone Service
  - *Internet Service
  - *Website Services
  - Fax Services
- *Insurance costs
- Maintenance / repair services
- Printing / copying / mailing permits / delivery / faxing services
- Program related transportation costs (buses / vans / rentals and public transportation)
- *Rental of equipment / supplies (including helium and port-a-johns)
- Rental space or facility use fees
- *Utilities (electricity, water)
- Other – provide details on budget narrative

Personnel

Examples of personnel expenses that include crime prevention and safety:

- Contractors / labor for installation costs
- Hourly pay for individuals and overtime
- *Seminars / workshops / training classes, includes speakers, presenters, and trainers

NOTE: Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or to pay Block Watch members for any services, is strictly prohibited.

TRAFFIC CALMING DEVICES

If requesting traffic calming devices, e.g. speed humps or speed cushions, you must complete the Budget Supplement – Traffic Calming Devices (included in the application). If the budget supplement section is not completed, and the initial Streets Department documentation is not submitted, the application may be scored lower or disqualified.

For information regarding the application process for speed humps/cushions, please visit the Street Transportation Department's website and follow the instructions:

Traffic Calming Options

PROHIBITED AND RESTRICTED / CAPPED USE OF FUNDS

Grant funds shall be used to fund new or existing programs and activities with an identifiable anti-crime component or safety element. Eligible uses include, but are not limited to, crime prevention programs, neighborhood crime-fighting workshops, and crime-fighting / prevention educational programs. Proposals to expand a current program or activity into a new geographic area where no similar programs or activities exist will be considered. Any service / equipment / product / resource already available through a City department / agency will be reviewed on a case-by-case basis.

Once City Council finalizes funding recommendations, grant funds may only be used for those items listed in the approved grant budget without written authorization from City Council or the Oversight Committee.

Additionally, grantees should be aware that the City of Phoenix political activity policy governs what type of political activities can be undertaken with NBWGP funds. Grantees are **prohibited** from using grant funds in the following manner:

- To influence, interfere with, or affect the results of an election.
- To participate in the management or affairs of any candidates' campaign for office including, but not limited to, soliciting, or making financial contributions to candidates.
- To purchase and/or display bumper stickers, posters, literature, buttons, or other campaign materials.
- For political advertisements, endorsements, or speeches.
- For any statement or action that endorses or opposes any political party, candidate, or ballot measure.

Grant funds ***can*** be used to promote basic election information such as: links to the city, county, or state voter registration/information sites, election dates, and neighborhood polling places. Additionally, grantees ***are*** allowed to privately express political opinions. Examples of what the policy allows include: posting private opinions on non-grant funded social media accounts, displaying yard signs, signing nominating petitions, or communicating with another person or group of people regarding elections when the grantee does, not do so in a grantee award related capacity.

ALL EXPENDITURES FROM PROVIDED GRANT FUNDS SHALL BE MADE ONLY IN ACCORDANCE WITH GRANTEE'S BUDGET AS SET FORTH IN THE APPROVED GRANT APPLICATION AND PROPOSAL, OR AS MODIFIED BY AGREEMENT IN WRITING SIGNED BY CITY AND GRANTEE. It is understood and agreed that GRANTEE, its officers, agents, and employees accept total responsibility and accountability for any misuse of funds, and any funds, including interest earned, not used in accordance with this contract shall be reimbursed to CITY by GRANTEE.

PROHIBITED ITEMS LIST: *Requests for prohibited items will be denied.*

Grant funds **cannot** be used to buy or pay for:

- Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or to pay Block Watch members for any services;
- Alcoholic beverages, including wine and beer;
- Awards and raffle prizes, where a price is paid for a ticket/entry to win an item;
- Bulletproof vests;
- Entertainment, parties, and recognition dinners, unless they include a crime prevention, safety, and/or quality of life improvement component, such as a GAIN event;
- Entrance or admission fees for any in-state or out of state non-educational field trips, including water and amusement parks;
- Motor vehicles of any kind, including electric vehicles;
- Batteries and/or power sources used for mobility purposes;
- Out-of-state field trips or travel (educational or non-education);
- Surveillance equipment and drones; including night vision, listening devices, and doorbell/monitoring cameras (does not include graffiti cameras if partnering with the Neighborhood Services Department);
- Vehicle overhead emergency light bars;
- Weapons of any type, including firearms, pepper spray, mace, knives, stun guns, kubotan, etc.;
- Weed killers and lawn chemicals labeled as hazardous material; it is recommended to use organically labeled products;
- Home alarm systems and/or vehicle alarm systems;
- Police Scanners;
- Overdose reversal medication (e.g., Naloxone, Narcan, etc.)

