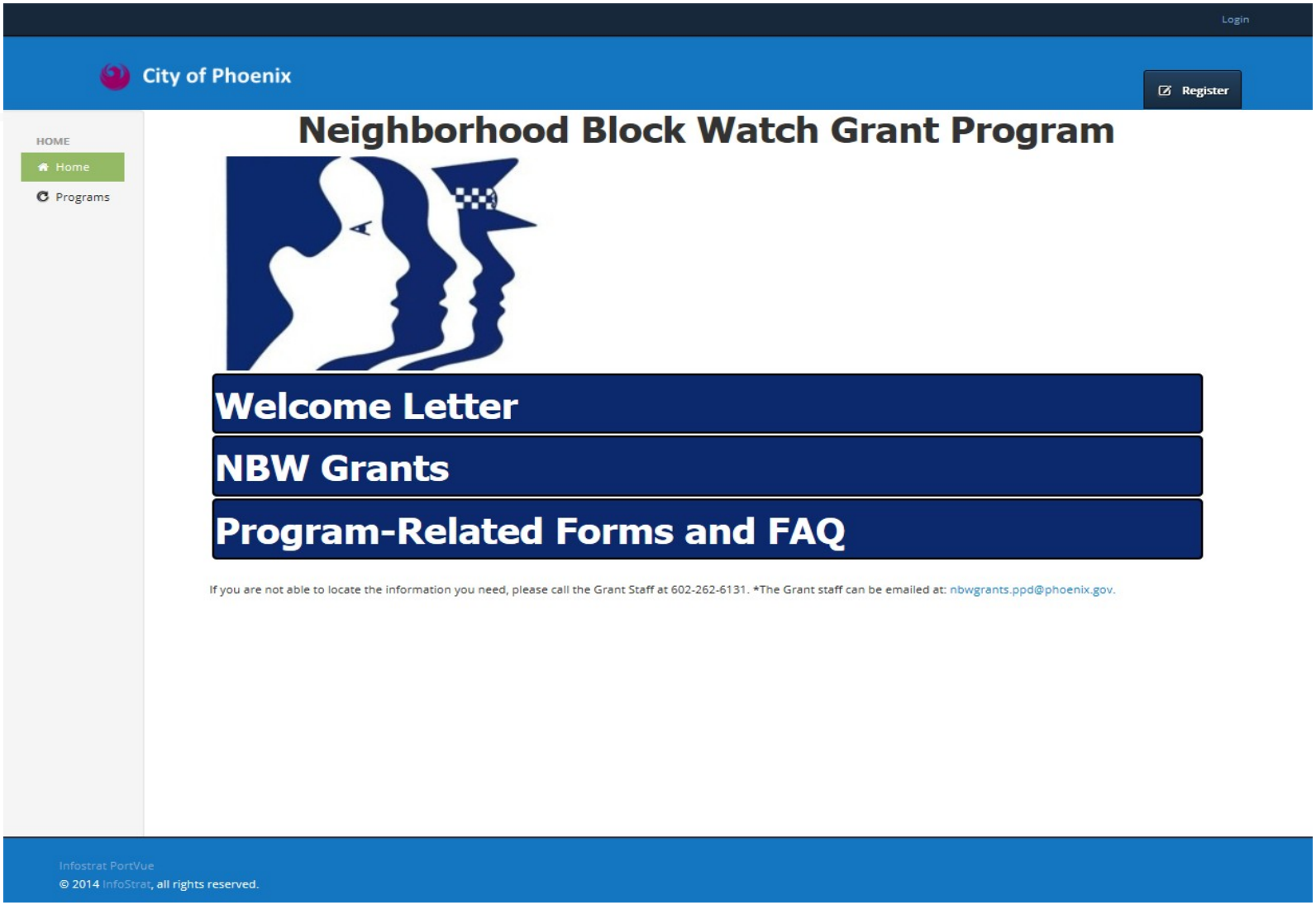
Neighborhood Block Watch Grant Program

Matthew C. Giordano, Police Chief

Application Process Workshop

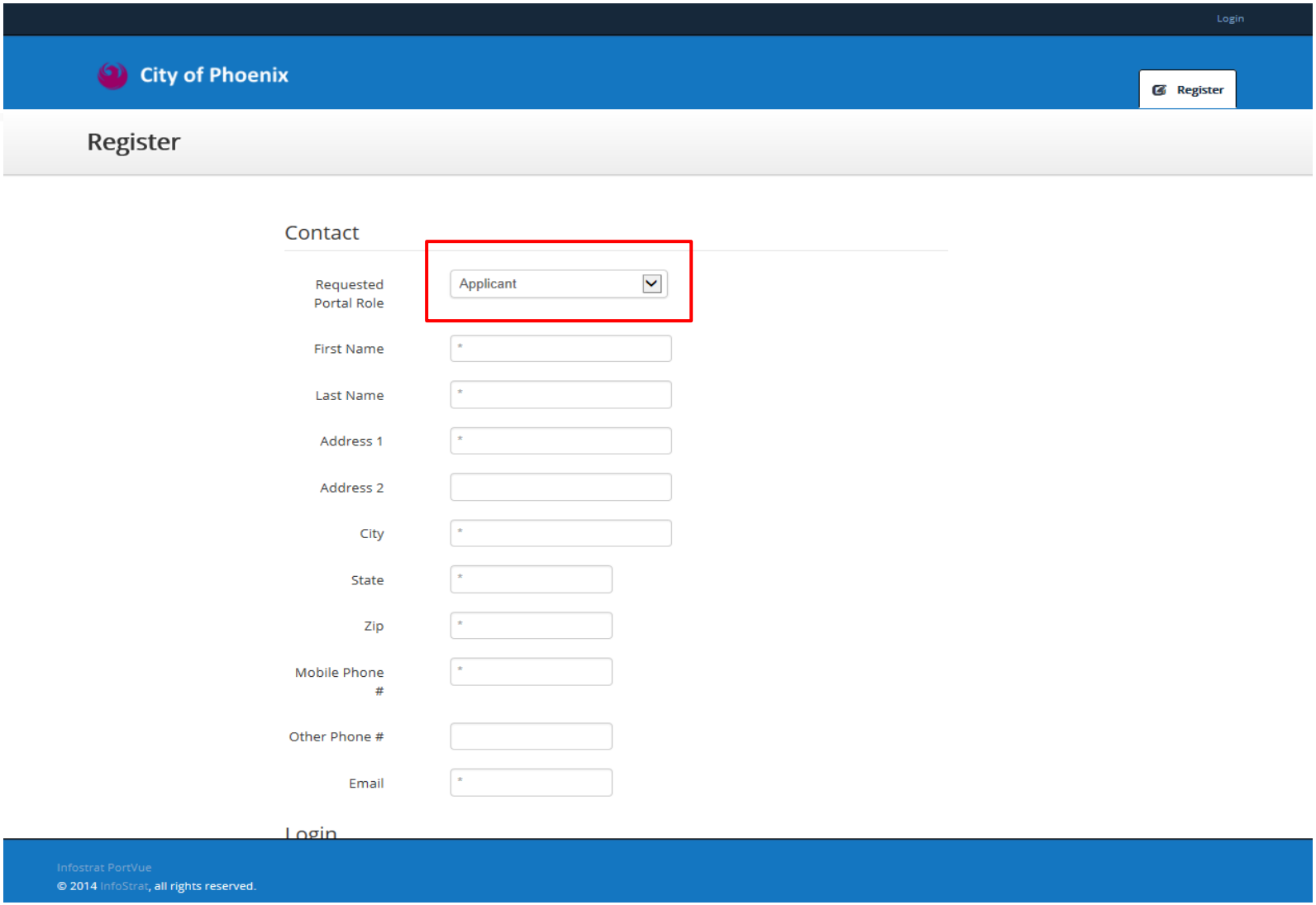
PHX POLICE PHOENIX ARIZONA PD



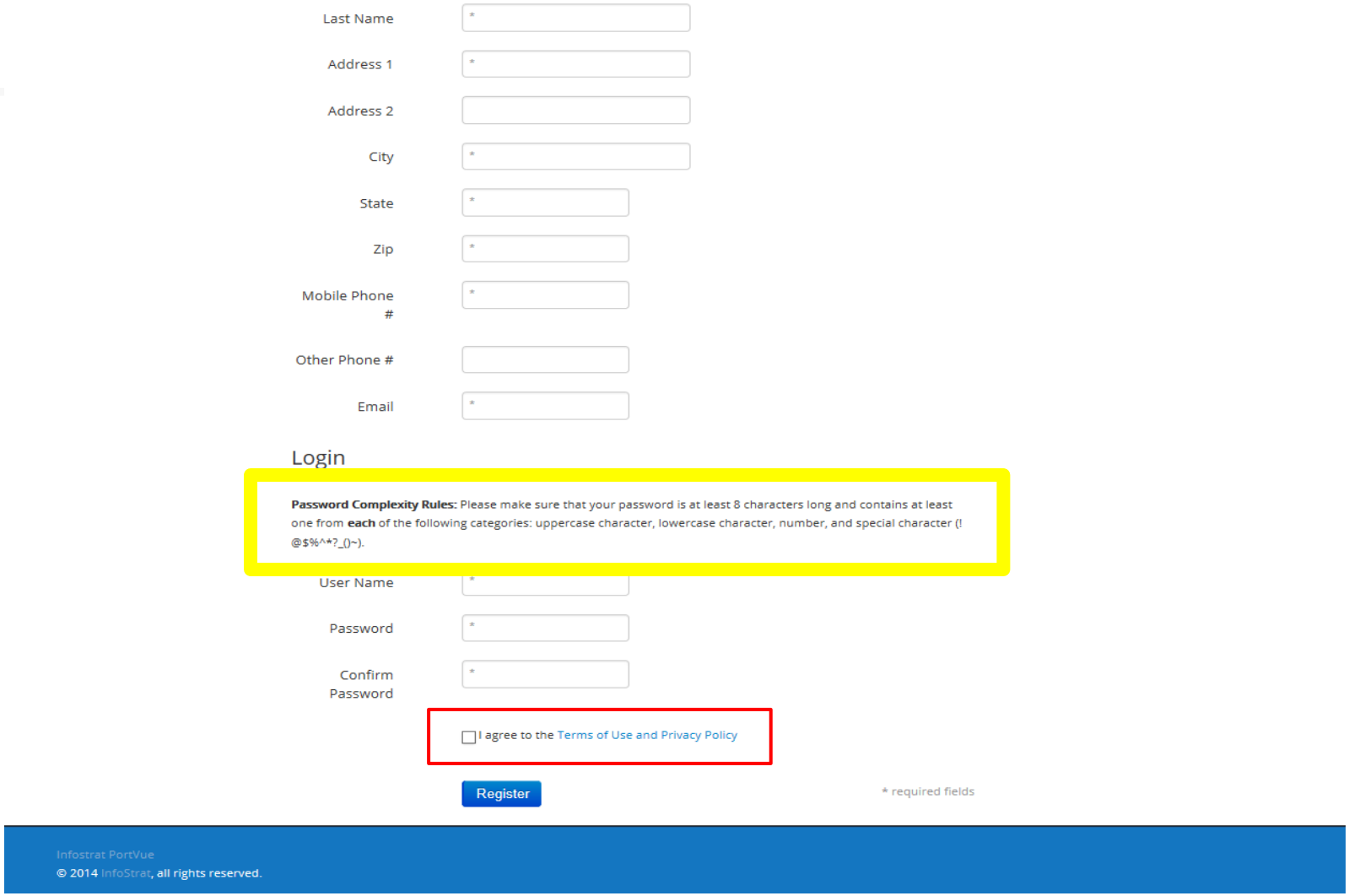
STEP 1 -
USING INTERNET BROWSER, NAVIGATE TO NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM (NBWGP) GRANTS MANAGEMENT SYSTEM (GMS) LANDING PAGE: https://nbwgrants.phoenix.gov/

PHX PD

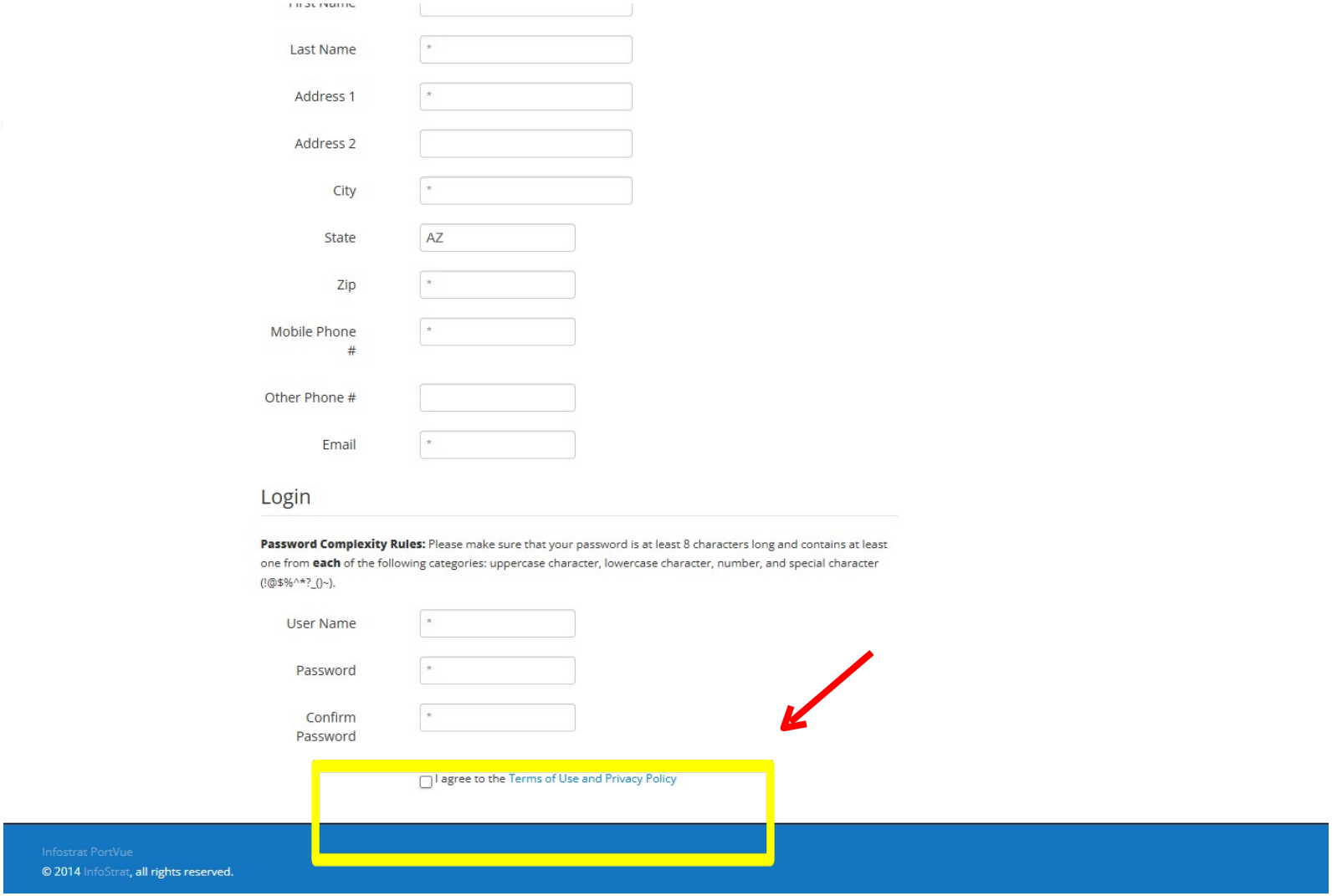
STEP 2 -
CLICK 'REGISTER' TO CREATE YOUR NBWGP GMS USER ID AND PASSWORD



STEP 3 -
BEGIN THE REGISTRATION BY ENTERING YOUR CONTACT INFORMATION. THE DEFAULT 'PORTAL ROLE' IS APPLICANT. YOU MUST REGISTER AS APPLICANT. PLEASE DO NOT CHANGE.

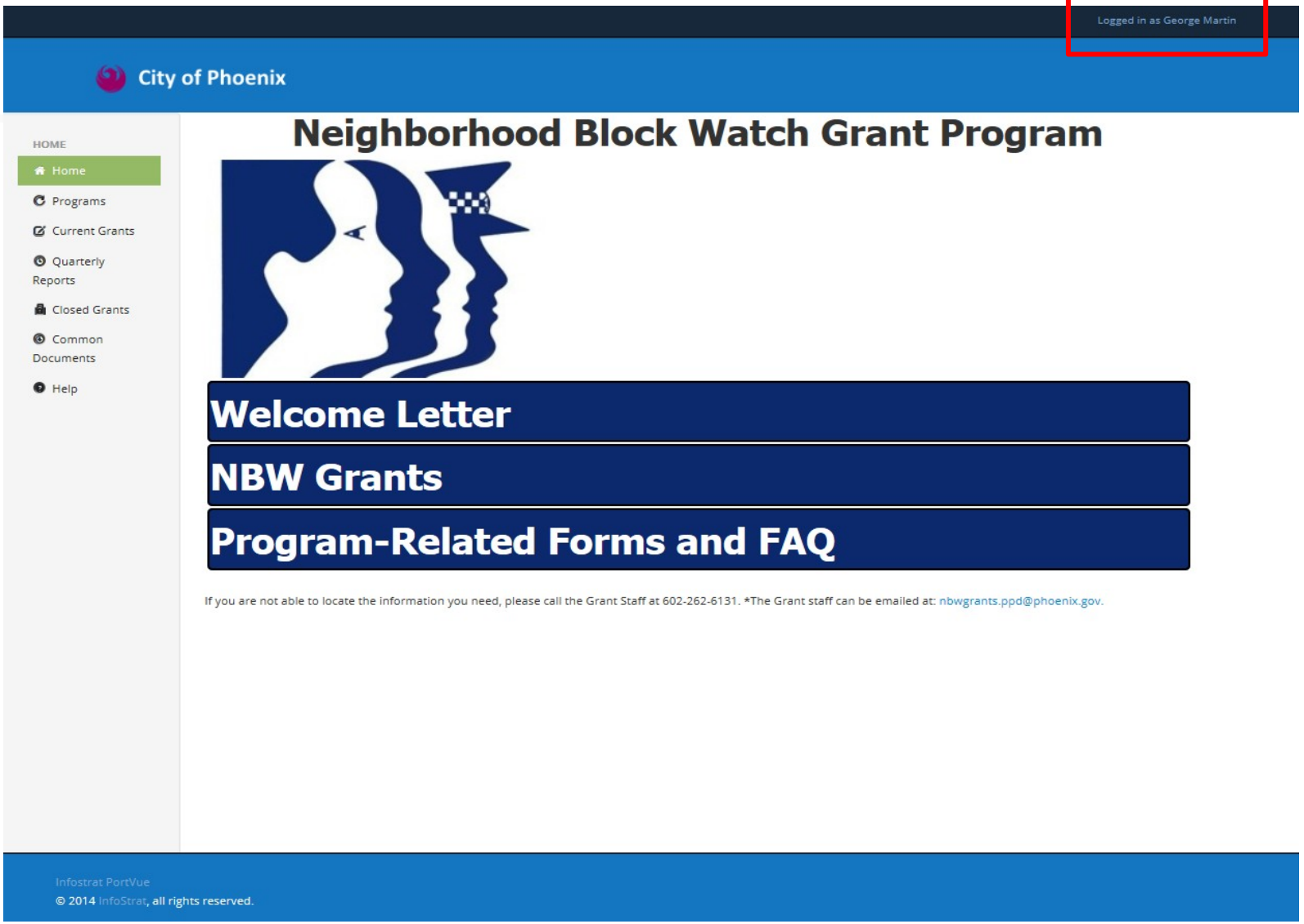


STEP 3 (continued) -
FOLLOW DIRECTIONS IN HIGHLIGHTED SECTION TO CREATE USER ID AND PASSWORD. CLICK BOX TO AGREE TO CITY OF PHOENIX TERMS OF USE AND PRIVACY POLICY. CLICK 'REGISTER'.

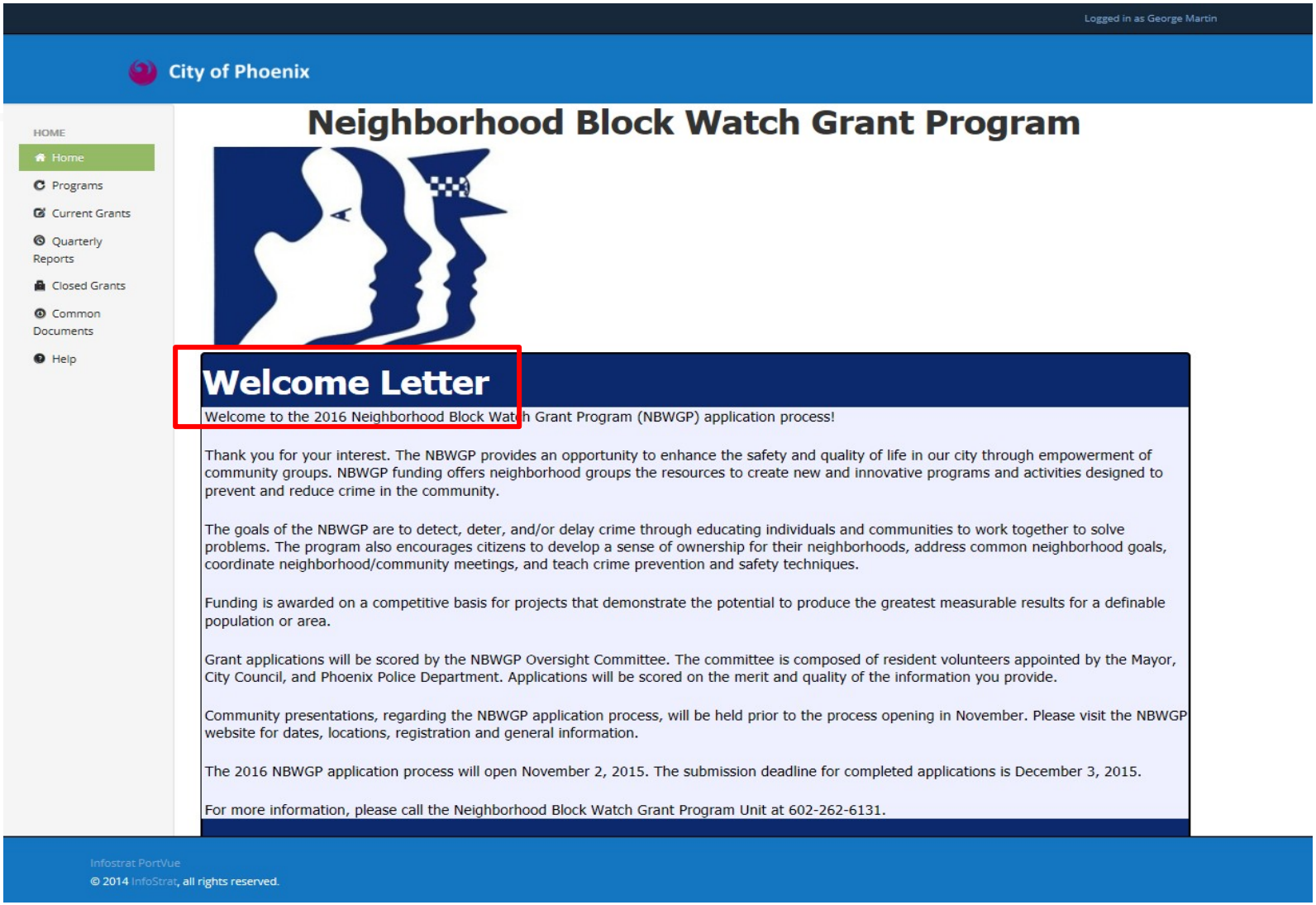


STEP 3 (continued) -
'REGISTER' BUTTON MAY NOT DISPLAY ON PAGE. TO DISPLAY REGISTER BUTTON, ZOOM OUT ON WEB BROWSER (FOR WINDOWS PC, HOLD 'CTRL' KEY AND PRESS MINUS (-) KEY UNTIL REGISTER BUTTON APPEARS; ON MAC PC, HOLD 'COMMAND' KEY AND PRESS MINUS (-) KEY). CLICK 'REGISTER' BUTTON. THEN USE "CTRL" (OR "COMMAND" IF ON MAC) AND PLUS (+) KEY TO RETURN TO PREFERRED/ORIGINAL SCREEN RESOLUTION.

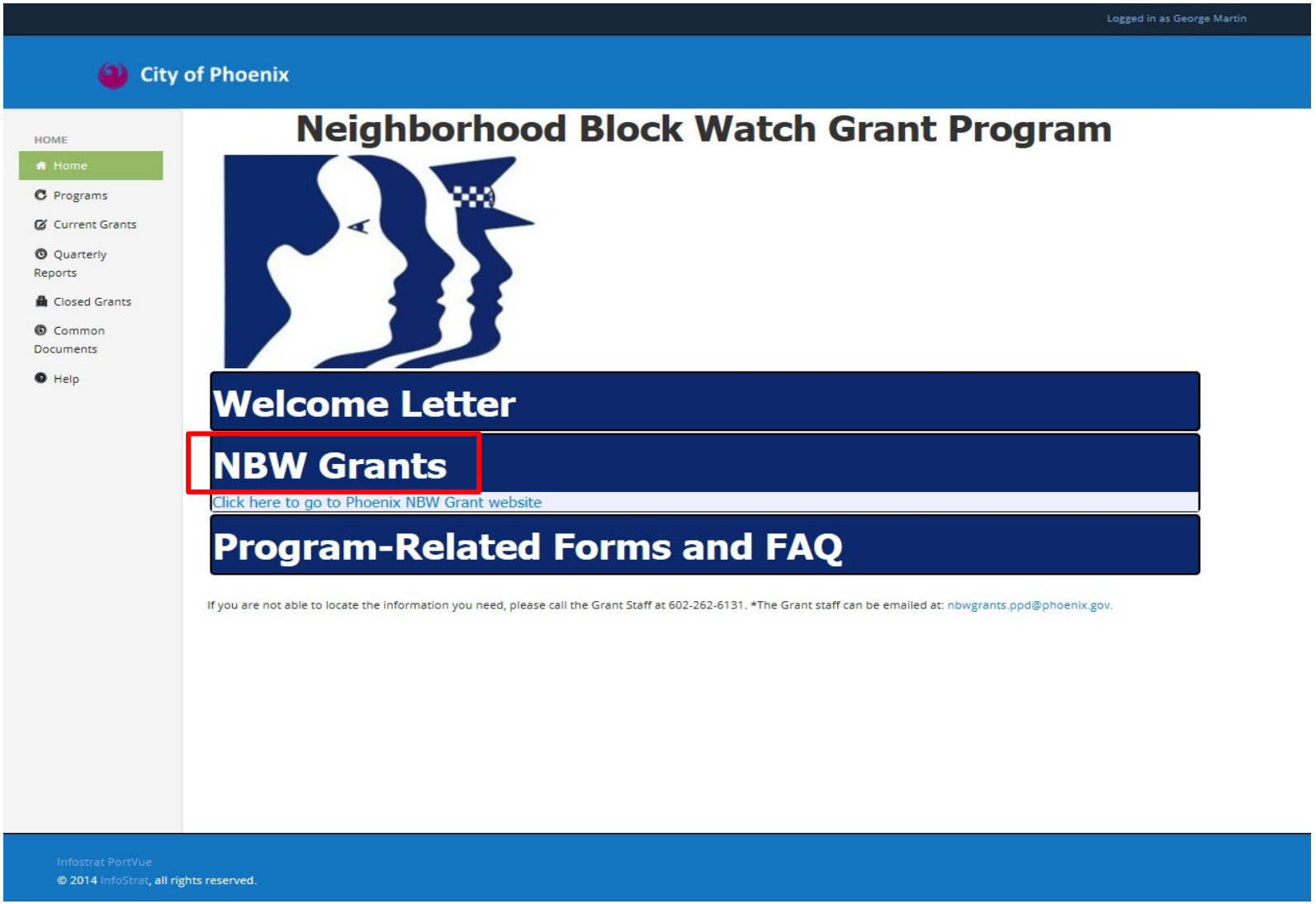
PHX PD



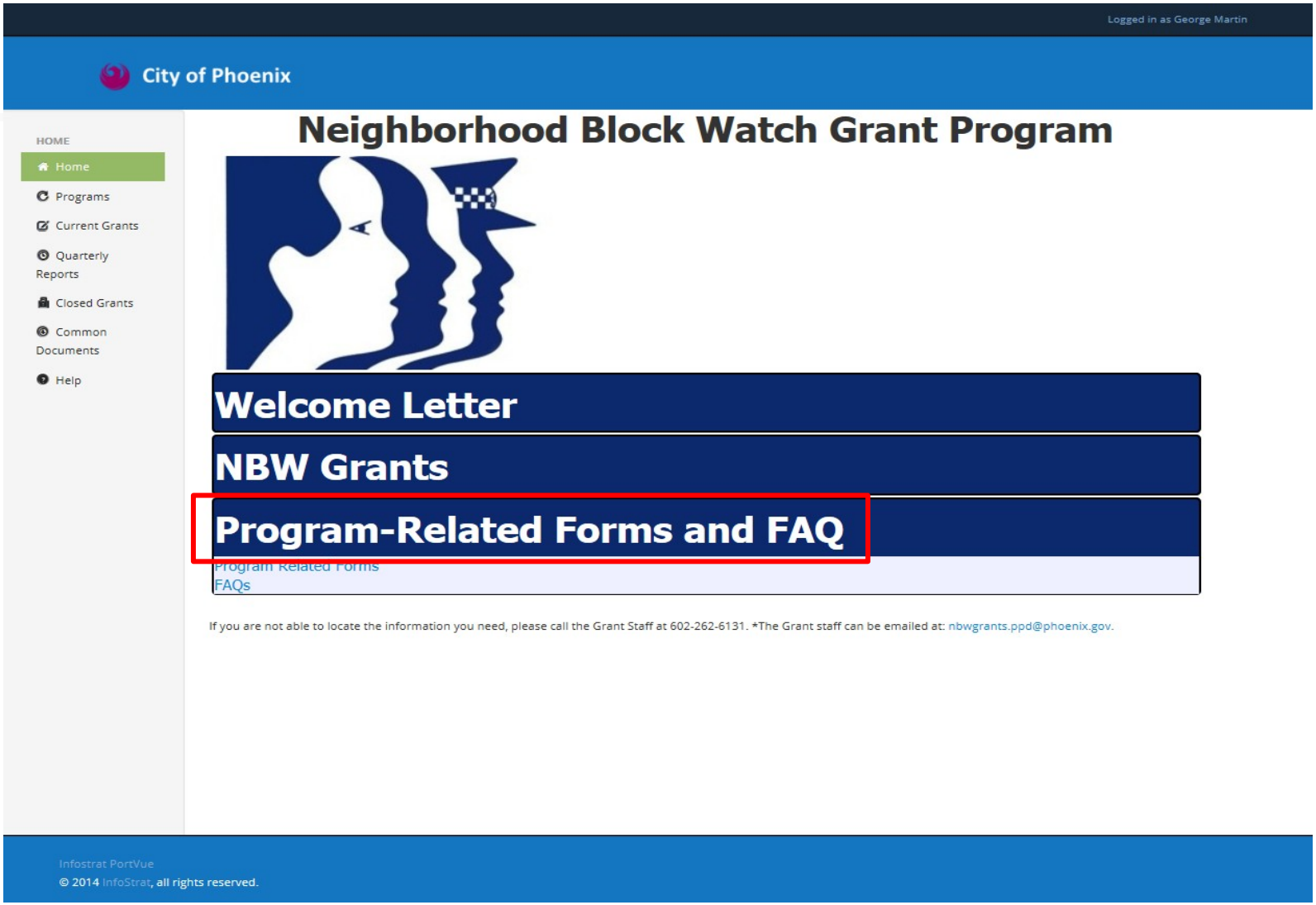
STEP 4 -
ONCE REGISTERED, 'LOGGED IN AS [YOUR NAME]' WILL APPEAR AT TOP RIGHT. YOU WILL RECEIVE AN E-MAIL CONFIRMING YOUR REGISTRATION.



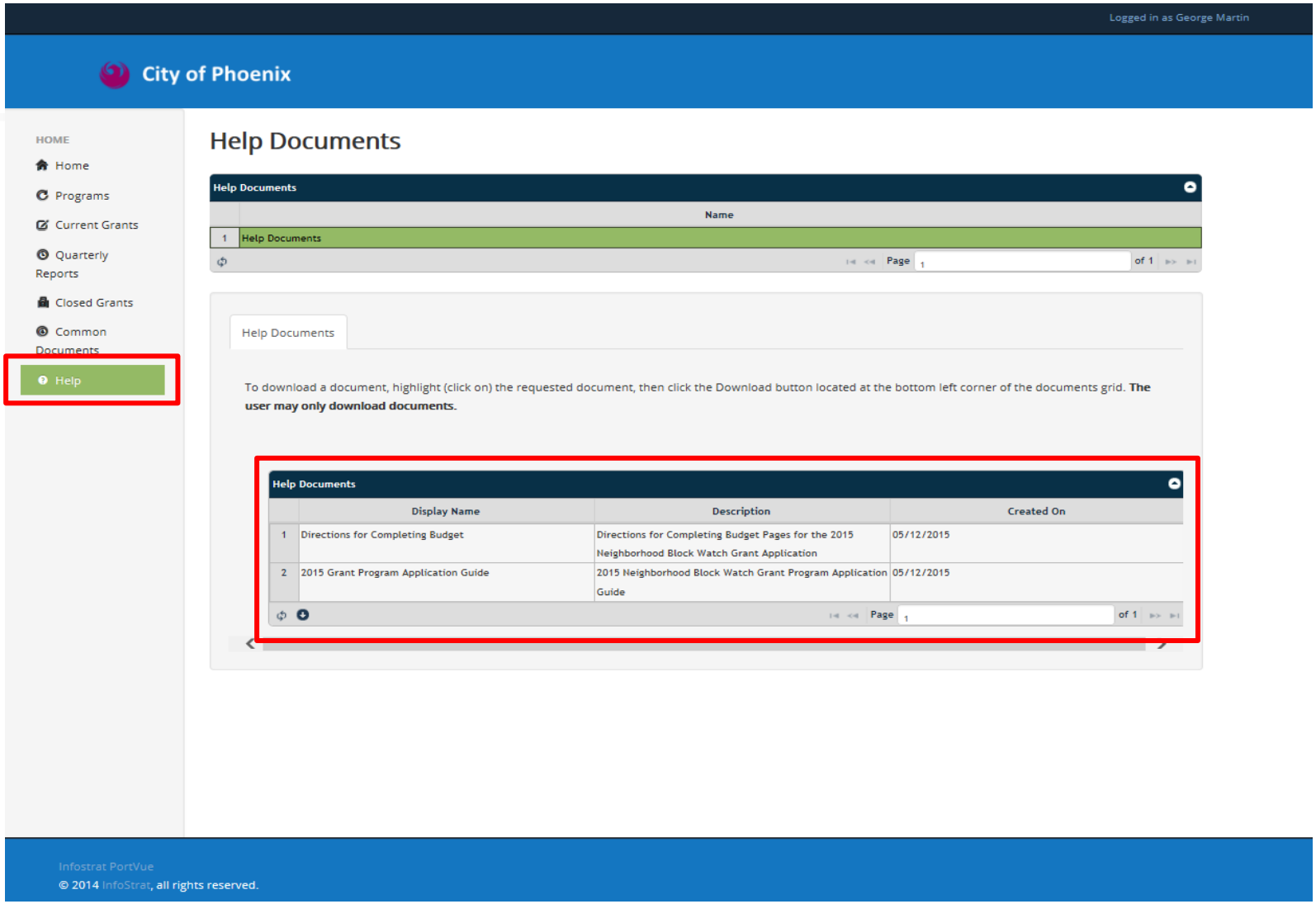
STEP 5 -
CLICK 'WELCOME LETTER' BANNER TO EXPAND WELCOME LETTER. REVIEW. CLICK BANNER AGAIN TO CLOSE.



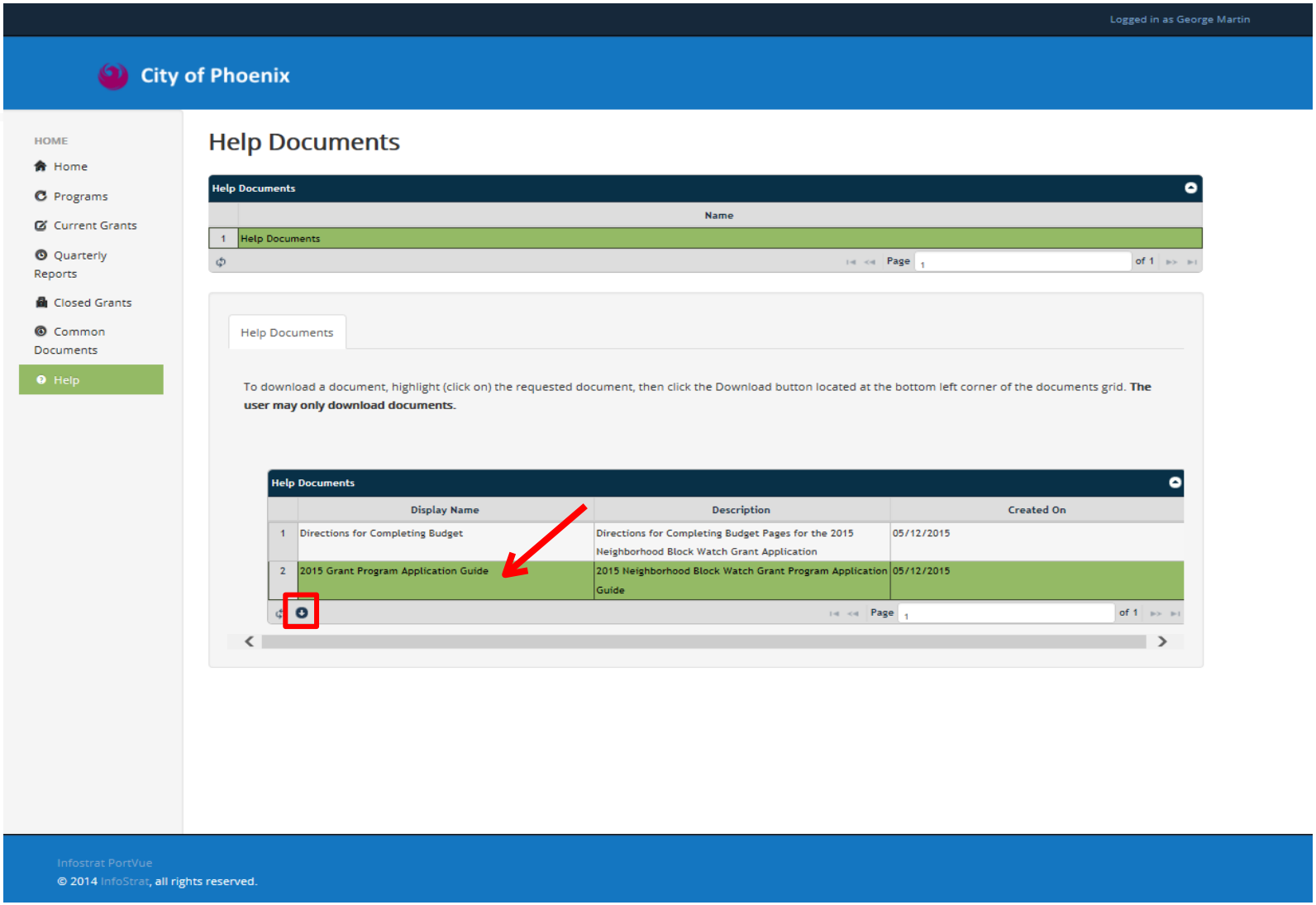
STEP 6 -
CLICK 'NBW GRANTS' BANNER TO LINK TO NBWGP WEBSITE (IF NECESSARY). CLICK BANNER AGAIN TO CLOSE.



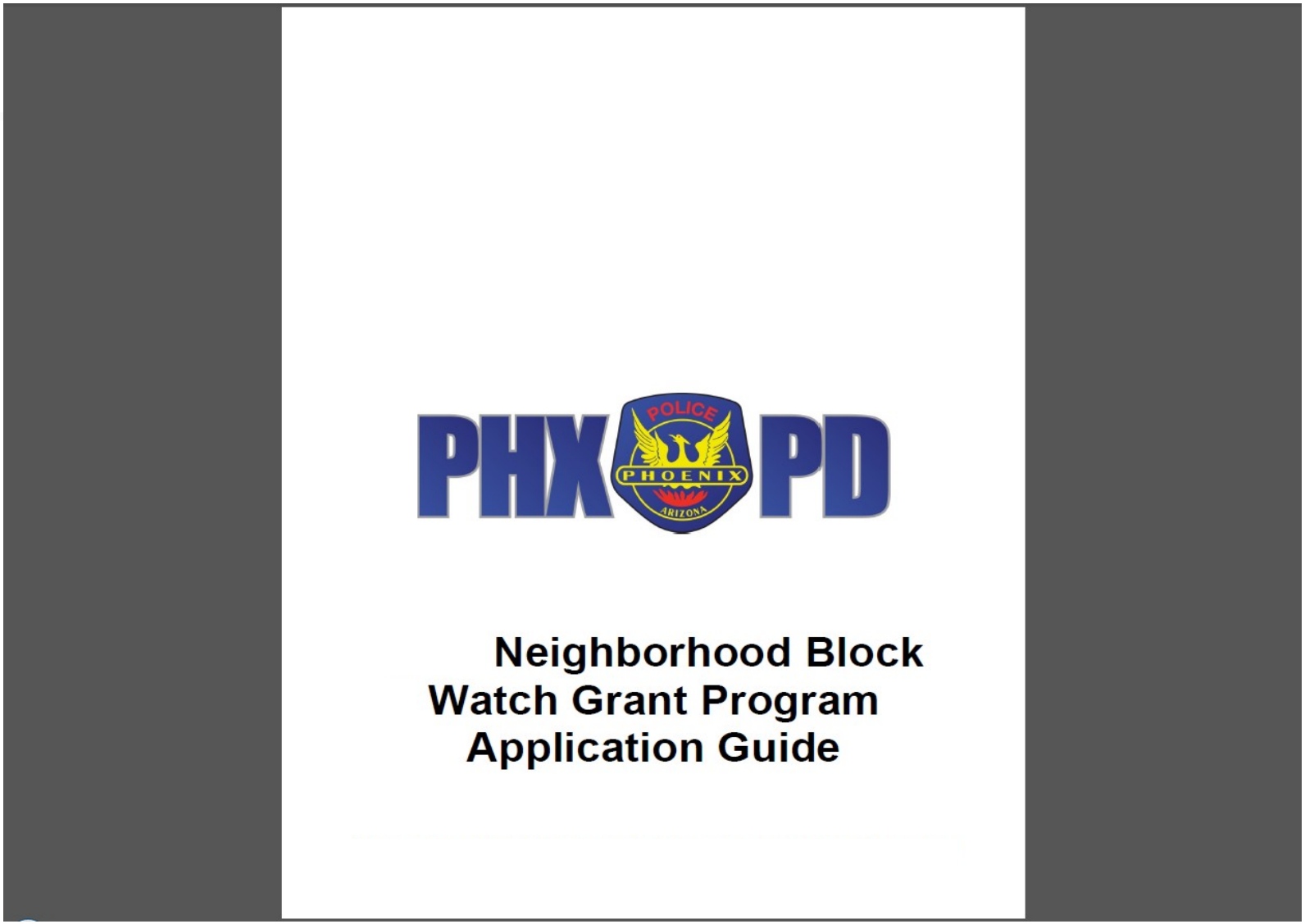
STEP 7 -
CLICK 'PROGRAM-RELATED FORMS AND FAQ' BANNER FOR ANSWERS TO FREQUENTLY ASKED QUESTIONS AND LINKS TO OTHER NBWGP FORMS. CLICK BANNER AGAIN TO CLOSE.