RESTRICTED ITEMS

Costs for the items listed below have been restricted by the NBWGP Oversight Committee.

Cellular phones purchased with NBWGP funds for the purpose of neighborhood patrols and Block Watch activities can be funded up to a maximum limit of $500 per phone for the grant year. Additionally, up to a maximum of $600 can be spent on phone service for the grant year. A maximum of one (1) phone can be purchased per grant year. NBWGP funds cannot be used to pay phone charges for international (**NEW for 2027**) or special fee (900 numbers) phone calls.

Mileage Reimbursement is restricted to Phoenix Neighborhood Patrol or graffiti abatement activities. Grant funds can only be used to reimburse for mileage when Phoenix Neighborhood Patrol members are patrolling or doing graffiti abatement; this does not include attending training, meetings, or running errands. Mileage Reimbursement is limited to a combined maximum of $2,000 per grant year (**NEW for 2027**) for Phoenix Neighborhood Patrol/graffiti abatement activities.

Crime Prevention Tools/Items will be restricted to a total of $5,000 for the grant year (**NEW for 2027**). Additionally, Promotional/Marketing Tools/Items should have a crime prevention message printed on them.

RESTRICTED / CAPPED ITEMS CHART

Capped Items – total requested budgeted items cannot exceed specific capped item amount.	**Capped Item Amount**
Website Hosting / Maintenance / Domain Name / Email Server (a combined total of all items)	$1,000 (**NEW for 2027**)
Adult clothing (t-shirts, jackets, hats, sweatshirts, etc.), with exception of City of Phoenix Police Department Phoenix Neighborhood Patrol Program	$1,500 (**NEW for 2027**)
Cellular Phone (maximum of one per grant year)	$500
Cellular Phone Service	$600
Digital cameras (per item; maximum of one per grant year)	$300
Flashlights (per item)	$40
Laptops, computers, tablets, or notebooks ($2,000 per grant year / $1,000 per item; no more than two items per grant year; limited to a purchase of two items total every three grant years)	$2,000 / $1,000 (**NEW for 2027**)
Paint sprayers (per item)	$700
Two-way Radios, including accessories (per radio)	$500
Radar Gun (per item)	$150
Lighting electricity bill	$5,000 (**NEW for 2027**)
Water utility bill	$3,000
Guest Speaker (per presentation)	$300
Insurance	$3,000 (**NEW for 2027**)

Entertainer/Entertainment to include Face Painter(s), Disc Jockey(s), Balloon Artist(s), or Musician(s) (each artist, per event) (**NEW for 2027**)	$300
Regular Copy Printers, including maintenance	$1,000 (**NEW for 2027**)
Room / Facility Rental Fees per year	$1,000
Youth Clothing / Uniforms	$1,500 (**NEW for 2027**)
Food or beverages of any kind; must be for the use of crime prevention, safety, quality of life, or Wake-Up! Clubs	$1,500 (**NEW for 2027**)
Generators	$1,000 (**NEW for 2027**)
Murals	$3,000 (**NEW for 2027**)
Bicycles ($500 per item; no more than two items per grant year; electric / motorized bicycles prohibited)	$500 / $1,000
Promotional Items / Marketing Tools (***should include a printed crime prevention message**)	$4,000 (**NEW for 2027**)
Crime Prevention Tools/Items	$5,000 (**NEW for 2027**)