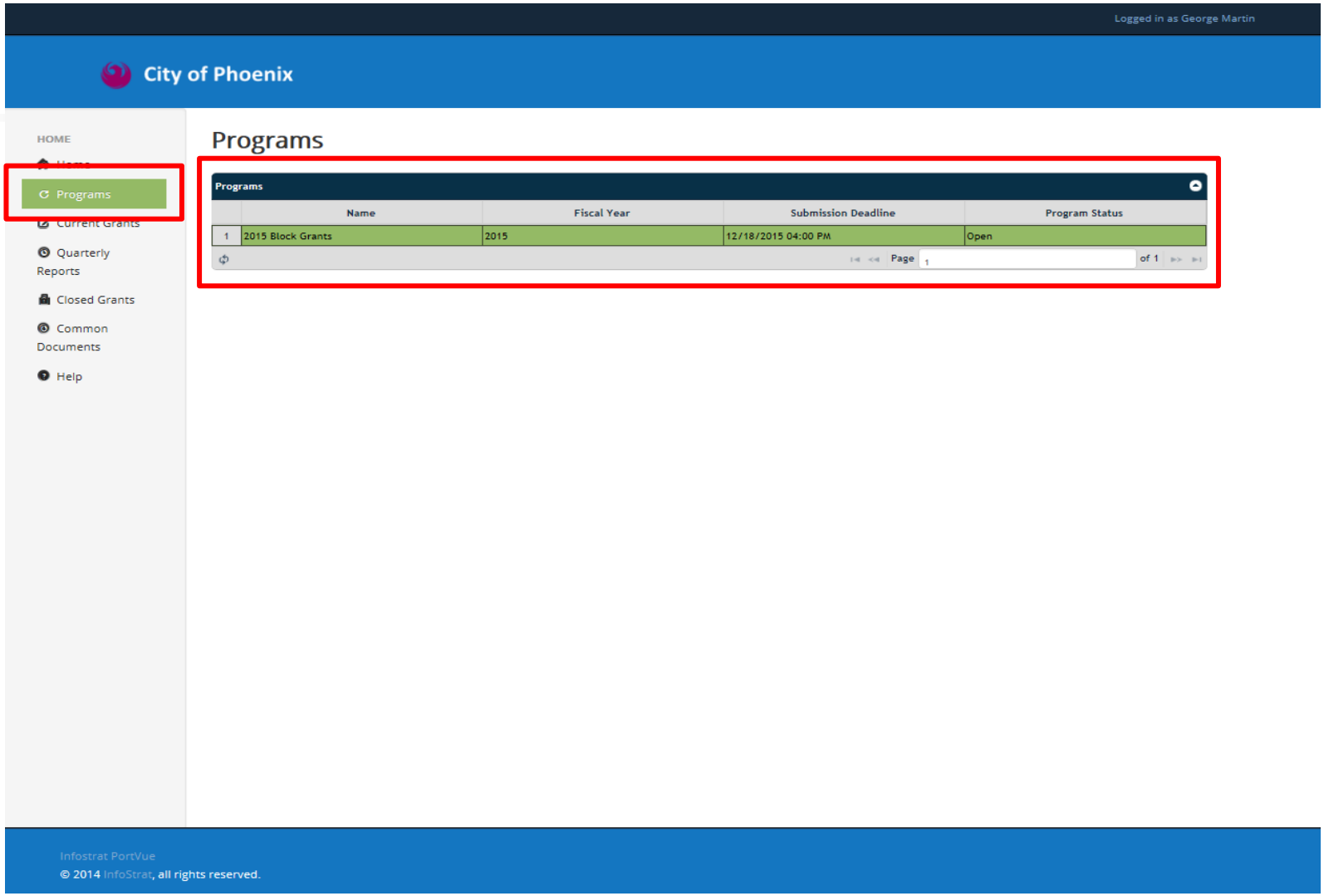
STEP 8 -
CLICK 'HELP' TAB TO DISPLAY HELP DOCUMENTS, INCLUDING 2026 NBWGP APPLICATION GUIDE AND DIRECTIONS TO COMPLETE THE BUDGET.



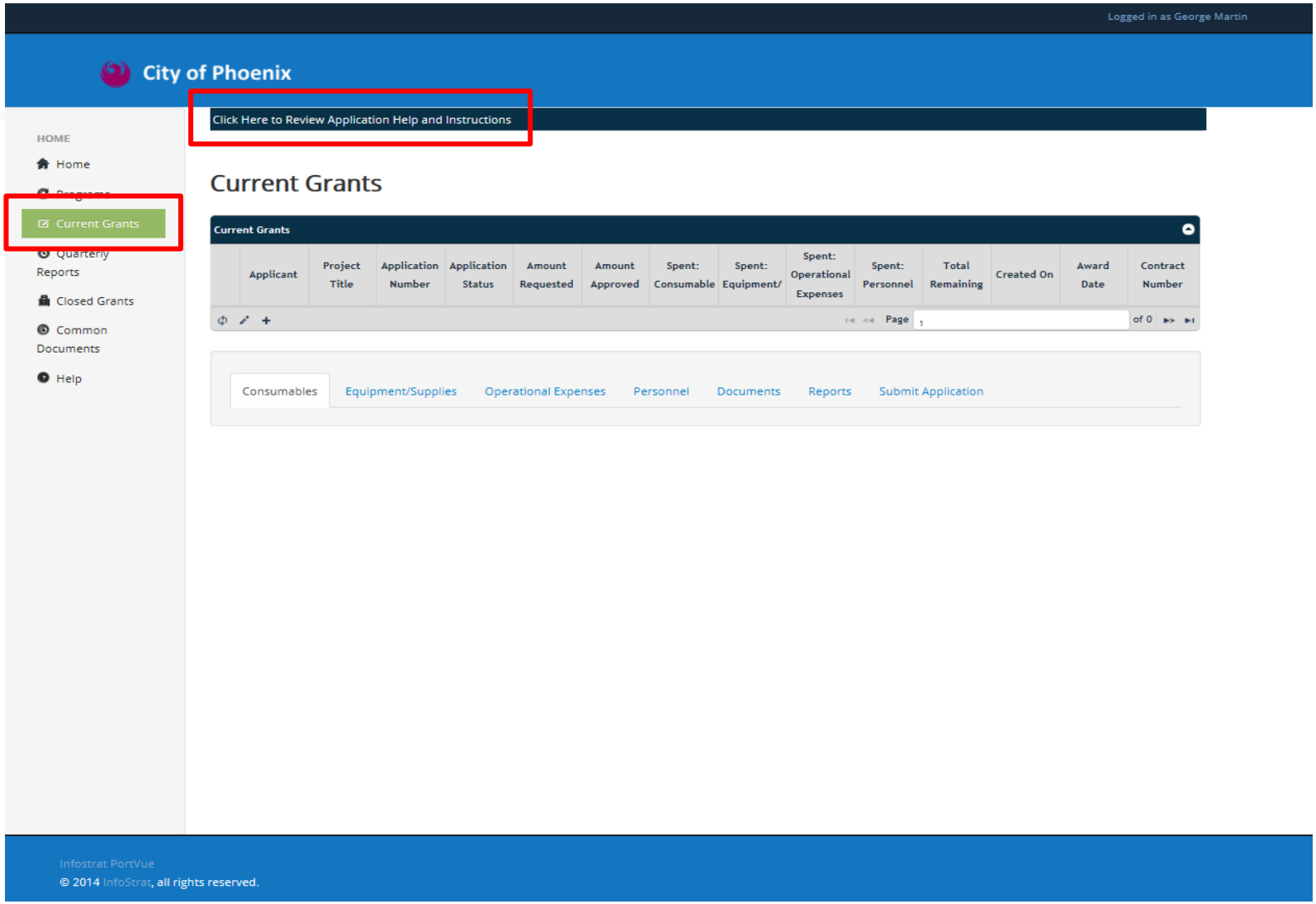
STEP 9 -
CLICK ROW THAT CORRESPONDS TO THE DOCUMENT YOU WOULD LIKE TO OPEN. IT WILL TURN GREEN. CLICK 'DOWNLOAD' ICON (ARROW DOWN) TO OPEN.



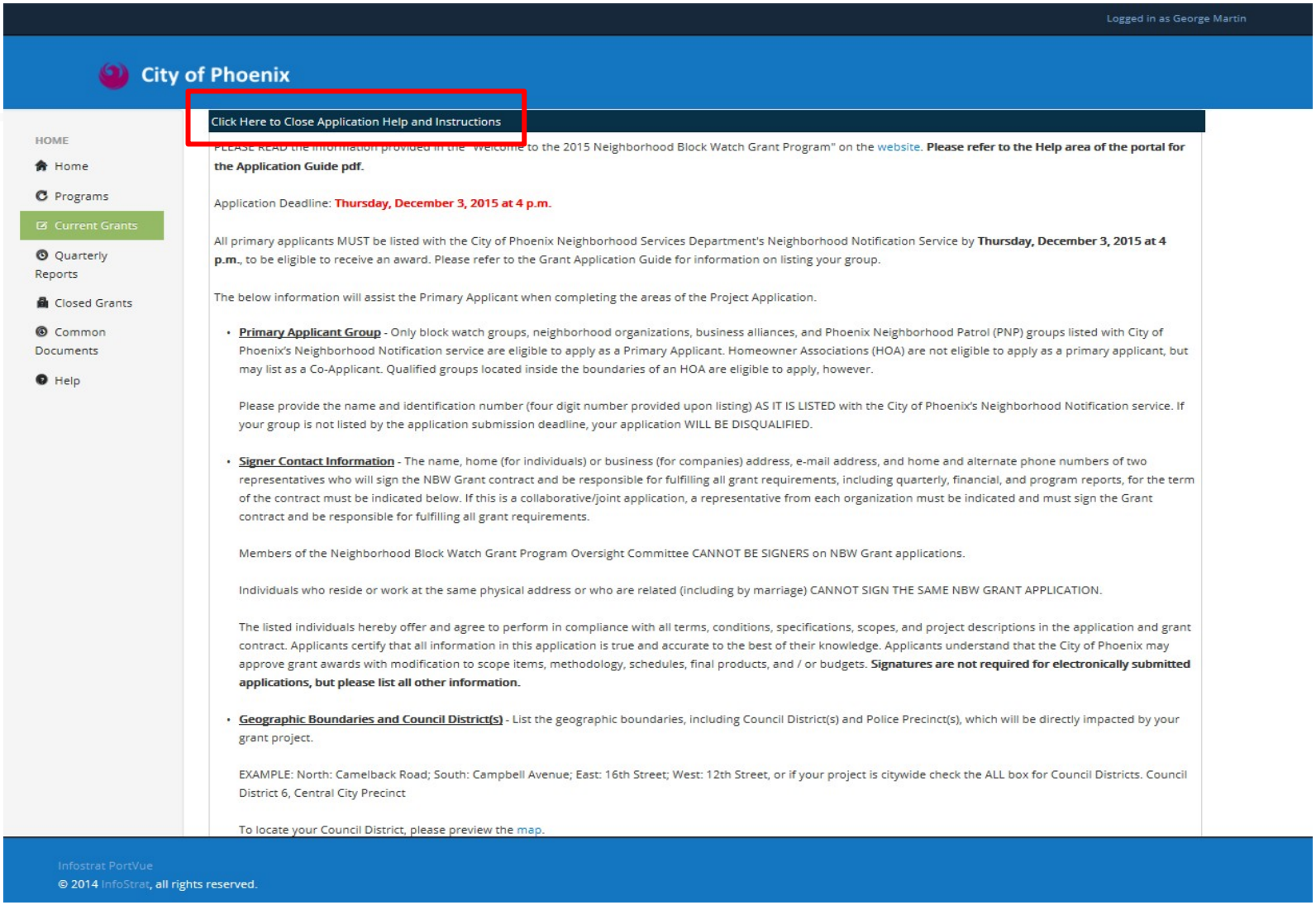
STEP 9 (continued) -
DOCUMENT WILL OPEN IN NEW TAB ON YOUR BROWSER.



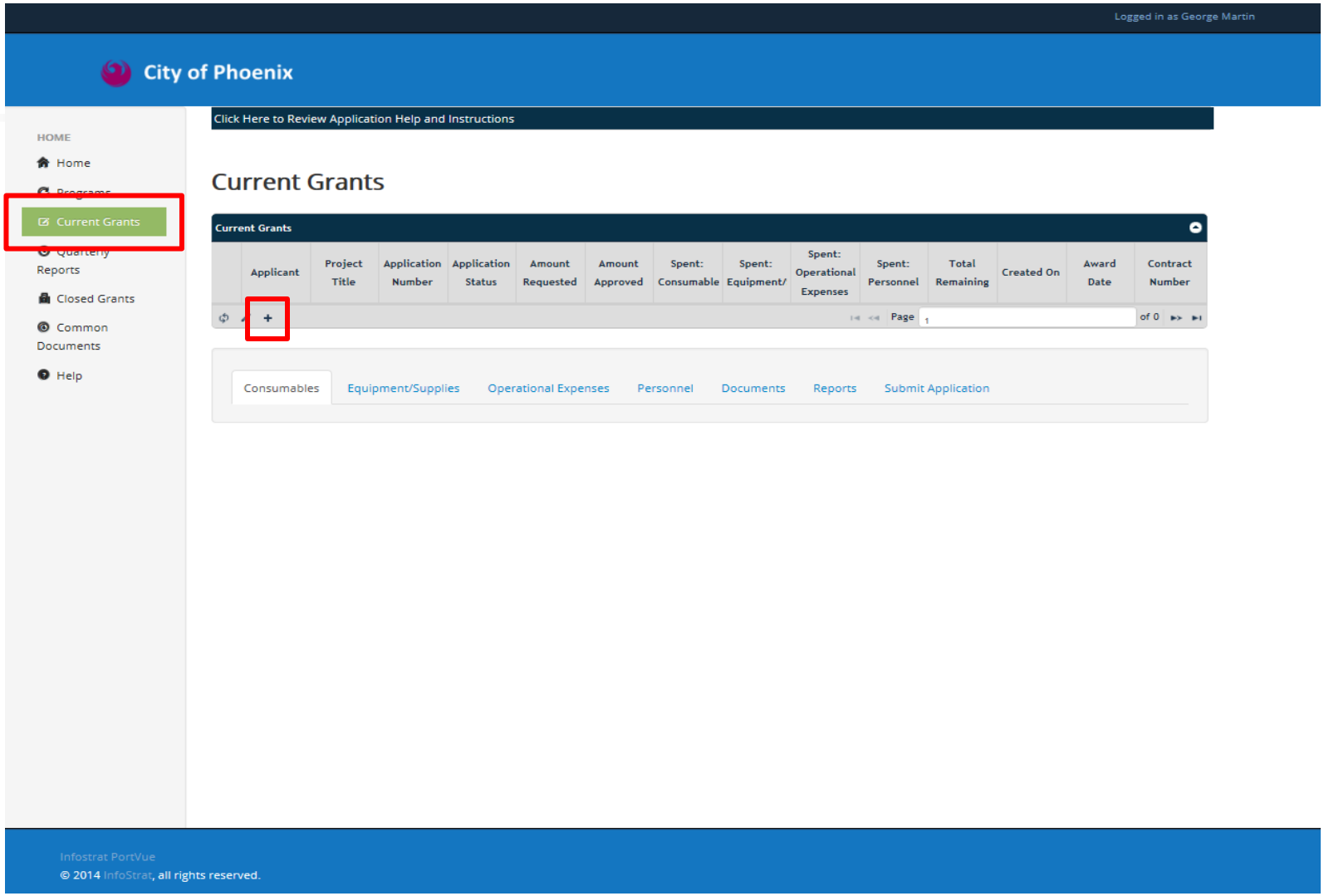
STEP 10 -
'PROGRAMS' TAB WILL SHOW GRANT YEAR, SUBMISSION DEADLINE, AND PROGRAM STATUS. AN 'OPEN' PROGRAM STATUS MEANS THE APPLICATION PROCESS IS OPEN, AND CAN BE SUBMITTED. 'CLOSED' WILL APPEAR ONCE DEADLINE HAS PASSED.



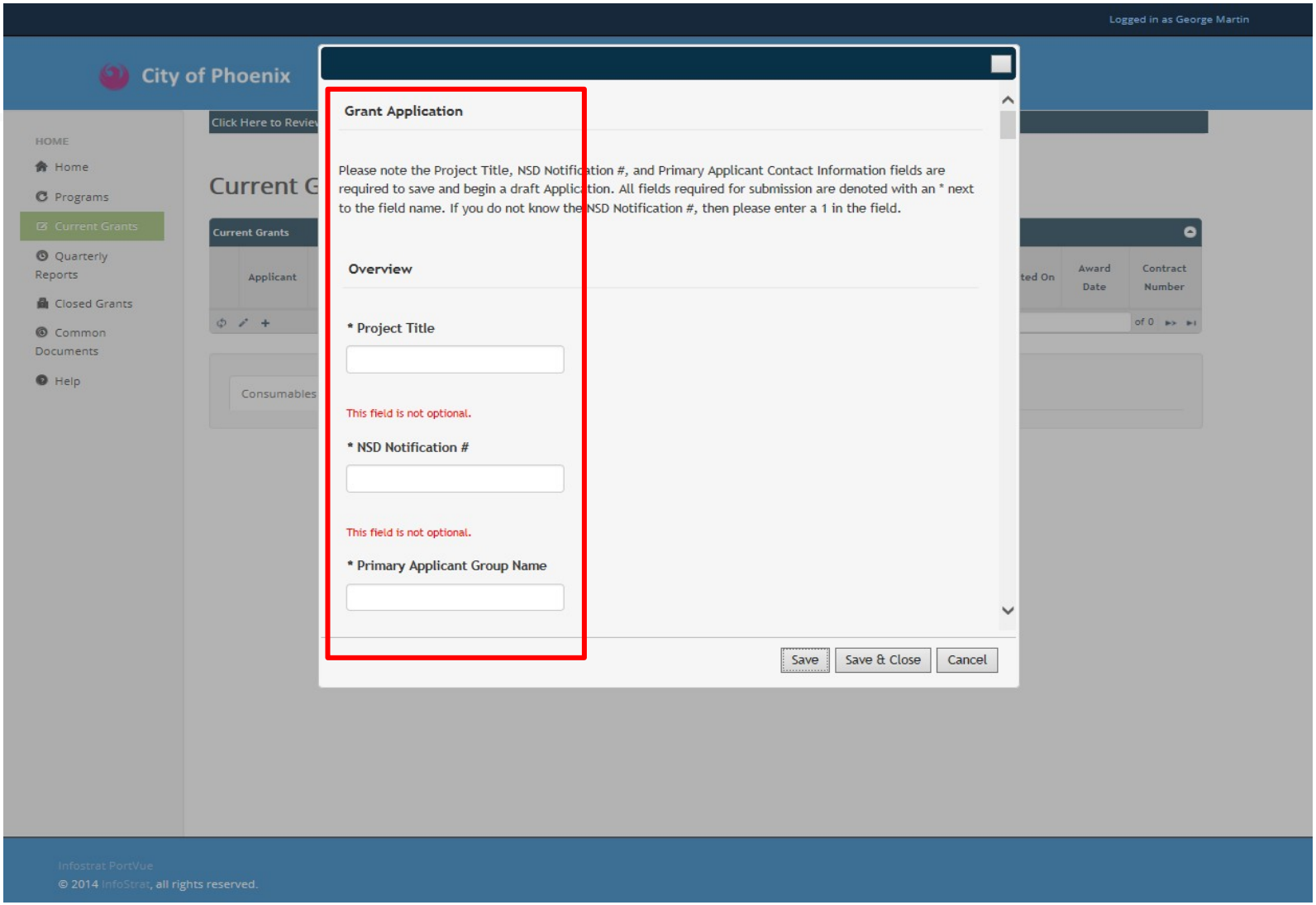
STEP 11 -
CLICK 'CURRENT GRANTS' TAB. CLICK 'CLICK HERE TO REVIEW APPLICATION HELP AND INSTRUCTIONS' FOR ELIGIBILITY CRITERIA AND GRANT APPLICATION SUBMISSION GUIDELINES



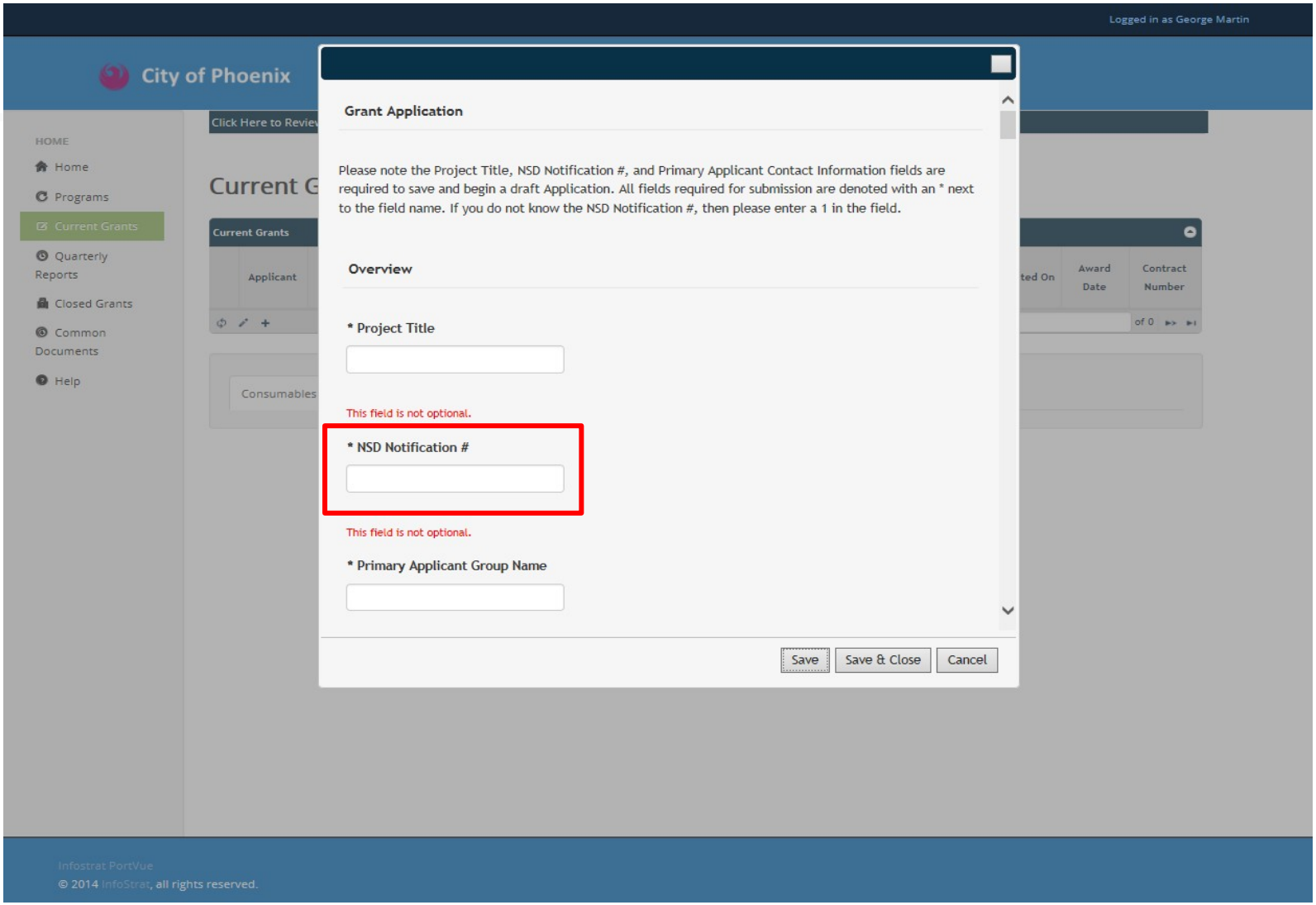
STEP 11 (continued) -
CLICK 'CLICK HERE TO CLOSE APPLICATION HELP AND INSTRUCTIONS' TO CLOSE APPLICATION HELP



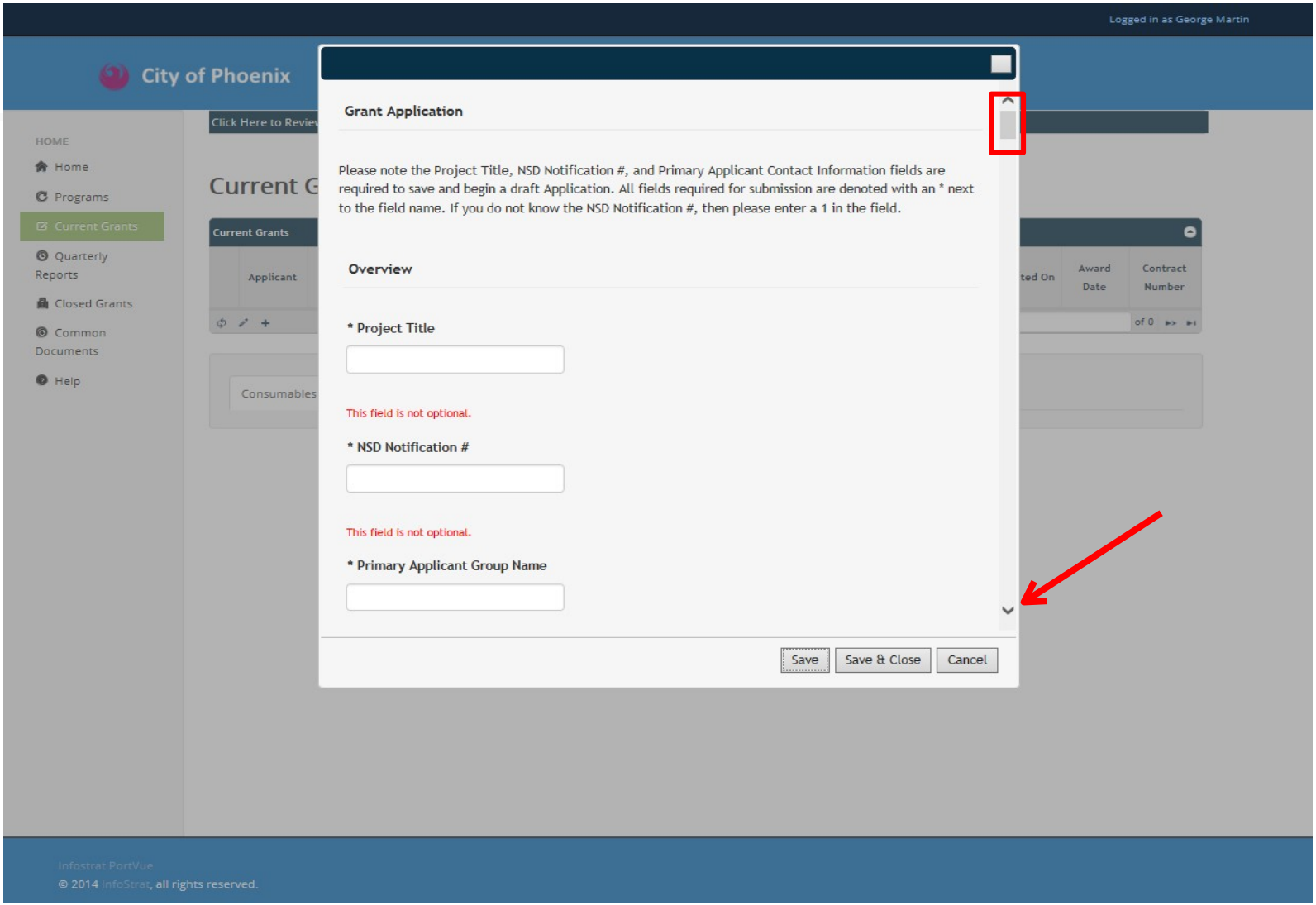
STEP 12 -
STAY ON 'CURRENT GRANTS' TAB TO CREATE YOUR GRANT APPLICATION. TO BEGIN, CLICK '+' IN 'CURRENT GRANTS' GRID. GRANT APPLICATION WILL OPEN UP. IF YOU ARE A RETURNING AWARDEE, PLEASE ENSURE YOU ARE NOT EDITING A PREVIOUS APPLICATION.



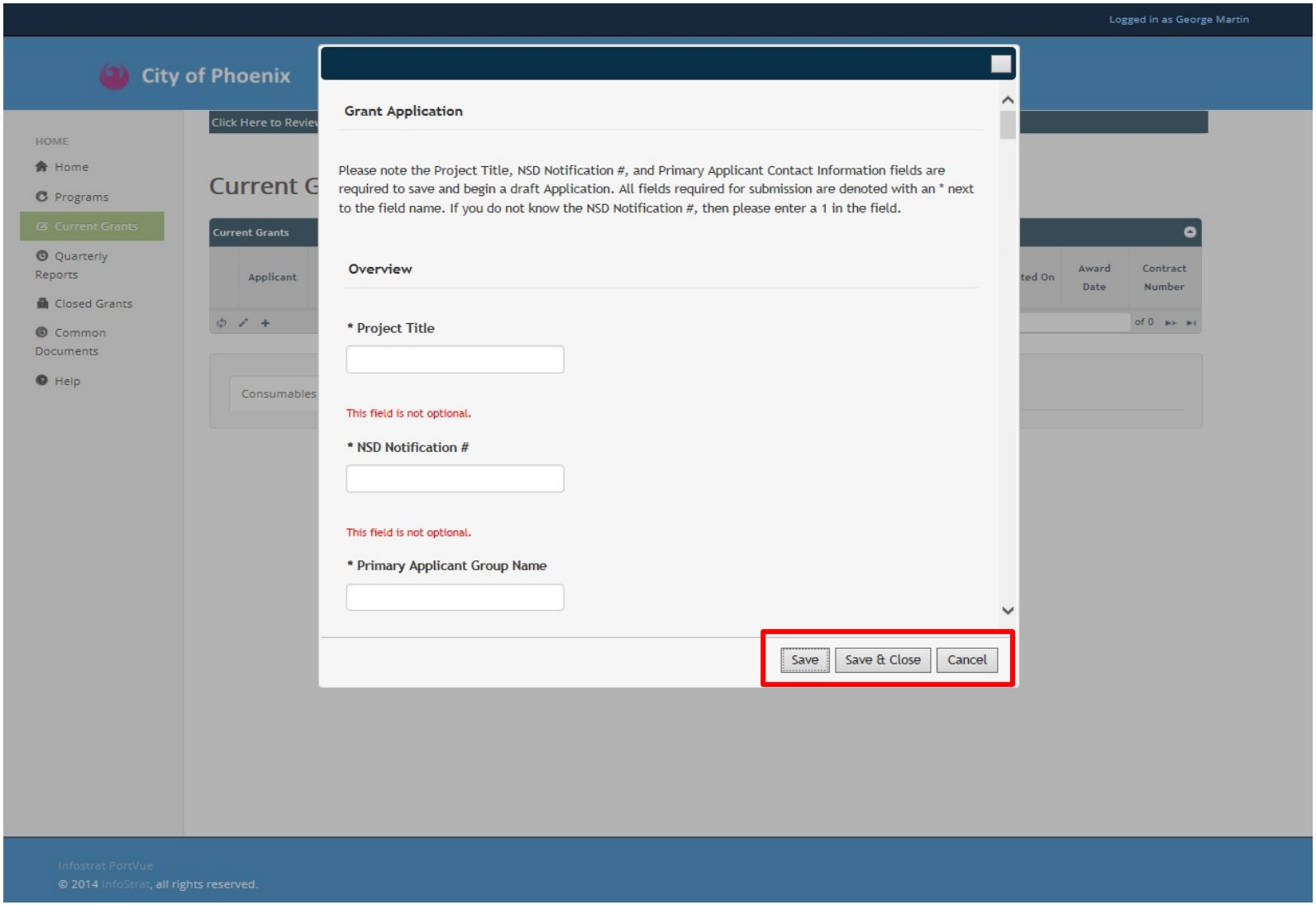
STEP 13 -
ENTER YOUR INFORMATION INTO THE GRANT APPLICATION. FIELDS DENOTED WITH AN ASTERISK ARE REQUIRED TO BE COMPLETED. FIELDS THAT ARE SHADED CANNOT BE FILLED IN BECAUSE THEY ARE AUTOMATICALLY FILLED BY GMS.



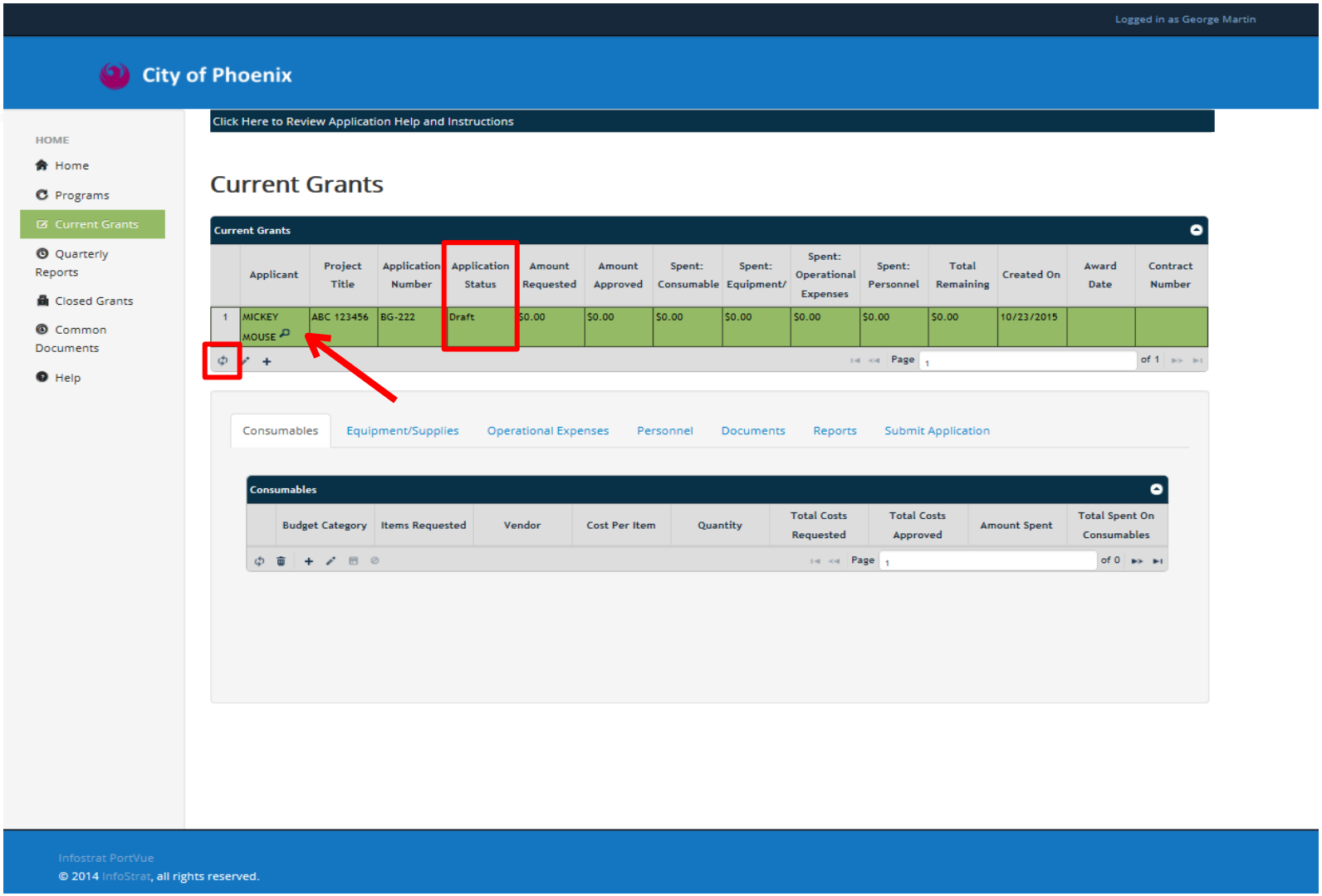
STEP 13 (continued) -
IT IS IMPERATIVE THAT YOU ENTER THE CORRECT NSD NOTIFICATION NUMBER. THE GMS LINKS THE NSD NUMBER TO THE PRIMARY APPLICANT NAME AUTOMATICALLY. IF YOU ARE NOT CERTAIN WHAT YOUR ORGANIZATION'S NUMBER IS, PLEASE CONTACT NSD.



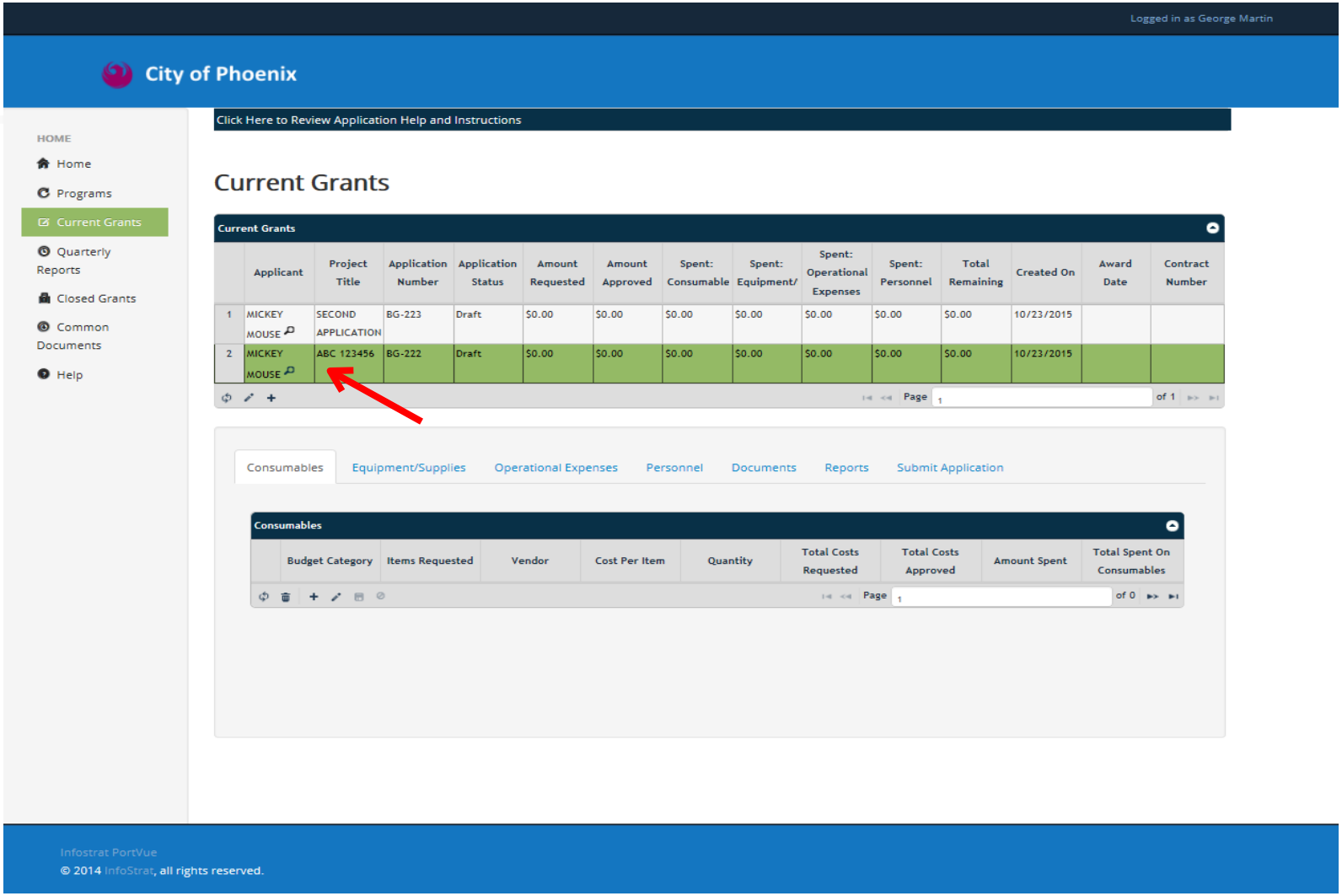
STEP 13 (continued) -
PLEASE ENSURE YOU SCROLL DOWN AND COMPLETE EACH SECTION WITH AN ASTERISK (*). FIELDS DENOTED WITH AN ASTERISK ARE REQUIRED FIELDS.



STEP 14 -
YOU CAN 'SAVE' OR 'SAVE AND CLOSE' YOUR GRANT APPLICATION AT ANY POINT. YOUR PROGRESS WILL NOT BE LOST. THE APPLICATION WILL NOT 'SUBMIT' UNTIL YOU MANUALLY CLICK 'SUBMIT' LATER IN THE PROCESS.

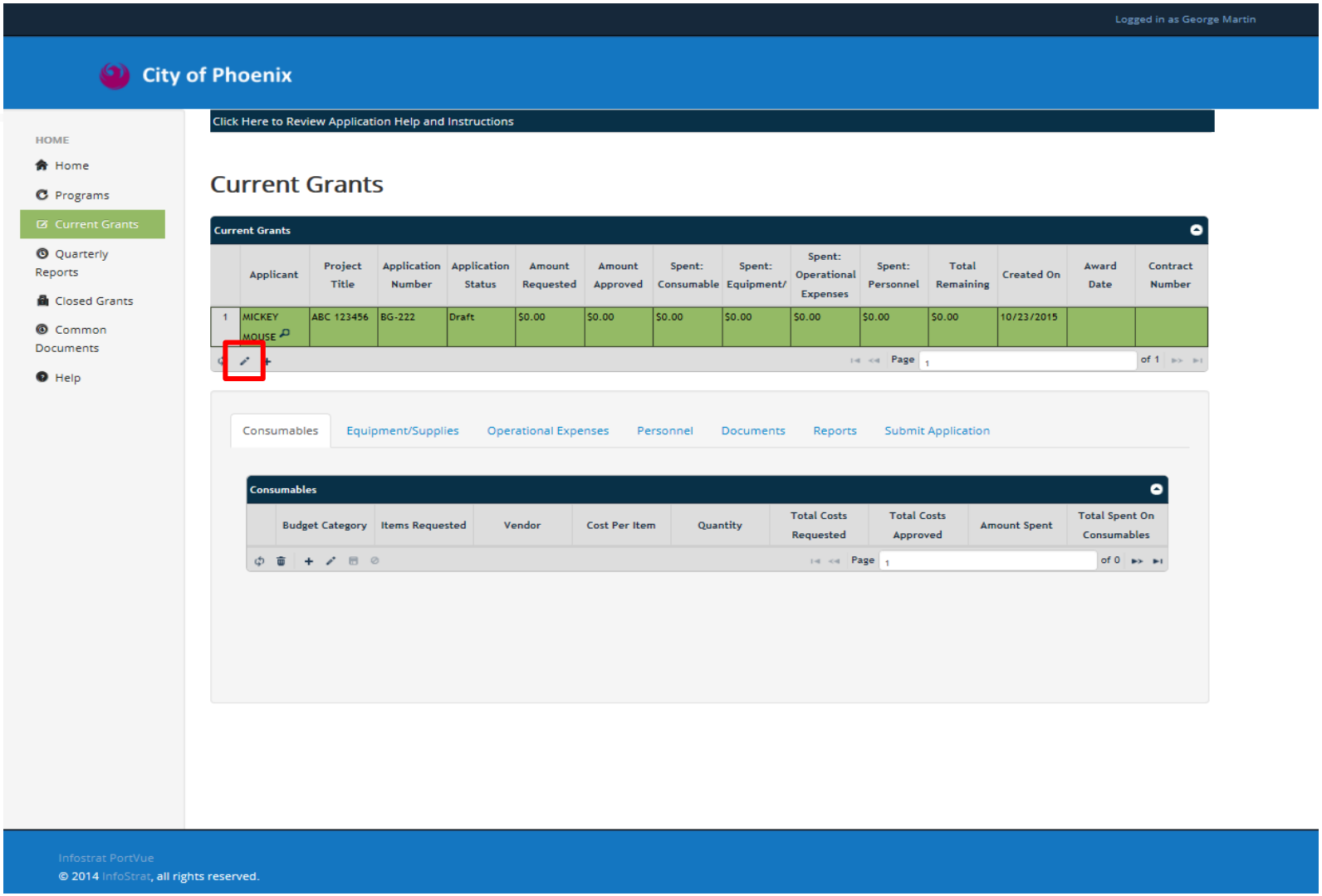


STEP 15 -
TO VIEW YOUR APPLICATION AFTER YOU HAVE SAVED IT, CLICK THE 'REFRESH' ICON SHOWN ABOVE. THE APPLICATION YOU HAVE SAVED WILL BE DISPLAYED IN THE GRID (ARROW). YOUR APPLICATION STATUS WILL SHOW AS 'DRAFT' UNTIL YOU SUBMIT IT.