Restricted Budget Categories for Block Watch / Phoenix Neighborhood Patrol (PNP) Programs
The following items are restricted and may ONLY be purchased for the use of the Block Watch or Phoenix Neighborhood Patrol (PNP) programs:
*Block Watch and/or Phoenix Neighborhood Patrol clothing
*Cell Phones / Service - Limit $500 per phone; maximum of one (1) phone per grant year / maximum of $600 for phone service per grant year
*Equipment (Two-way Radios / Walkie-Talkies / Binoculars / Bicycles)
*Fuel / mileage Reimbursement for Phoenix Neighborhood Patrol (PNP) Activity / Graffiti Abatement has a maximum limit of $2,000 per grant year (**NEW for 2027**)
*GAIN / Safety Event Crime Prevention Tools/Items (locks: window, door, steering wheel, and padlocks; timers; lighting: motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting; alarms: small/individual door, pool, carbon monoxide detectors, smoke detectors, window, or personal; document shredders; individual RFID sleeves, etc.)
*GAIN / Safety Event Promotional Items / Marketing Tools (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
*Phoenix Neighborhood Patrol (PNP) Authorized Signs
*Rentals
*Supplies

Restricted Budget Categories for Youth-Related Programs
The following items are restricted and may ONLY be purchased in conjunction with Youth-Related Programs:
Camp Fees (In-state Only)
Clothing / Uniforms (Restricted to $1,500 total per application) (**NEW for 2027**)
Games (Board / Video Game Systems and Accessories / Video and Computer Games / Cards / Pool, Ping Pong, and Foosball Tables / Music or Video CDs)
Sports Equipment and Supplies
Tournament Entry Fees (In-state ONLY)
Science, technology, engineering, and math (STEM) programs

Other Restricted Items
Mileage Reimbursement for Graffiti Abatement activities has a maximum limit of $2,000 per grant year (this includes any Phoenix Neighborhood Patrol reimbursements). (**NEW for 2027**)
Internet Services are restricted to a maximum limit of $750 per year for service provided to community organizations / centers and a maximum of $500 per year for service provided to an individual's residence.
Traffic Calming Devices, including speed humps/cushions, cannot be funded unless they can be directly tied to crime prevention.
Laptops, computers, tablets, or notebooks are restricted to a maximum of $2,000 per application; (in addition to $1,000 per item restriction); no more than two items per grant year; limited to a purchase of two items total every three grant years. (**NEW for 2027**)

INSURANCE REQUIREMENT

Grant applicants are responsible for reviewing, their activities, determining whether insurance is needed, and purchasing insurance, as they deem appropriate.

Grant applicants should be aware that THEY are NOT COVERED by the City of Phoenix for ANY TYPE OF INSURANCE OR LIABILITY ISSUE ASSOCIATED WITH any of THEIR program, event, and/or activities.

NBWGP Staff encourages applicants to contact a licensed insurance agent to ensure they have appropriate coverage for programs, events, and activities, INCLUDING AUTO LIABILITY, GENERAL LIABILITY, WORKERS COMPENSATION, DIRECTORS AND OFFICERS INSURANCE (for Primary Applicant Group ONLY), AND/OR PROPERTY INSURANCE for example.

Prior to submission, review your budget for errors and transpositions. Make sure your quantities and dollar amounts are correct. Additional budget / financial pages may be submitted in the document attachment section of the application.

ATTACHMENTS

All required documents / forms not submitted with the original application must be submitted prior to applicant receiving any grant funds awarded. Applicants may include additional supportive documents / photos with the application (**five voluntary attachments <u>maximum</u>**). Instructions for uploading attachments are located in the Grant Management System User Manual.

- Grant applications become public records; required attachments (meeting agendas / minutes) **MUST NOT include personal information** (i.e., phone number, name, mailing address, email address, etc.) of people attending meetings. Only provide the total number of members attending meetings <u>and</u> the crime prevention topic discussed on the attached agendas.
- 5 MB is the **<u>maximum</u>** file size for each uploaded document
    - **REMINDER**: Color documents tend to be much larger in file size than black and white or gray scale
- Fewer attachments are preferred (i.e., combine multiple pages of like information into a single file; such as all meeting agendas, all newsletters, all traffic mitigation documents into a single PDF)
- **In addition to required attachments, a maximum of five (5) voluntary attachments are allowed**.
- **<u>Do not use truncated characters in the file name or upload 'Description' field</u>**
    - Ex: ! @ # $ % ^ & * _()
- PDF format is preferred

Attachments uploaded in error, and/or originals that have been revised, can be removed by contacting NBWGP Staff.