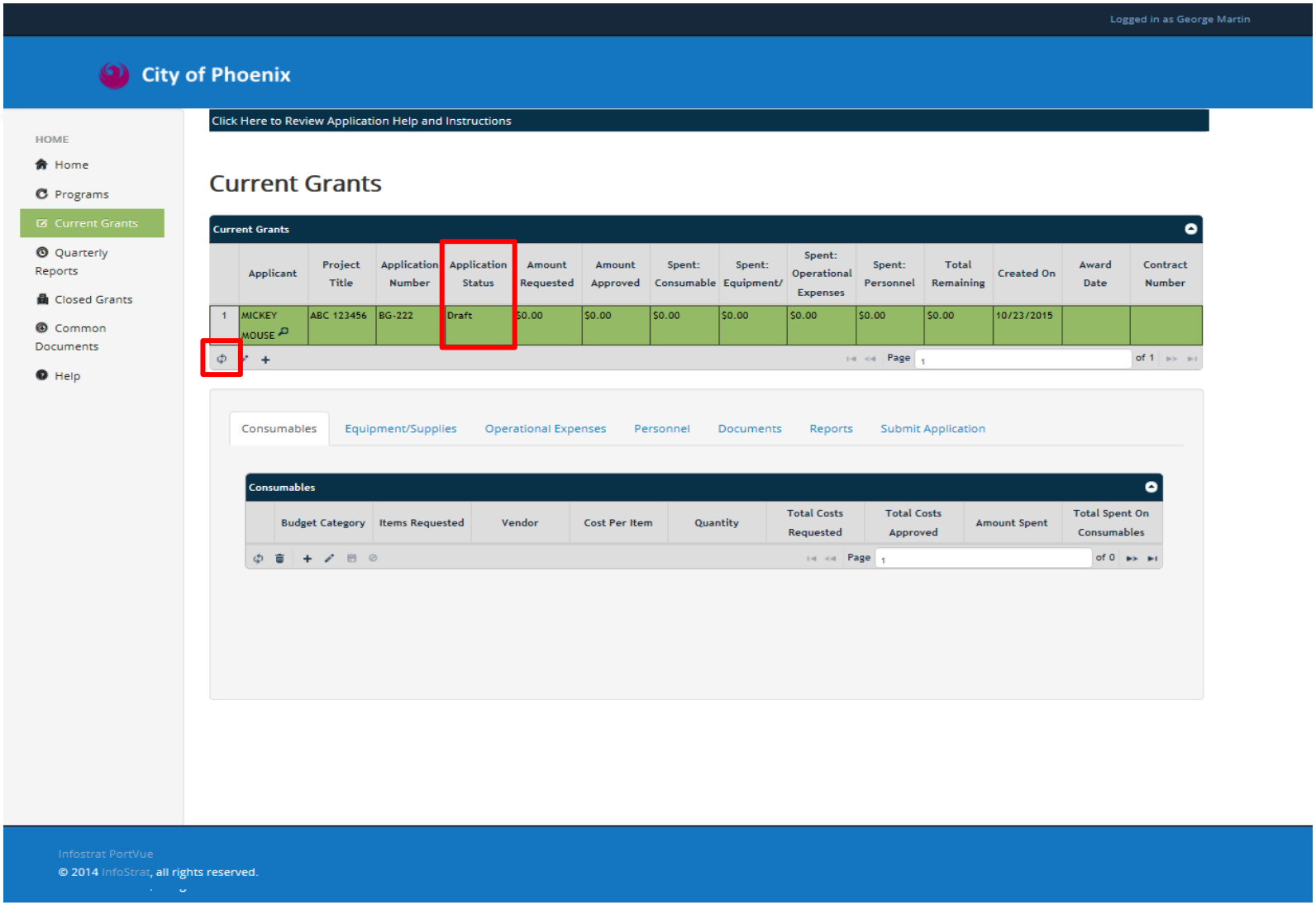


STEP 16 -

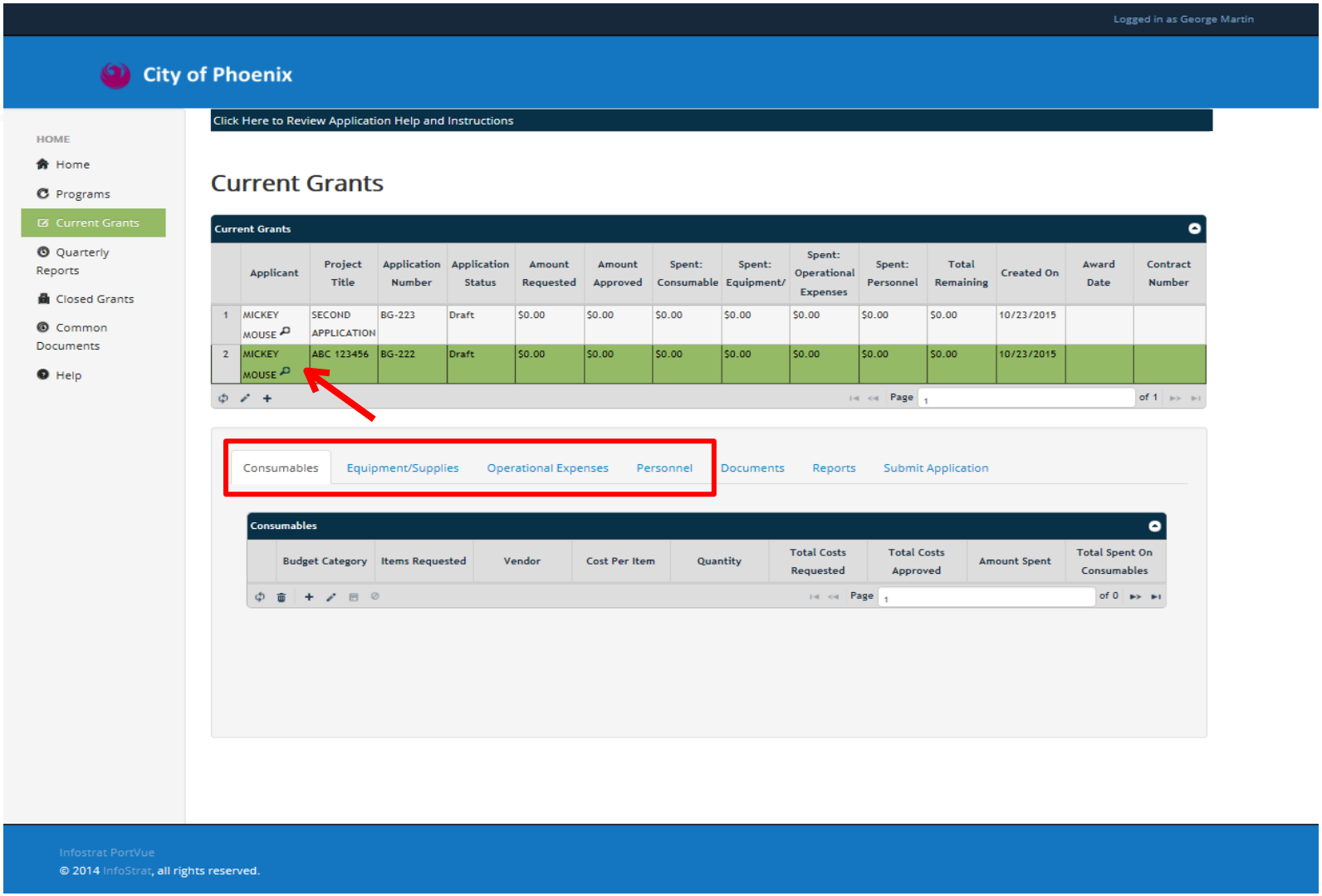
IF YOUR ORGANIZATION IS SUBMITTING TWO APPLICATIONS, ENSURE YOU HAVE THE CORRECT APPLICATION SELECTED BEFORE EDITING OR ENTERING BUDGET INFORMATION. THE ROW MARKED IN GREEN, AS SHOWN ABOVE, DENOTES THE CURRENT SELECTION.



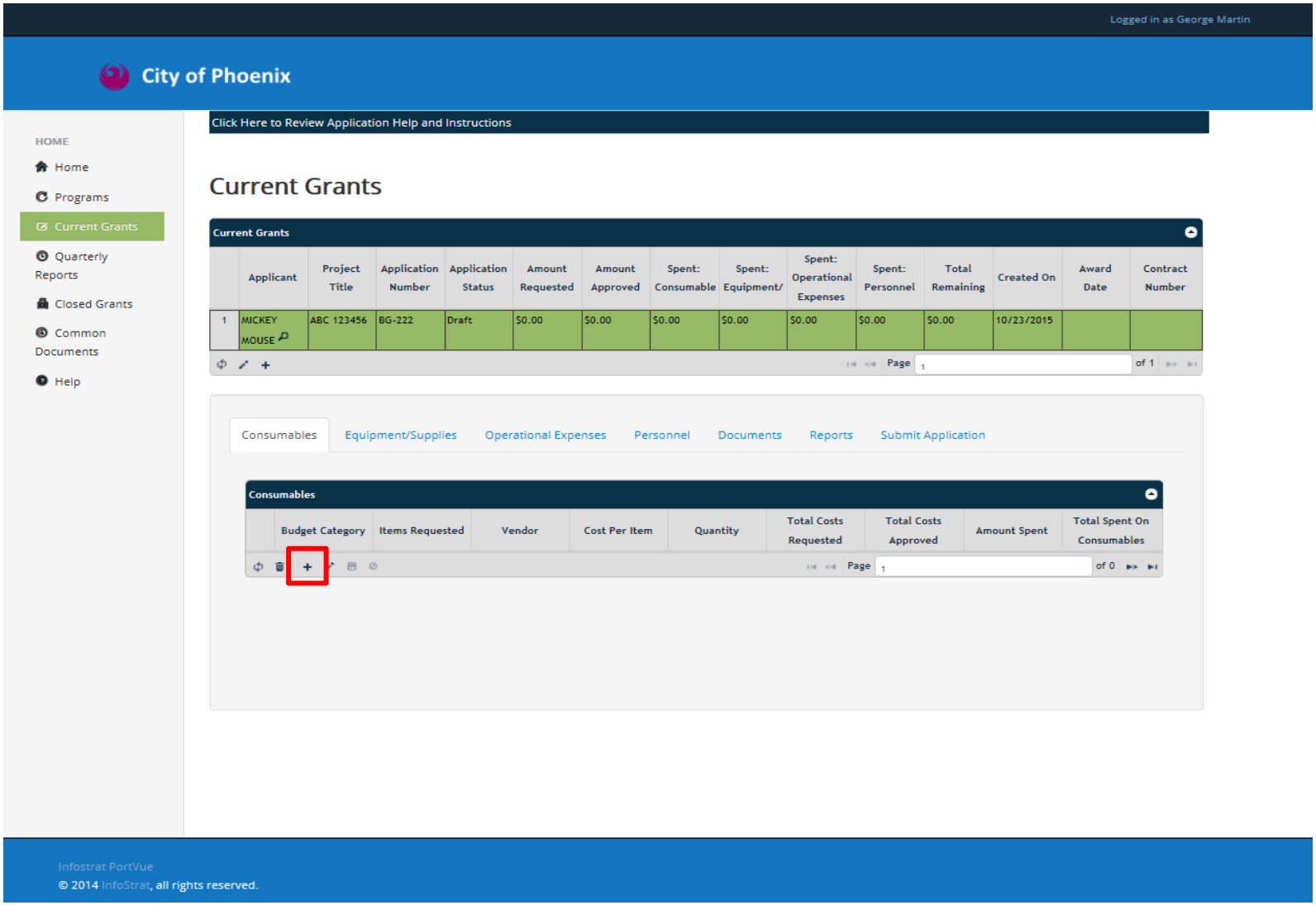
STEP 17 -
TO EDIT YOUR APPLICATION, CLICK THE 'PENCIL' ICON SHOWN ABOVE (SAVE PROCESS IS SAME AS DISCUSSED IN PRIOR SLIDE). YOU CAN EDIT YOUR APPLICATION AS LONG AS IT REMAINS IN 'DRAFT' STATUS. ONCE YOU 'SUBMIT' THE APPLICATION YOU CANNOT EDIT.



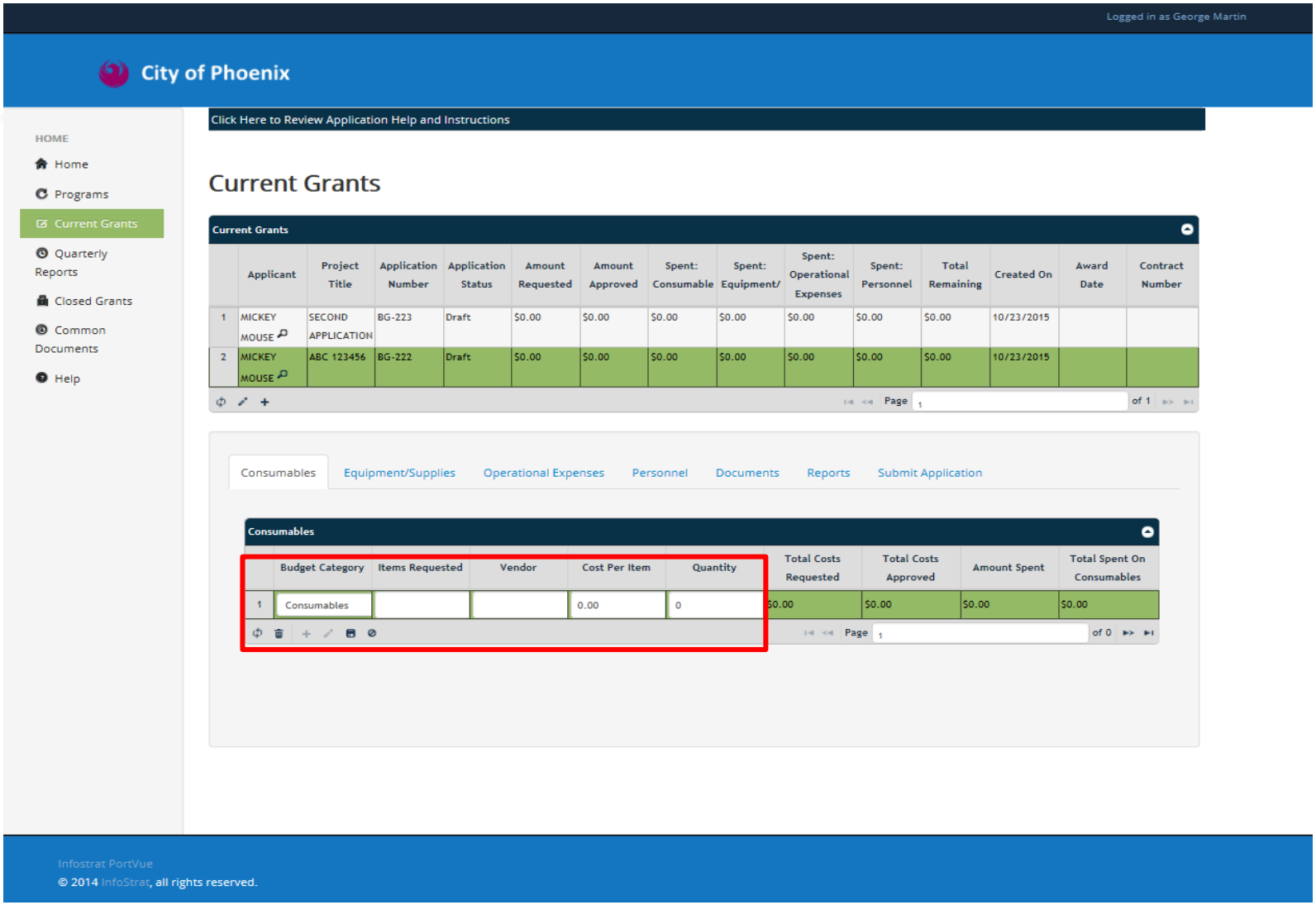
STEP 18 -
AFTER ANY EDIT/SAVE, CLICK THE 'REFRESH' CIRCLE TO DISPLAY THE UPDATED APPLICATION INFORMATION IN THE GRID. THE APPLICATION STATUS WILL STILL BE IN 'DRAFT' FORM.



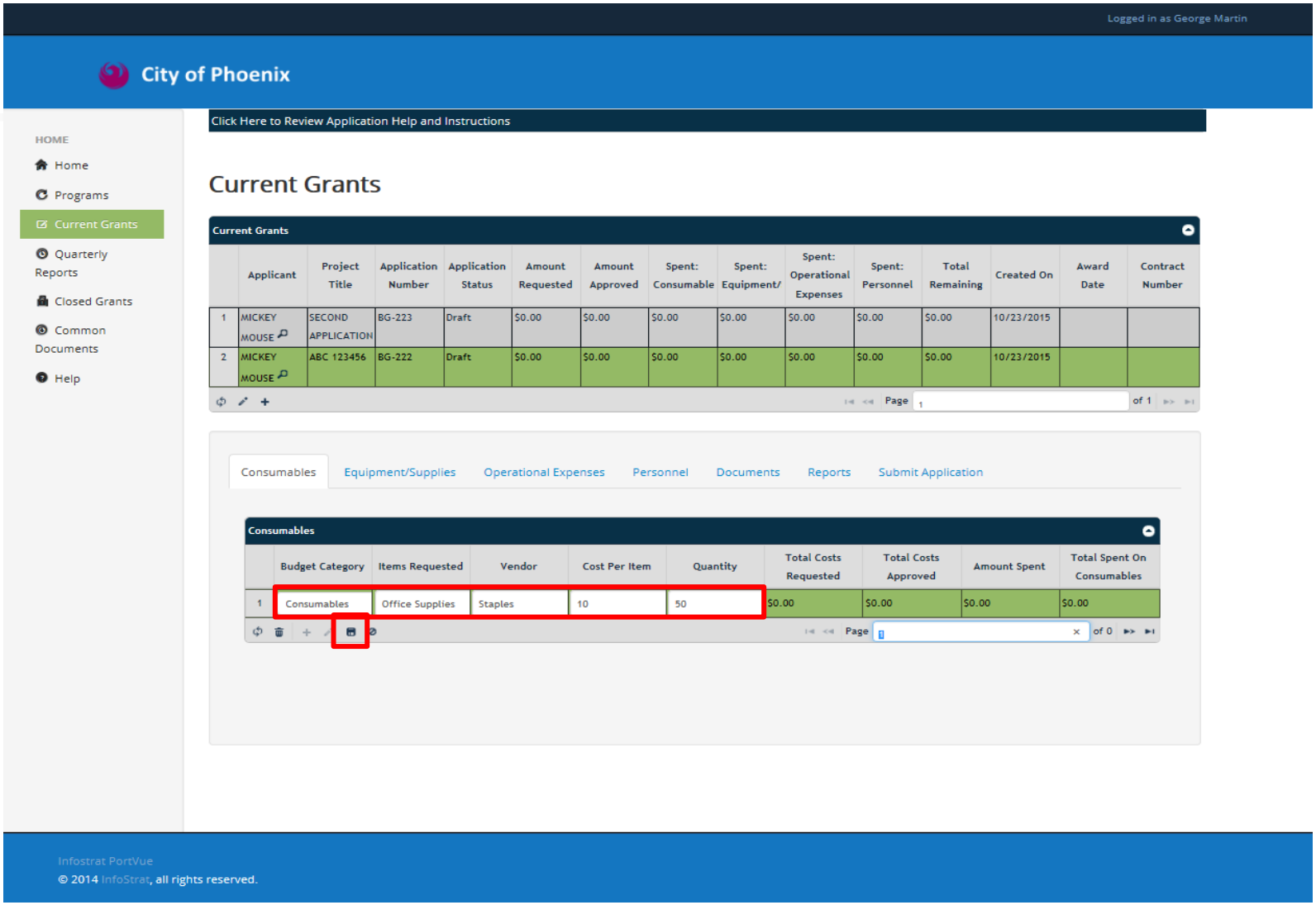
STEP 19 -
TO BEGIN THE BUDGET SECTION, ENSURE YOU HAVE CHOSEN THE PROPER APPLICATION ROW IN TOP GRID (GREEN). CLICK CORRESPONDING CATEGORY TAB IN THE BOTTOM GRID. REVIEW THE APPLICATION GUIDE TO ENSURE AN ITEM IS PLACED IN THE CORRECT CATEGORY.



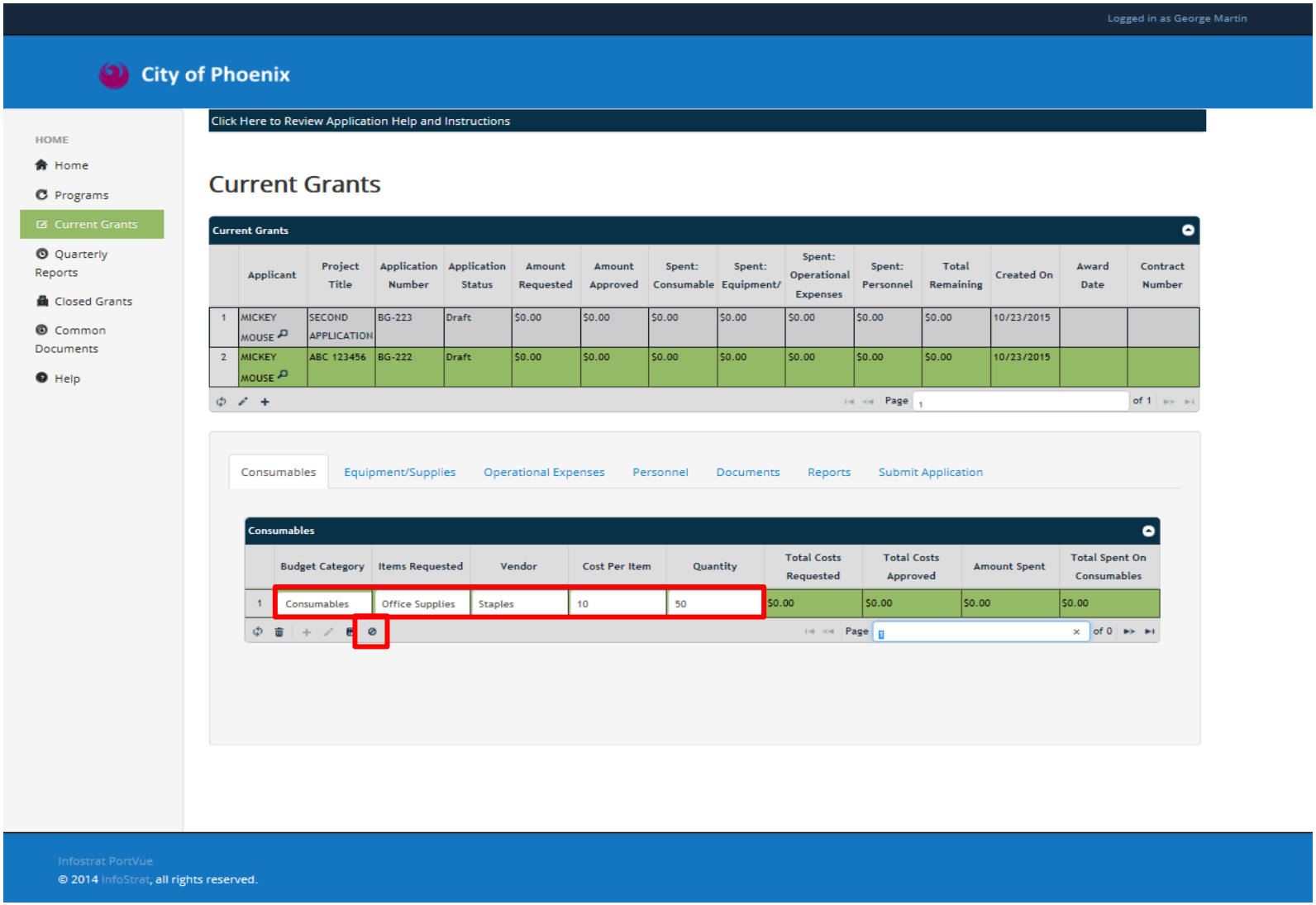
STEP 20 -
TO ENTER BUDGET LINE ITEM(S) CLICK '+' SYMBOL IN THE BOTTOM GRID.



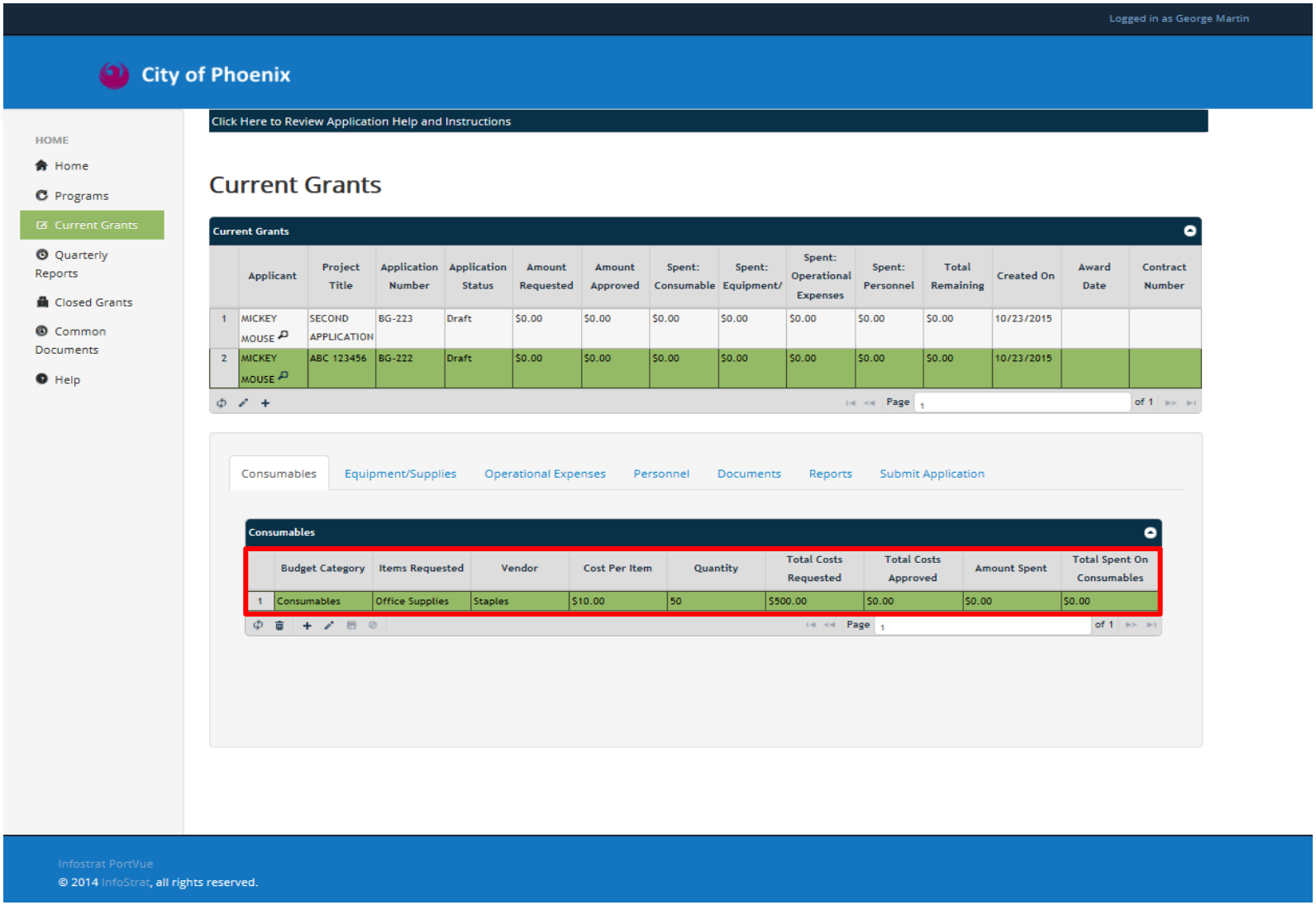
STEP 21 -
CATEGORY WILL POPULATE IN THE FIRST COLUMN IN THE GRID. FILL IN REMAINING FOUR COLUMNS OF YOUR BUDGET LINE ITEM. YOU CAN ONLY EDIT COLUMNS MARKED IN WHITE. COLUMNS MARKED IN GREEN WILL AUTOMATICALLY CALCULATE.



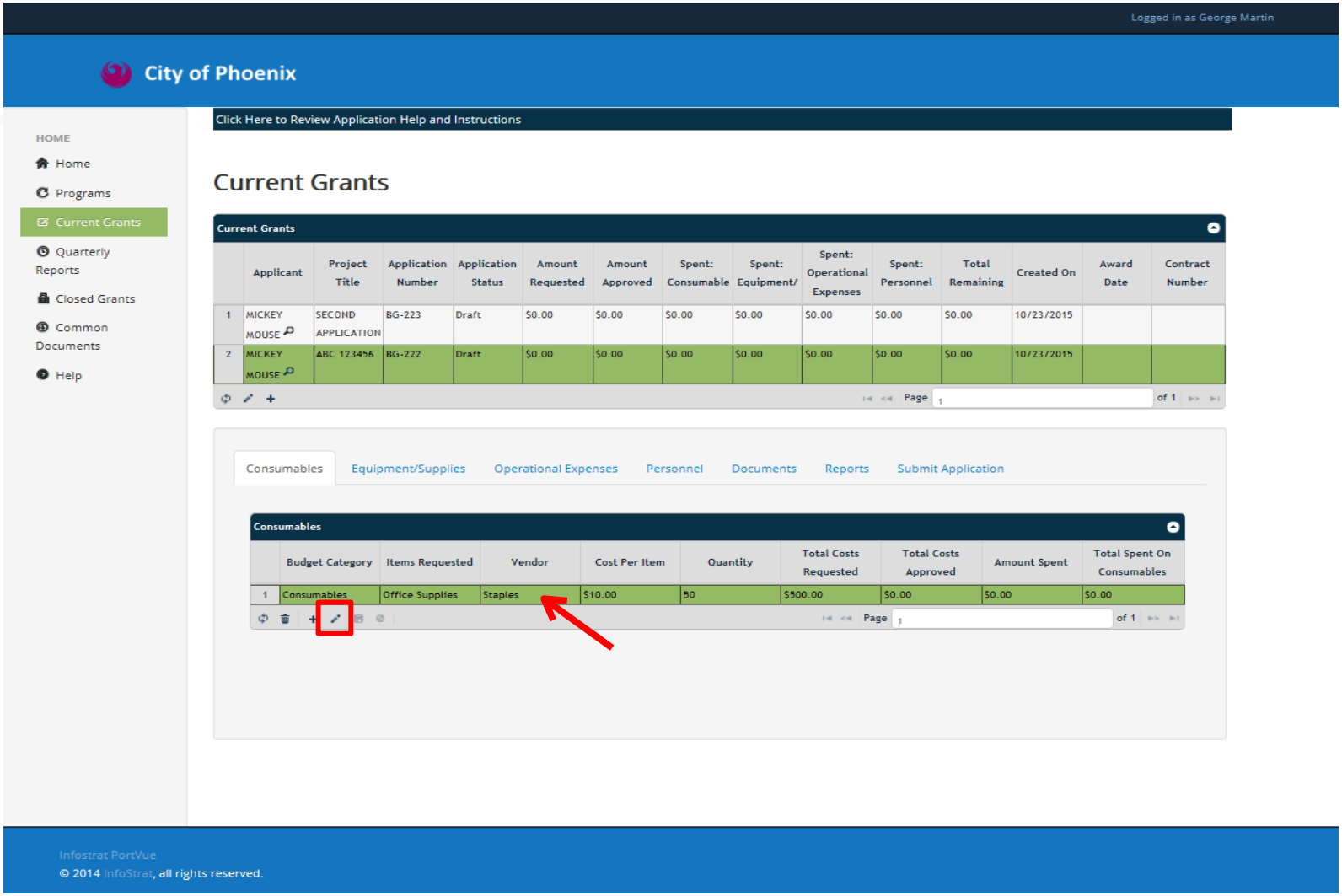
STEP 22 -
ONCE YOU HAVE ENTERED YOUR BUDGET LINE ITEM COMPLETELY, CLICK ON THE 'DISC' ICON TO SAVE. REPEAT THIS PROCESS FOR ALL YOUR BUDGET LINE ITEMS.



STEP 23 -
IF YOU MAKE AN ERROR WHILE ENTERING THE LINE ITEM, OR CHANGE YOUR MIND, YOU CAN CLICK THE 'CANCEL' ICON TO CANCEL THE ENTRY.

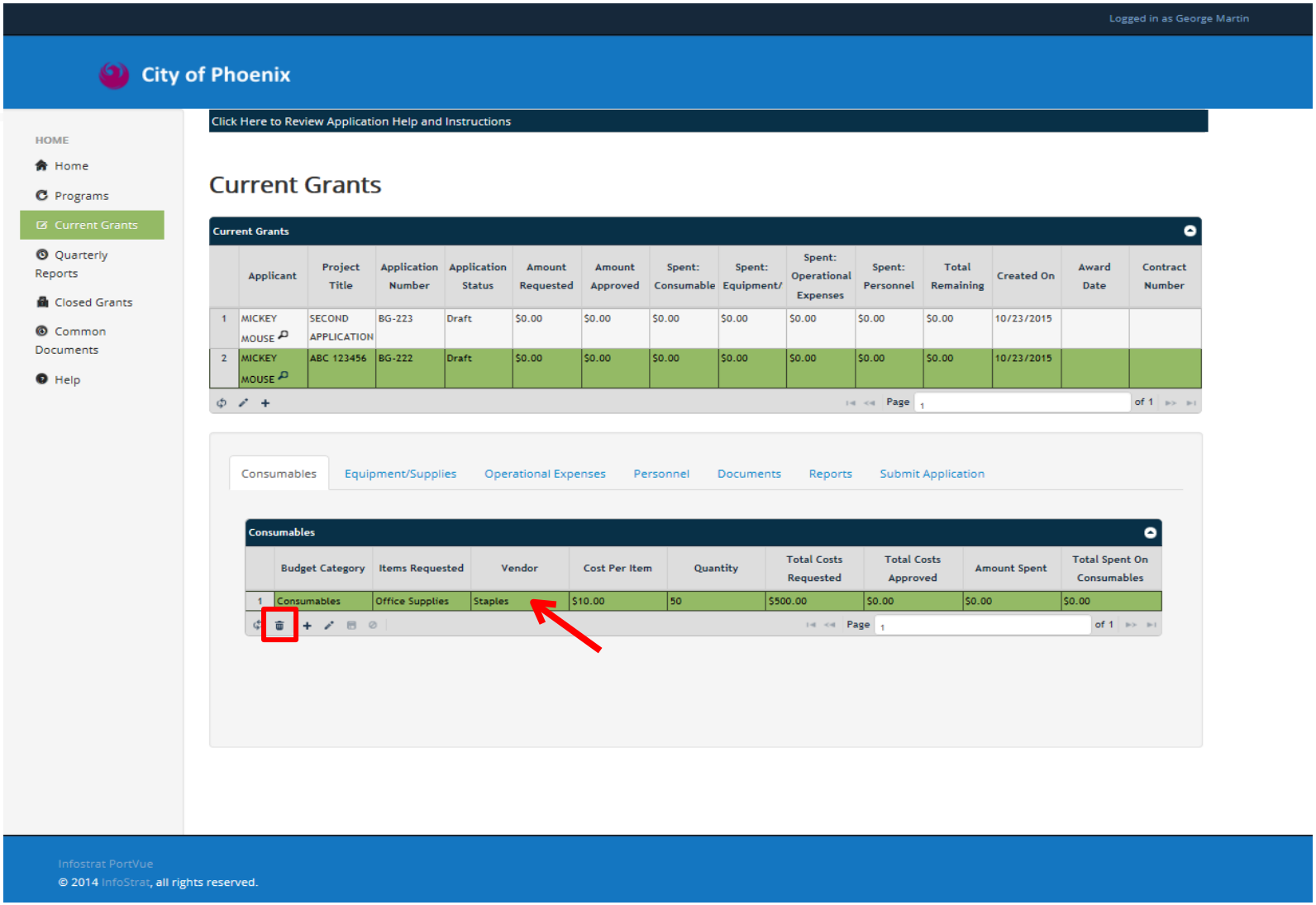


STEP 23 (continued) -
ONCE YOU SAVE, YOUR BUDGET LINE ITEMS WILL APPEAR IN ALL GREEN, AND THE FOUR COLUMNS TO THE RIGHT WILL HAVE AUTO CALCULATED. IF YOU CANCEL, THE BUDGET WILL APPEAR AS IT DID BEFORE YOU CLICKED THE '+' SYMBOL.



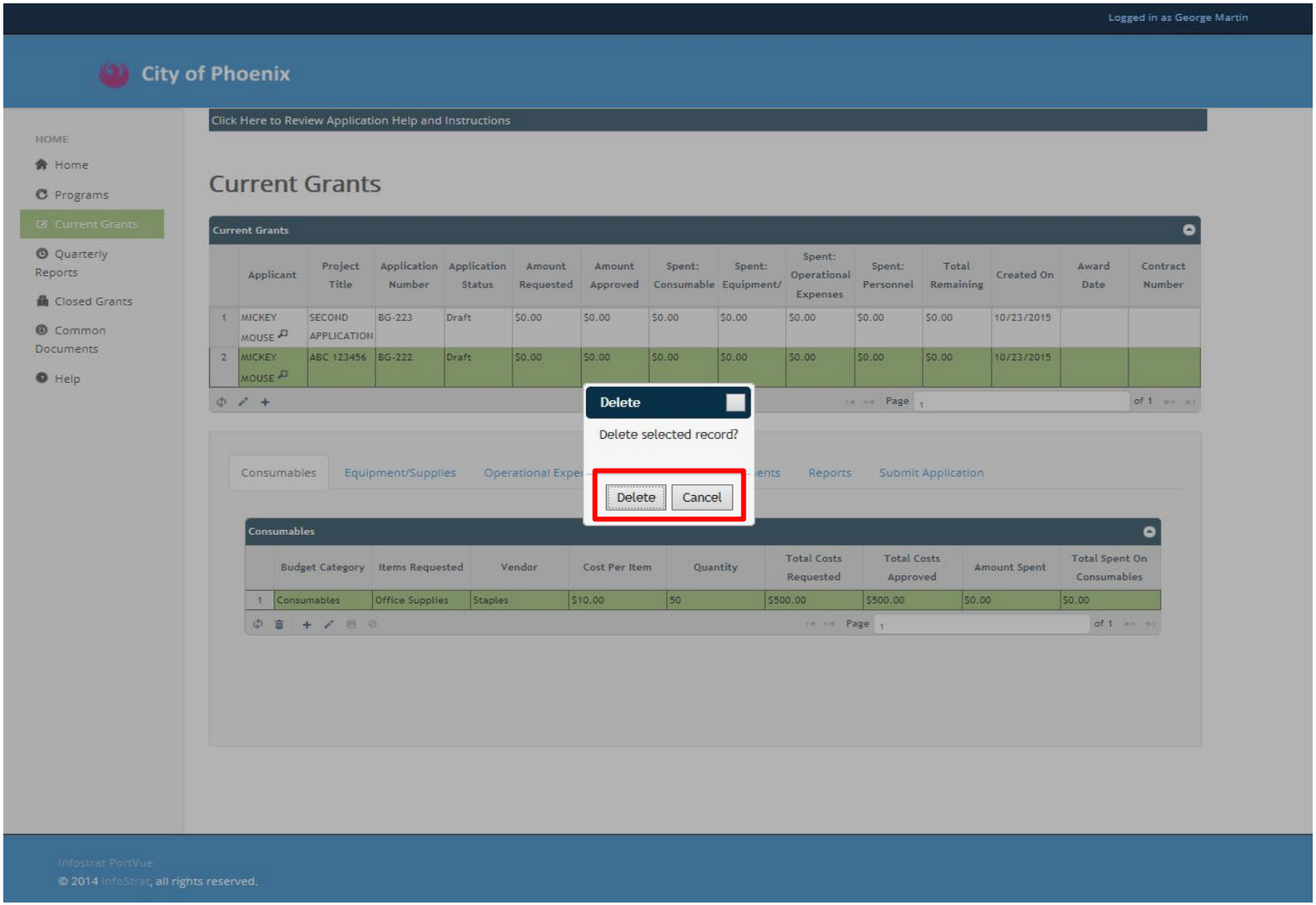
STEP 24 -

IF SAVED IN ERROR, YOU CAN EDIT YOUR BUDGET LINE ITEM (IF BUDGET AMOUNT INCORRECT, HOWEVER, PLEASE DELETE ITEM AND RE-ENTER). CLICK THE ROW YOU WISH TO EDIT. IT WILL TURN GREEN. CLICK THE 'PENCIL' ICON, MAKE THE CHANGE, THEN SAVE.

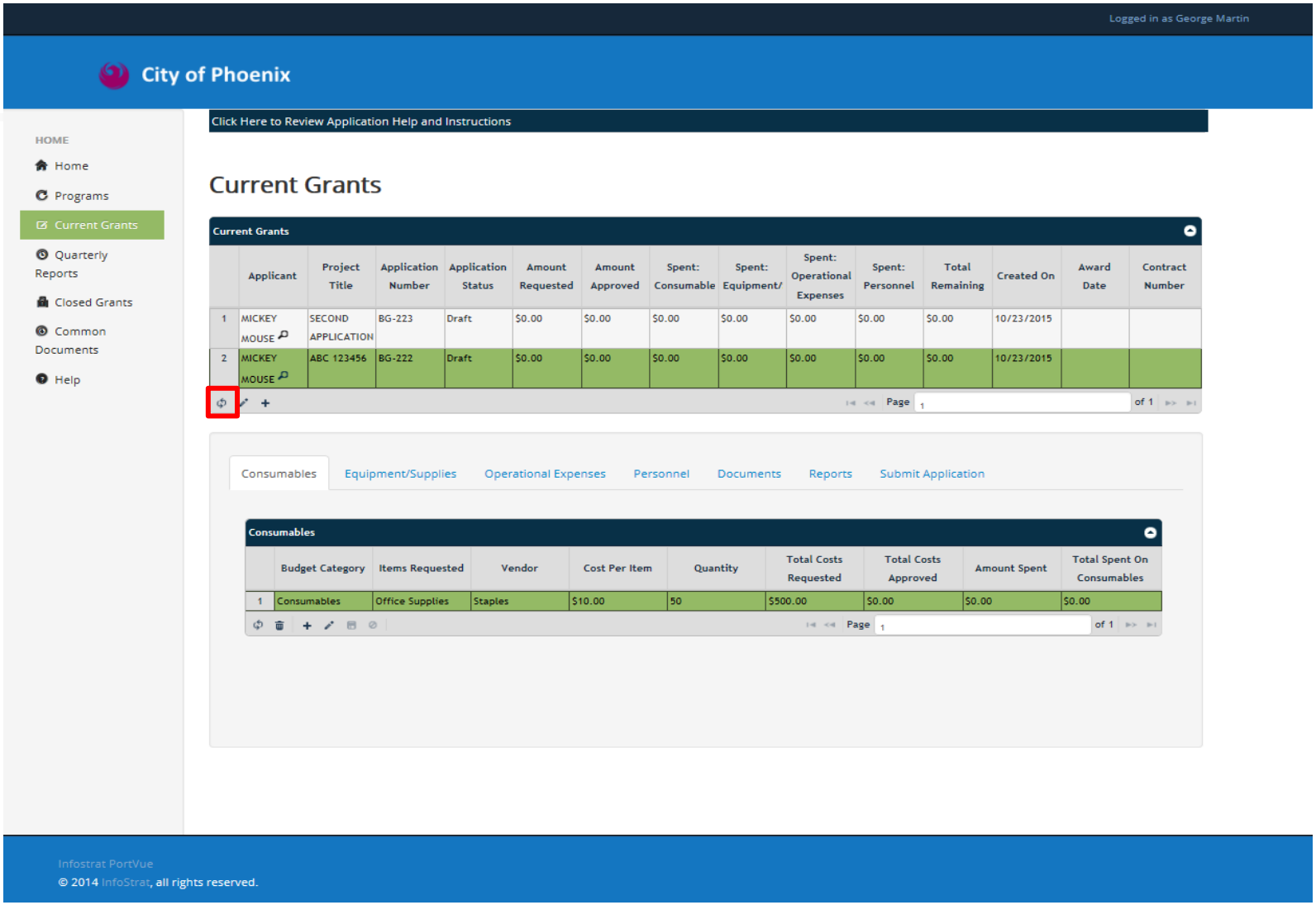


STEP 25 -

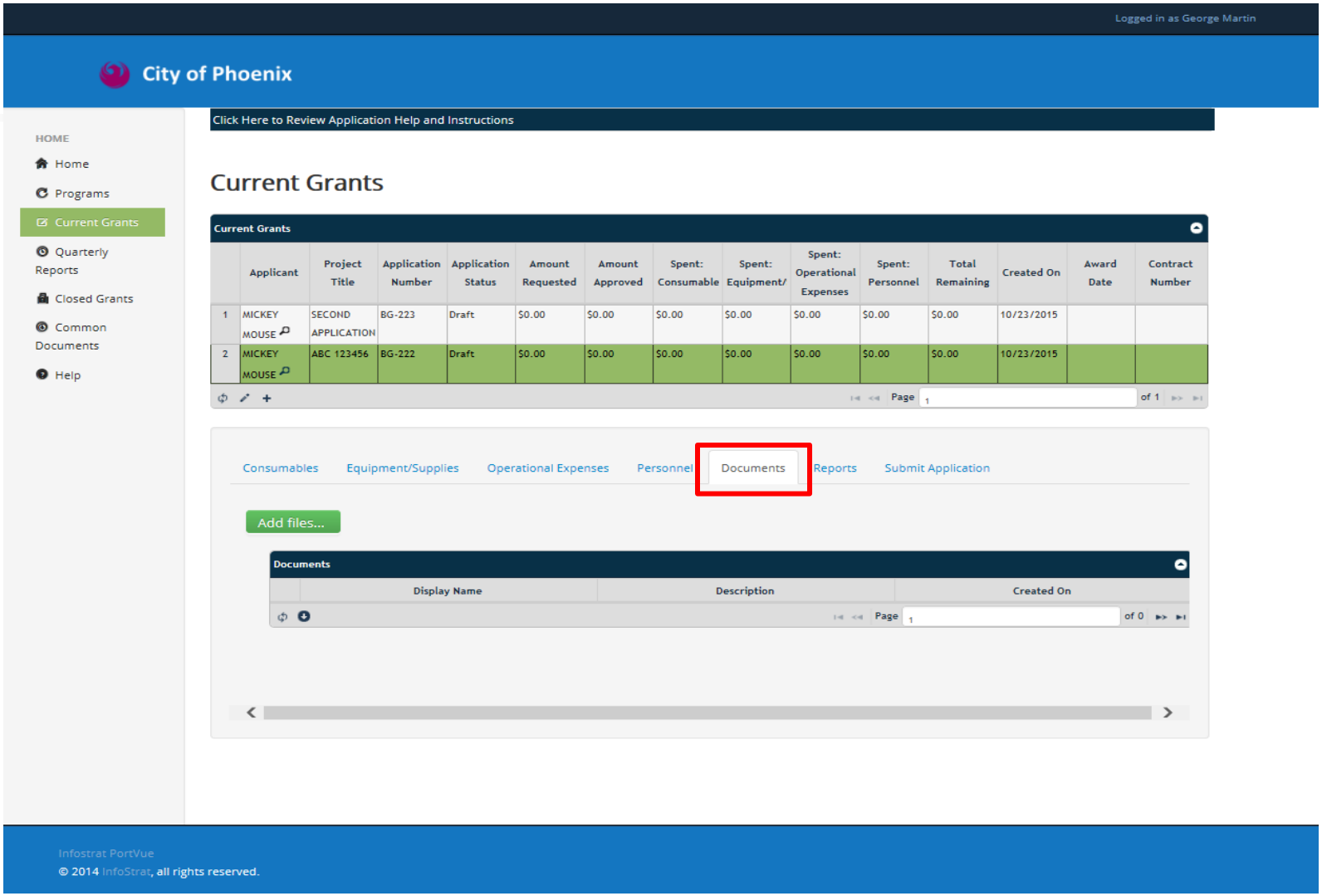
YOU CAN ALSO DELETE BUDGET LINE ITEMS (PLEASE USE THIS FUNCTION IF ITEM SAVED WITH INCORRECT BUDGET AMOUNT). TO DELETE, CLICK ON THE ROW YOU WOULD LIKE TO DELETE. IT WILL TURN GREEN. THEN, CLICK THE 'TRASH CAN' ICON.