AWARDED FUNDING

Applications recommended by the NBWGP Oversight Committee for funding will be forwarded to the Public Safety and Justice Subcommittee for its review and acceptance and then, to the Phoenix City Council for final approval and grant awards. The Phoenix City Council makes the final determination in the acceptance, denial, or alteration of the funding level of each application.

NBWGP staff will notify applicants of funding results. Grant awards will be announced in June 2027; <u>they cannot be funded prior to July 1, 2027</u>.

NO EXPENDITURES OR ENCUMBRANCES OF GRANT FUNDS MAY BE MADE BY GRANTEE PRIOR TO ISSUANCE OF GRANT FUNDS AND NOTICE TO PROCEED BY CITY.

POST-AWARD RESPONSIBILITY

POST AWARD PROCEDURES

Contract

All approved grant recipients are **required** to execute a contract with the City of Phoenix regarding the use of grant funds in accordance with NBWGP rules and regulations.

Banking Requirements

All recipients' grant funds will be awarded via Chase Bank Declining Balance Card in the name of the primary applicant group. The Declining Balance Card will work like a traditional credit card. Commingling of grant funds with any outside/personal funds is prohibited.

Chase Bank will not charge NBWGP grantees any service charges or fees for the 2026 grant year.

Reporting

Quarterly reports are used to evaluate grant project performance, compliance, and progress. Reports **MUST** be submitted by grant recipients within required timelines set by the City. Quarterly Report due dates are listed on the NBWGP Grant Management System (GMS) website and reminder emails are sent to grantees on a quarterly basis.

All records and documents related to project activities, expenses, bank statements, receipts, equipment, or other personal or tangible property purchased with grant funds **MUST** be maintained by the grantee for a period of at least two (2) years from the date of expiration of the grant contract.

Applicants that do not submit quarterly and final reports in a timely manner, that submit fraudulent applications or reports, and/or do not return all unused grant monies, WILL NOT be eligible for future funding and may face legal prosecution.

As a Co-Applicant Group (Neighborhood Association, Homeowners Association, Block Watch, etc.), organizations are jointly responsible for tracking and reporting of expenditures when partnering with an organization.

Any items purchased with NBWGP funds must be labeled "Funded with Phoenix NBWGP funds" when reasonable and prudent.

Conclusion / Termination of Project

At the conclusion or termination of a project, grant recipients that purchased equipment and/or other tangible property of $250 or more per item (**NEW for 2027**) with NBWGP funds will have two options:

1. Return equipment to the City of Phoenix; or
2. Retain equipment by submitting a contract extension form (Exhibit D)

Should the grant recipient decide to retain any equipment beyond the completion or termination of the project, they must submit a Retained Equipment contract extension form (Exhibit D) with the final grant report. Each item the grant recipient would like to retain must be listed on the form and must be made available for two (2) years in case of an audit.

During the two-year (2 year) extended term of the contract, there will be no reporting requirements. The grant recipient will continue to use the equipment in connection with the programs and activities identified in the grant application and will maintain the equipment during its useful life. The City will retain the title to the equipment during the extended term and may request to see / audit the equipment at any time during the two-year (2 year) contract extension.

At the end of the contract extension period, the equipment becomes property of the Primary Applicant Group listed on the application.

A few examples of retained equipment / tangible property includes computers / laptops, printers, tables, chairs, shade canopies, and cameras.

ALL UNUSED GRANT MONIES MUST BE RETURNED TO THE CITY OF PHOENIX.

Auditing

Grant recipients **MUST** agree to allow the City Auditor and/or the NBWGP staff complete access to all records, equipment, and/or tangible property related to the project for auditing purposes. City representatives **MUST** be allowed access to all locations grant activities are being conducted for evaluating the effectiveness of the grant project. Grant recipients **MUST** adhere to any other requirements deemed necessary by the City for the proper operation of projects.

SUPPLEMENTAL INFORMATION

Scoring Criteria

Scoring Criteria

Definition of Common Grant Terms

Common Grant Terms

Grant Application Checklist

Application Checklist

Frequently Asked Questions (FAQ)

Frequently Asked Questions

CONTACT INFORMATION

If you have any questions, please contact **NBWGP staff at 602-262-1821** or via email at nbwgrants.ppd@phoenix.gov for assistance. Information provided by other sources may not be accurate.