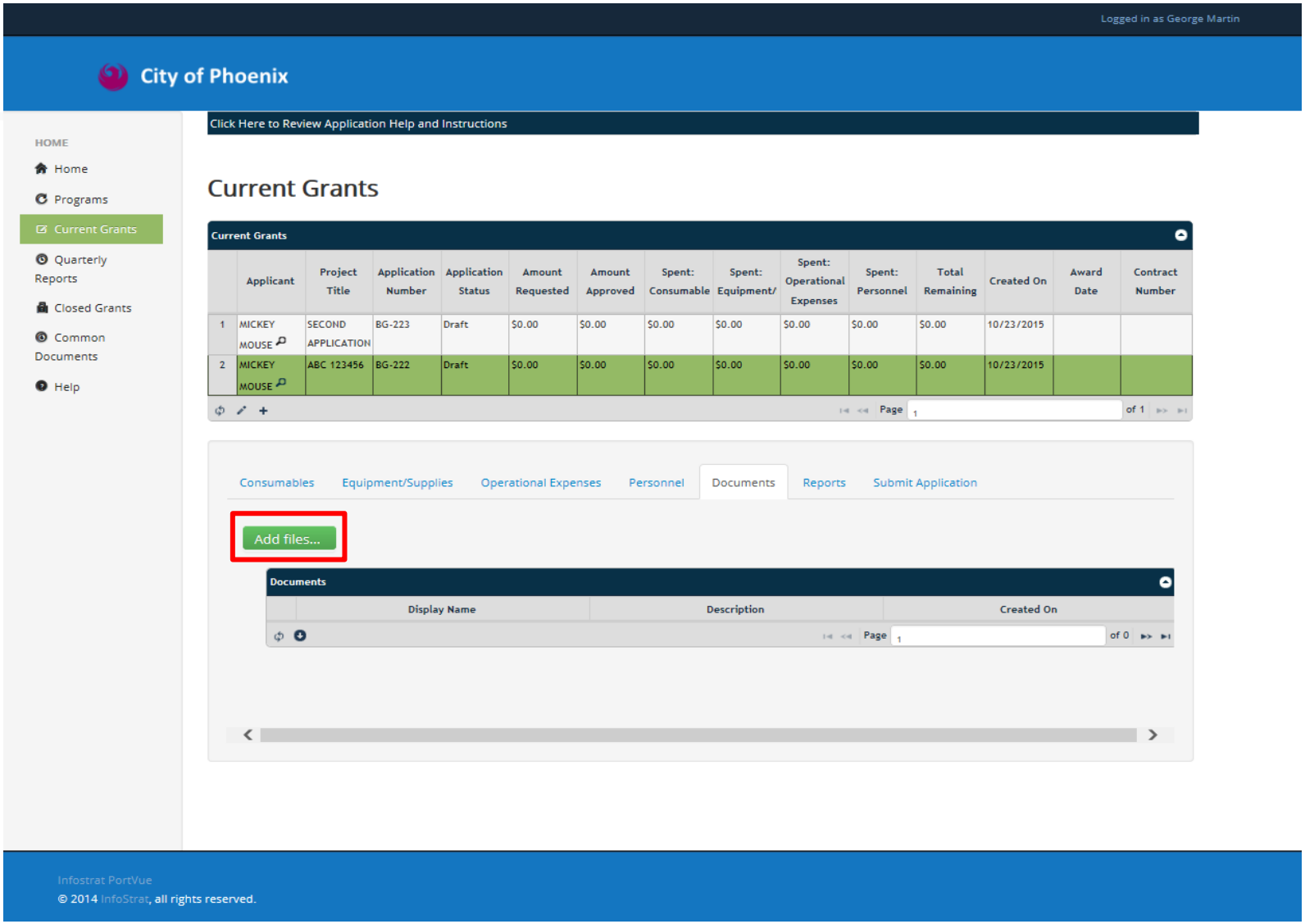
STEP 25 (continued) -
CLICK ‘DELETE’ TO COMPLETE DELETION. CLICK ‘CANCEL’ TO RETURN TO PREVIOUS SCREEN WITHOUT DELETING LINE ITEM.



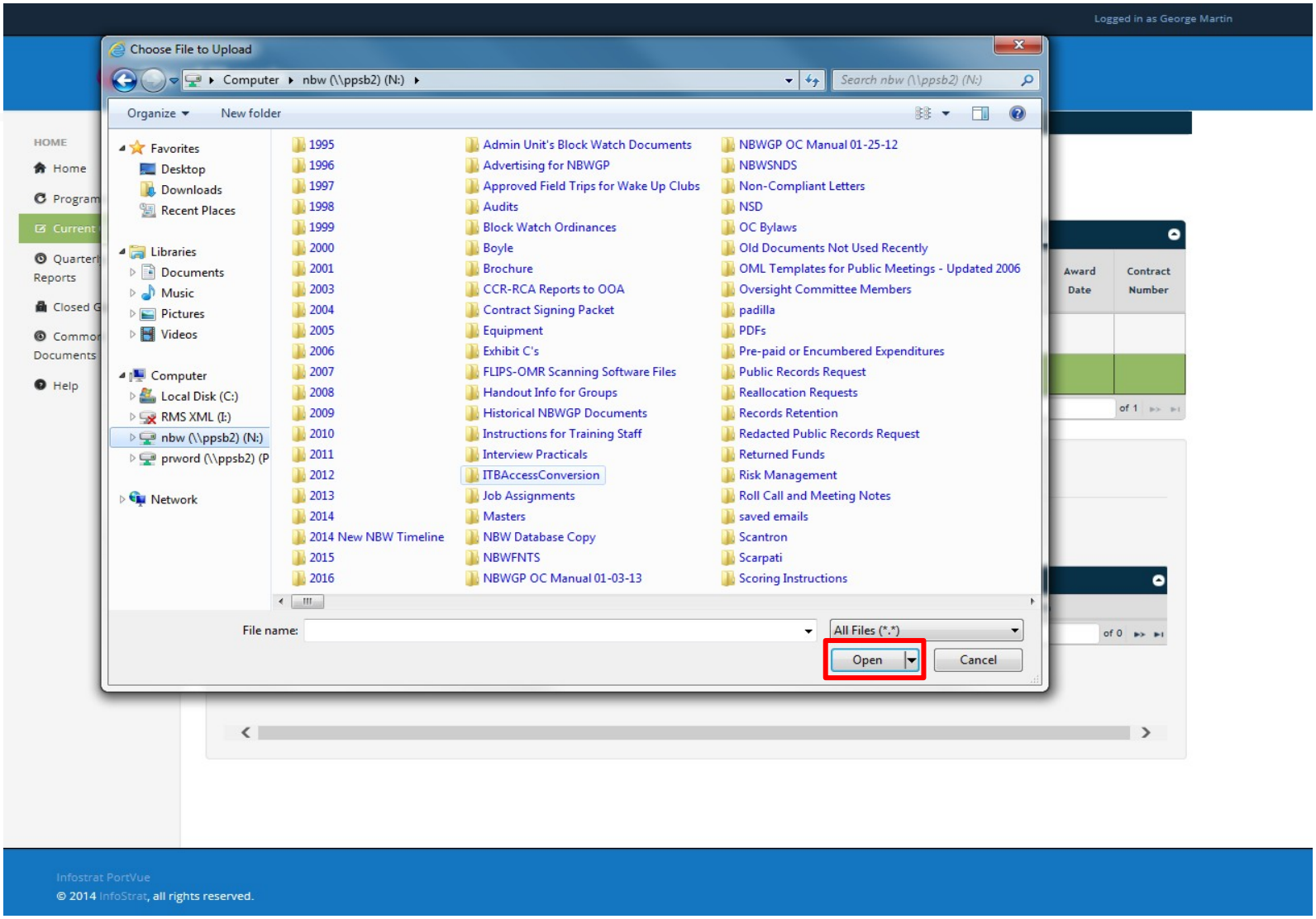
STEP 26 -
ANY TIME YOU ADD, EDIT, OR DELETE A BUDGET LINE ITEM, YOU SHOULD REFRESH THE 'CURRENT GRANTS' GRID TO SHOW YOUR PROGRESS. TO REFRESH, CLICK 'REFRESH' ICON ON UPPER GRID AS SHOWN ABOVE. COLUMNS WILL AUTOMATICALLY UPDATE.



STEP 27 -
ONCE YOU HAVE ENTERED ALL YOUR LINE ITEMS IN THE FOUR BUDGET CATEGORIES, YOU CAN UPLOAD DOCUMENTATION (MEETING AGENDAS, NEWSLETTER, ETC.) UNDER THE 'DOCUMENTS' TAB. CLICK 'DOCUMENTS' TAB ON BOTTOM GRID.

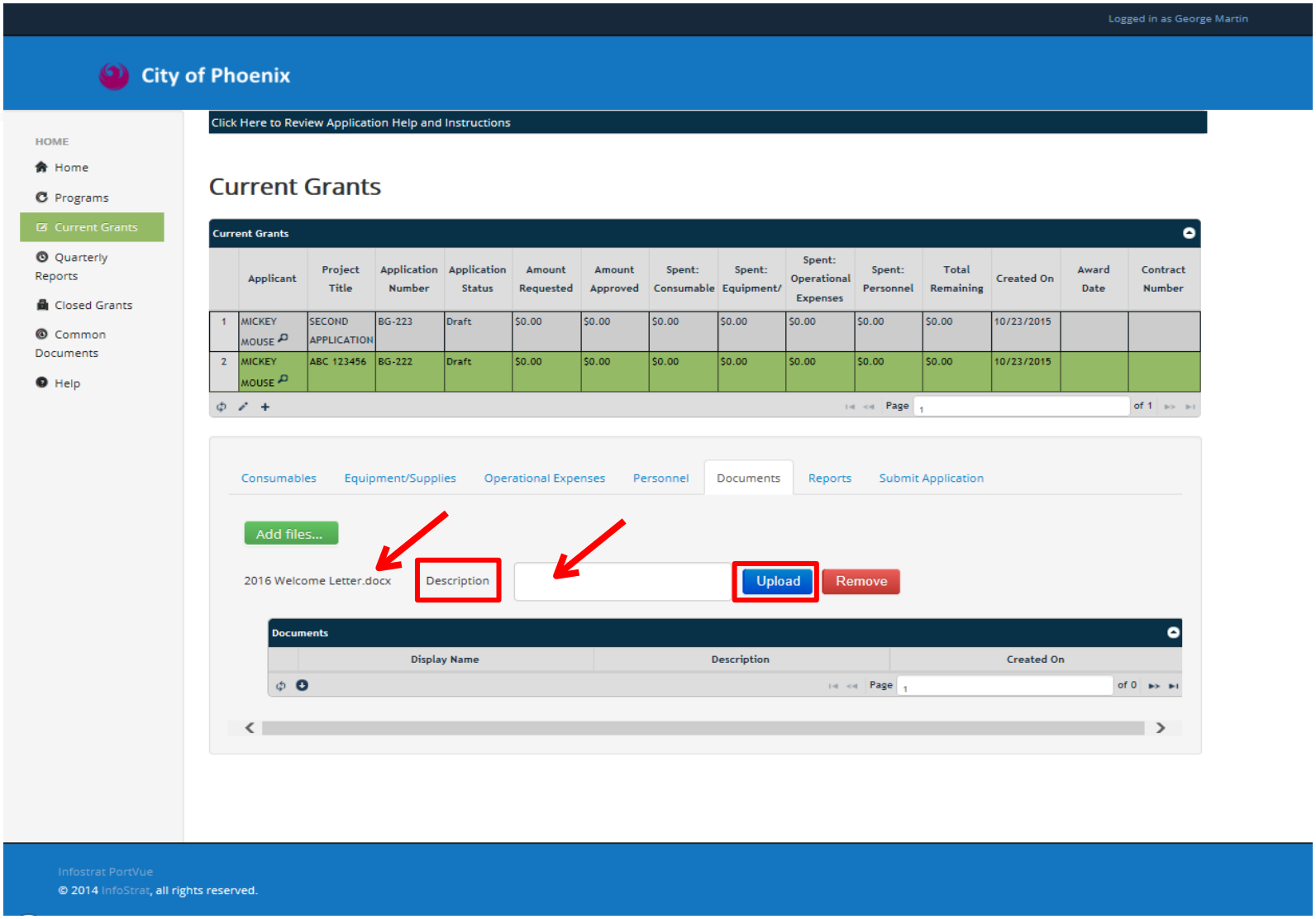


STEP 28 -
TO UPLOAD DOCUMENTS, CLICK THE 'ADD FILES' BUTTON. MAXIMUM FILE SIZE PER UPLOAD IS 5 MB.



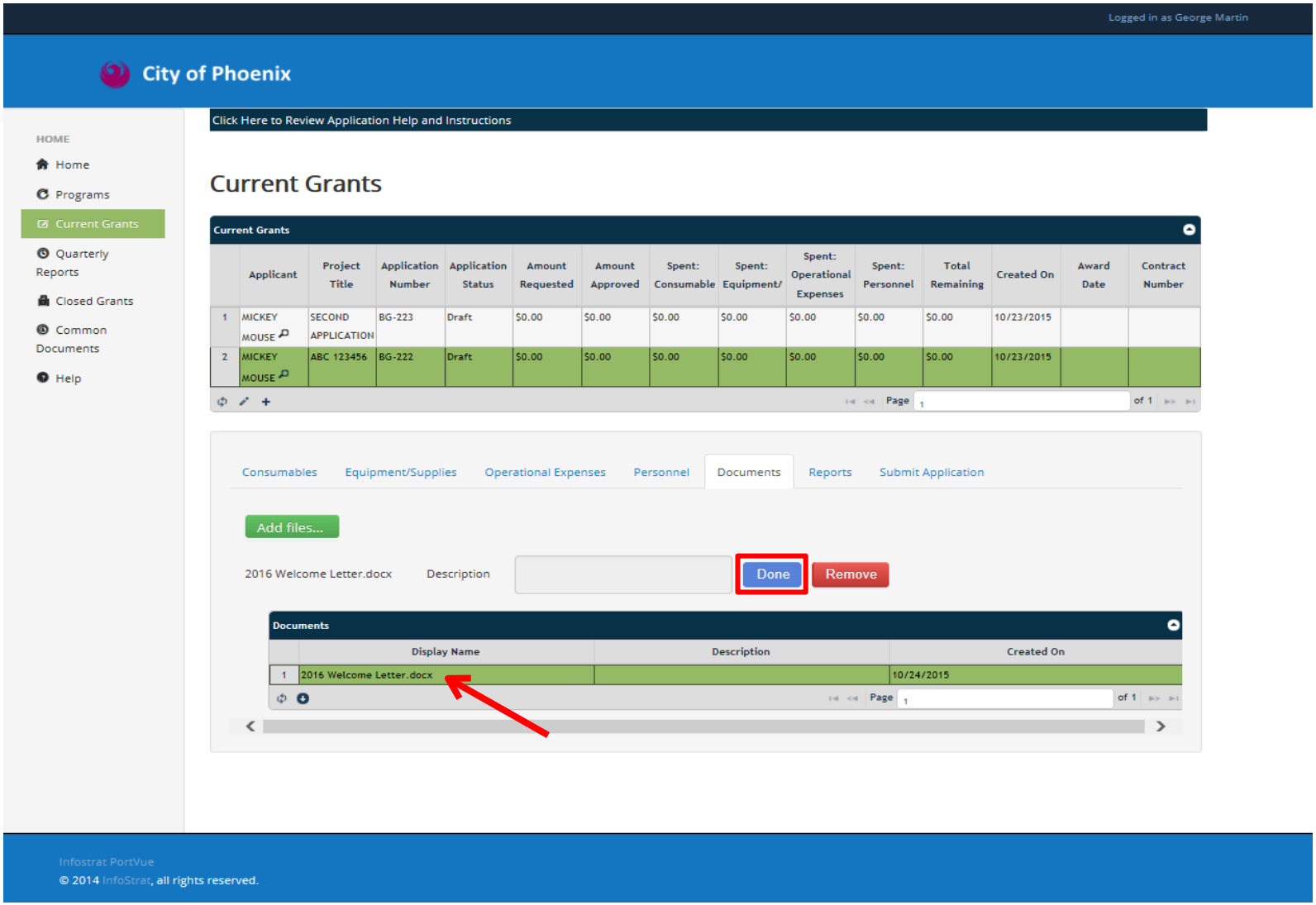
STEP 29 -

UPLOAD SCREEN WILL APPEAR. SELECT THE DOCUMENT(S) FROM YOUR COMPUTER THAT YOU WOULD LIKE TO UPLOAD, AND CLICK 'OPEN' (PLEASE ENSURE YOUR DOCUMENT FILE NAME DOES NOT INCLUDE ANY OF THE FOLLOWING CHARACTERS: _ ( ) ! , @ # $ % ^ & *).