REVIEW OF CHANGES FOR 2027 NBWGP APPLICATION YEAR:

1. On page 6, under the **Required Documents** section, increase short-form maximum award from $3,000 to $5,000.

2. On page 6, under the **Required Documents** section, add bullet point under both versions of application to read “Documentation must come from meetings held within the 12 months prior to the application submission deadline.”

3. On page 6, under the **Required Documents** section, increase long-form maximum award from $15,000 to $20,000.

4. On page 7, under the **GRANT DOLLAR LIMITATIONS** section, increase the maximum grant amount that can be requested from $15,000 to $20,000.

5. On page 7, under the **COMMUNITY UTILITIES INFORMATION** section, increase the maximum amount that can be allocated towards electric bills for lighting from $3,000 to $5,000.

6. On page 7, under the **COMMUNITY UTILITIES INFORMATION** section, add the following as a bullet point: “The number of light poles to be funded **must** be included.”

7. On page 8, under the **OVERSIGHT COMMITTEE SCORING CRITERIA INFORMATION** section, revise “Budget Evaluation” scoring criterion to “Budget / Budget Narrative Evaluation”.

8. On page 13, under the **GRANT CO-APPLICANT GROUPS** section, remove the following bullet point: “Members of the NBWGP Oversight Committee cannot be signers on NBWGP applications.”

9. On page 19, under the **RESTRICTED ITEMS** section, revise language from “NBWGP funds cannot be used to pay phone charges for long distance or special fee (900 numbers) phone calls.” to “NBWGP funds cannot be used to pay phone charges for international or special fee (900 numbers) phone calls.”

10. On page 19, under the **RESTRICTED ITEMS** section, increase Mileage Reimbursement cap maximum from $1,500 to $2,000.

11. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Website Hosting / Maintenance / Domain Name / Email Server (a combined total of all items) cap maximum from $750 to $1,000.

12. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Adult clothing (t-shirts, jackets, hats, sweatshirts, etc.), with exception of City of Phoenix Police Department Phoenix Neighborhood Patrol Program cap maximum from $500 to $1,500.

13. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Laptops, computers, tablets, or notebooks cap maximums from $1,500 / $750 to $2,000 / $1,000 per grant year.

14. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Lighting electricity bill cap maximum from $3,000 to $5,000.

15. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Insurance cap maximum from $2,000 to $3,000.

16. On page 19, under the **RESTRICTED/CAPPED ITEMS CHART** section, revise "Entertainer/Entertainment group to include Face Painter(s), Disc Jockey(s) or Balloon Artist(s) (each artist / group, per event)" to "Entertainer/Entertainment to include Face Painter(s), Disc Jockey(s), Balloon Artist(s), or Musician(s) (each artist, per event)".

17. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Regular Copy Printers, including maintenance cap maximum from $500 to $1,000.

18. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Youth Clothing / Uniforms cap maximum from $1,000 to $1,500.

19. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Food or beverages of any kind; must be for the use of crime prevention, safety, quality of life, or Wake-Up! Clubs cap maximum from $500 to $1,500.

20. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Generators cap maximum from $750 to $1,000.

21. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Murals cap maximum from $1,000 to $3,000.

22. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Promotional Items / Marketing Tools (*should include a printed crime prevention message) cap maximum from $3,000 to $4,000.

23. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Crime Prevention Tools/Items cap maximum from $4,000 to $5,000.

24. On page 20, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Fuel / mileage Reimbursement for Phoenix Neighborhood Patrol (PNP) Activity / Graffiti Abatement cap maximum from $1,500 per grant year to $2,000 per grant year.

25. On page 21, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase Clothing / Uniforms cap maximum from $1,000 to $1,500.

26. On page 21, under the **RESTRICTED/CAPPED ITEMS CHART** section chart, increase the Mileage Reimbursement for Graffiti Abatement activities cap maximum from $1,500 to $2,000.

27. On page 21, under the **RESTRICTED/CAPPED ITEMS CHART** section, increase the Laptops, computers, tablets, or notebooks cap maximum per application from $1,500 / $750 to $2,000 / $1,000 per grant year.

28. On page 24, under the **Conclusion / Termination of Project** section, increase tangible property retention requirement amount from $100 to $250.