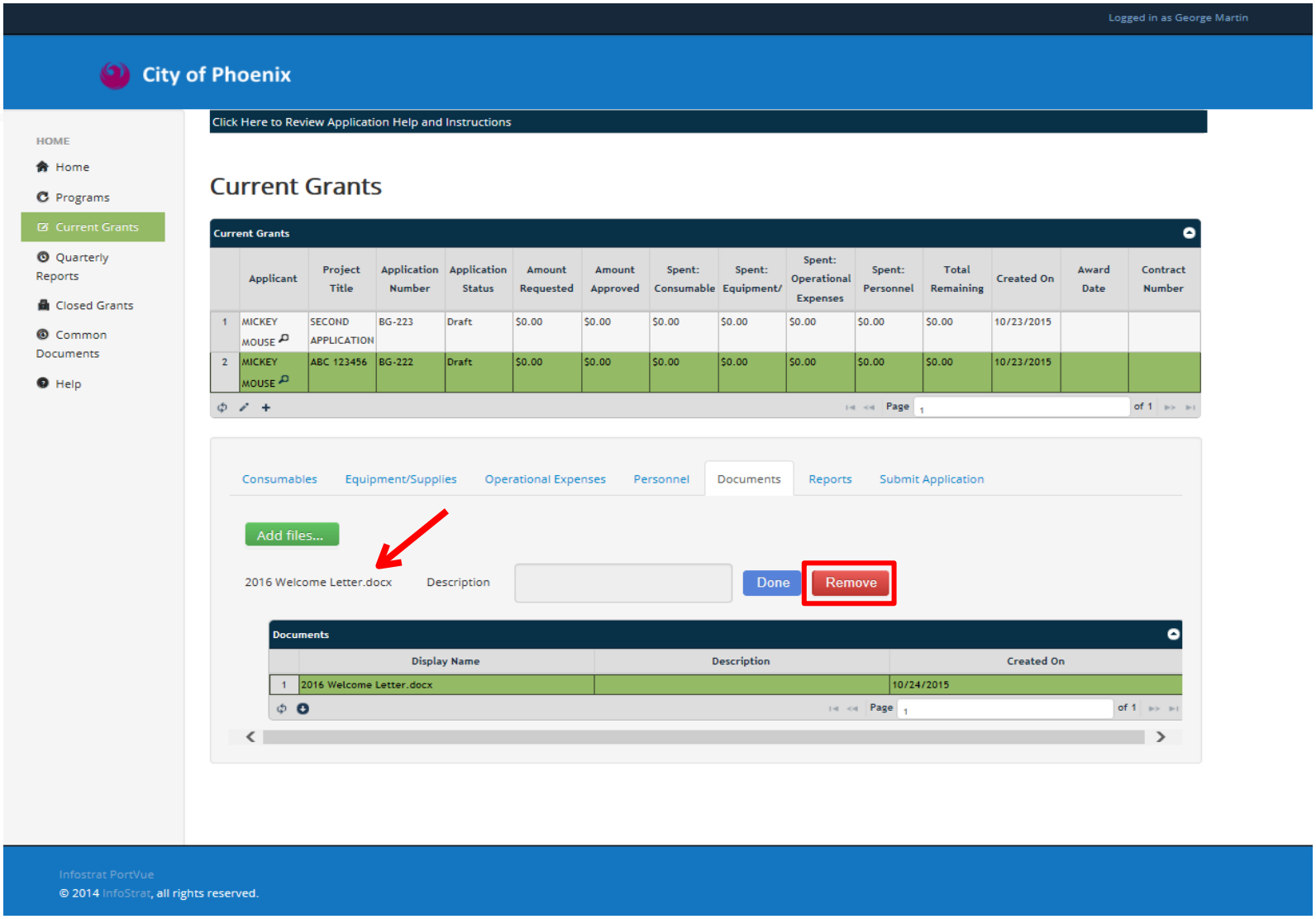


STEP 30 -

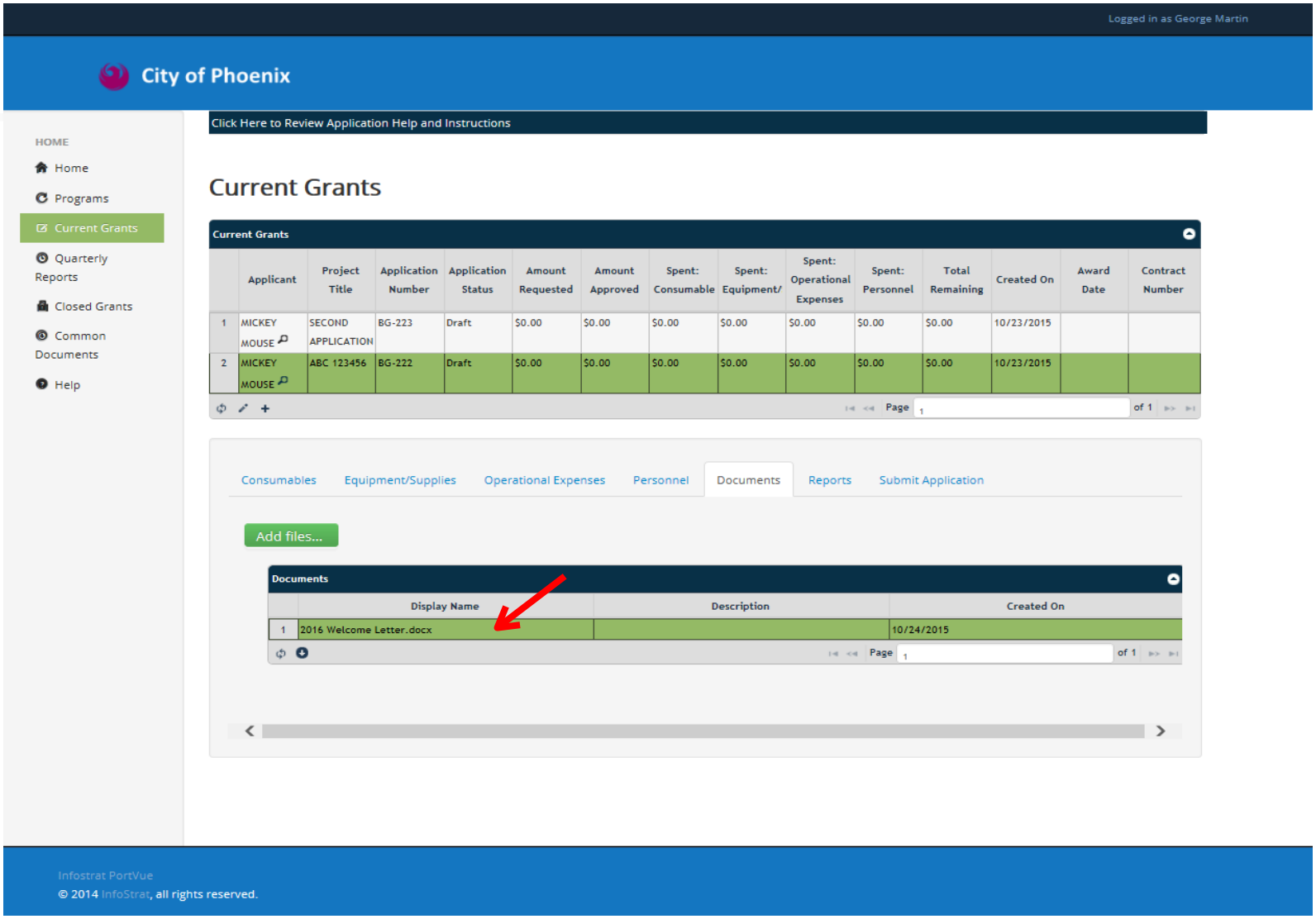
THE FILE NAME OF THE DOCUMENT YOU ARE ATTEMPTING TO UPLOAD WILL APPEAR BELOW THE 'ADD FILES' BUTTON. YOU CAN PROVIDE ADDITIONAL TEXT DESCRIPTION OF YOUR DOCUMENT IN THE 'DESCRIPTION' FIELD. TO UPLOAD, CLICK THE 'UPLOAD' BUTTON.



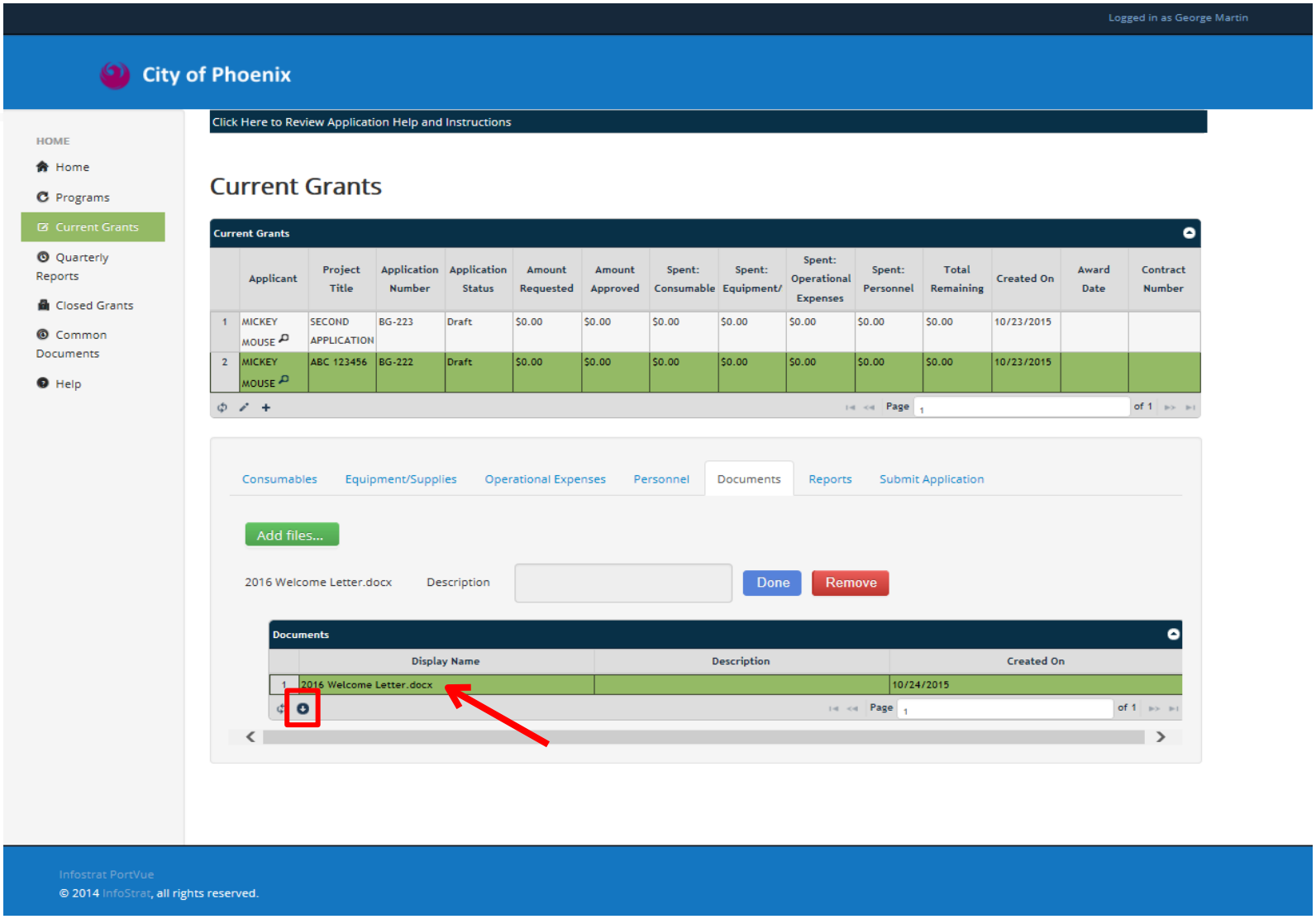
STEP 30 (continued) -
IF UPLOAD IS SUCCESSFUL, THE 'UPLOAD' BUTTON WILL CHANGE TO 'DONE', AND THE DOCUMENT WILL APPEAR IN THE GRID. REPEAT THIS PROCESS FOR ALL YOUR ATTACHED DOCUMENTS.



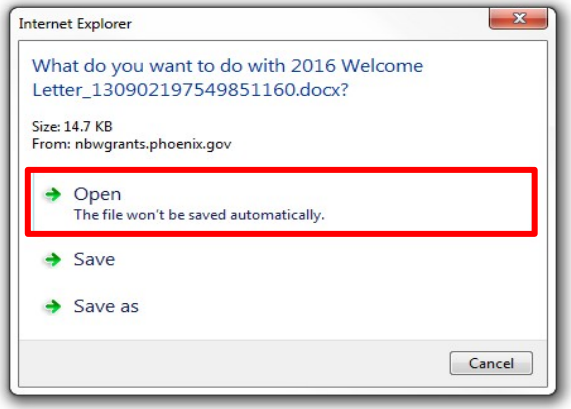
STEP 31 -
THE 'REMOVE' BUTTON WILL ONLY REMOVE THE DOCUMENT FROM THE PENDING UPLOAD AREA BELOW THE 'ADD FILES' BUTTON. IT WILL NOT DELETE IT FROM THE GRID.



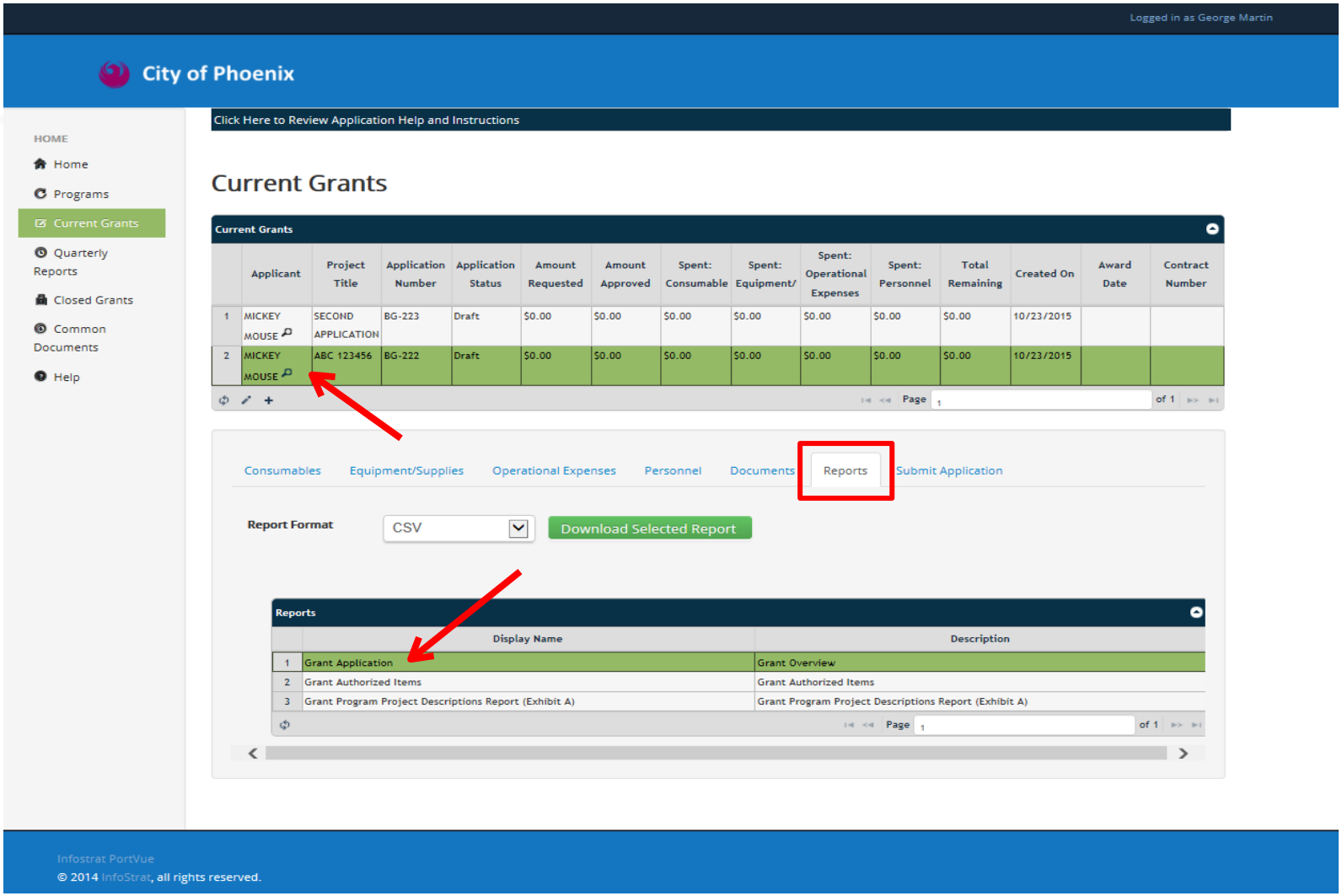
STEP 31 (continued) -
ONCE A DOCUMENT IS UPLOADED, IT CANNOT BE DELETED FROM THE GRID. AS MENTIONED IN THE PRIOR SLIDE, THE 'REMOVE' BUTTON DOES NOT DELETE. PLEASE MAKE 100% CERTAIN YOU INTEND TO UPLOAD A DOCUMENT BEFORE YOU HIT THE 'UPLOAD' BUTTON.



STEP 32 -
TO REVIEW YOUR UPLOADED DOCUMENT, CLICK THE CORRESPONDING ROW, WHICH WILL TURN GREEN, AND CLICK THE 'DOWNLOAD' BUTTON AS SHOWN ABOVE.

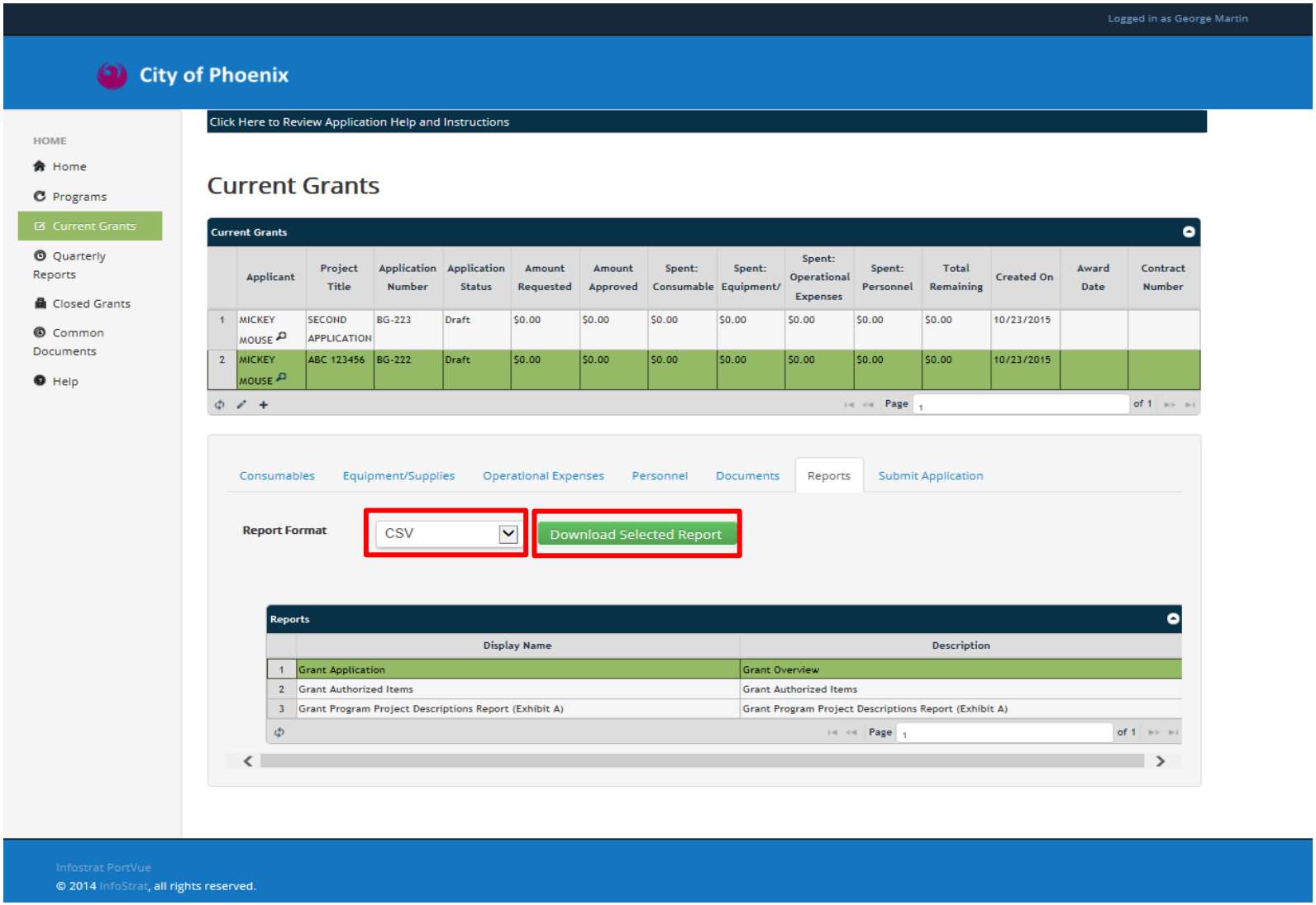


STEP 32 (continued) -
THE OPTION TO OPEN OR SAVE (YOUR SCREEN MAY DIFFER BASED ON OPERATING SYSTEM) WILL POP UP. CLICK 'OPEN' TO TEST THE DOCUMENT. YOUR FILE WILL OPEN IN THE SAME FORMAT YOU UPLOADED IT.

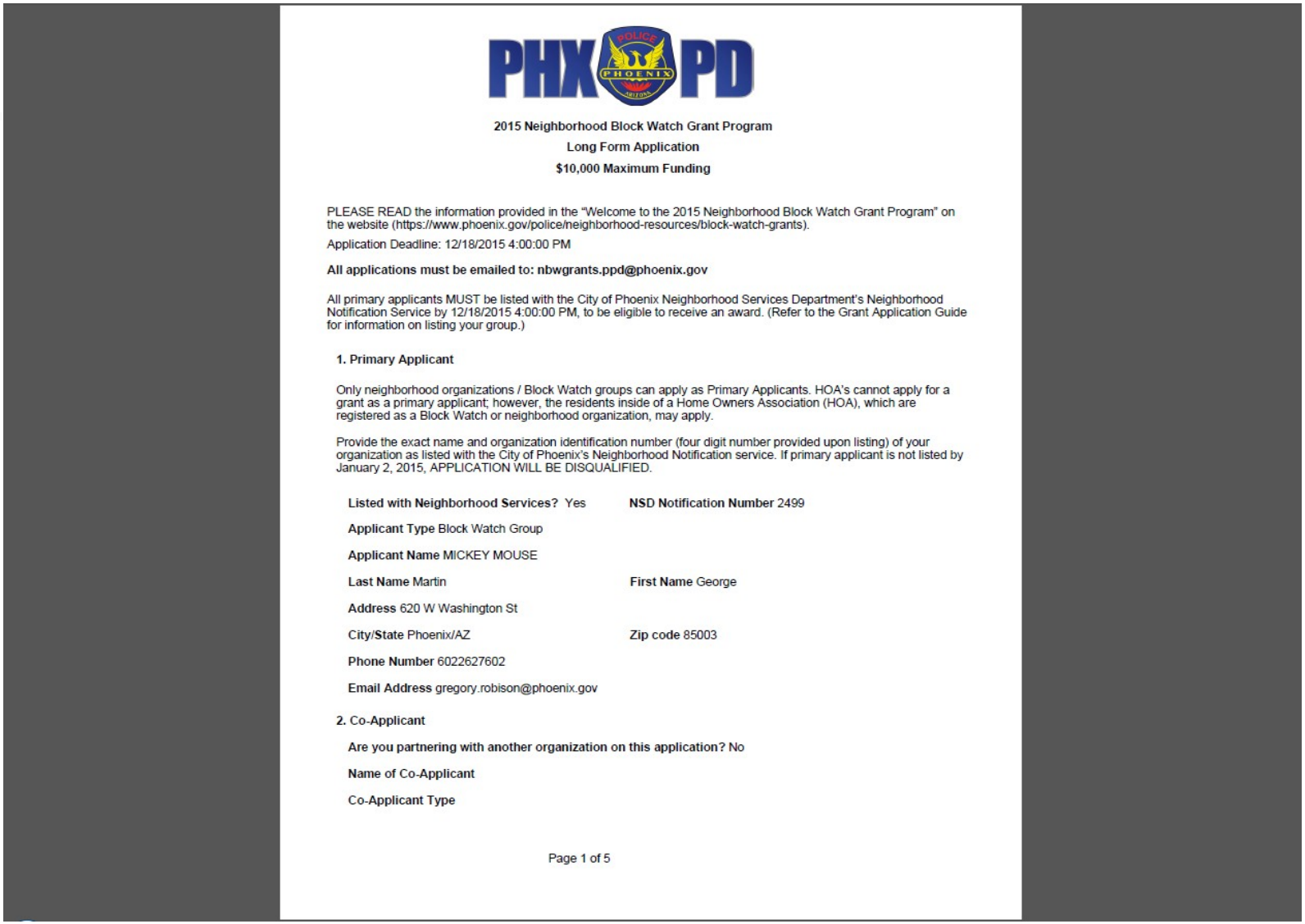


STEP 33 -

ONCE YOU HAVE ENTERED YOUR APPLICATION AND BUDGET INFORMATION COMPLETELY, YOU CAN PREVIEW YOUR APPLICATION PRIOR TO SUBMISSION. TO PREVIEW, CLICK 'REPORTS' TAB, THEN SELECT CORRESPONDING ROW IN THE TOP GRID AND 'GRANT APPLICATION' ROW IN BOTTOM GRID.



STEP 34 -
CLICK ON THE DROP DOWN MENU TO SELECT A FORMAT FOR PREVIEWING YOUR APPLICATION. THERE ARE SEVEN OPTIONS, INCLUDING PDF, EXCEL, AND WORD. CLICK ON 'DOWNLOAD SELECTED REPORT' TO PREVIEW YOUR APPLICATION.



2015 Neighborhood Block Watch Grant Program

Long Form Application

$10,000 Maximum Funding

PLEASE READ the information provided in the "Welcome to the 2015 Neighborhood Block Watch Grant Program" on the website (https://www.phoenix.gov/police/neighborhood-resources/block-watch-grants).

Application Deadline: 12/18/2015 4:00:00 PM

All applications must be emailed to: nbwgrants.ppd@phoenix.gov

All primary applicants MUST be listed with the City of Phoenix Neighborhood Services Department's Neighborhood Notification Service by 12/18/2015 4:00:00 PM, to be eligible to receive an award. (Refer to the Grant Application Guide for information on listing your group.)

1. Primary Applicant

Only neighborhood organizations / Block Watch groups can apply as Primary Applicants. HOA's cannot apply for a grant as a primary applicant; however, the residents inside of a Home Owners Association (HOA), which are registered as a Block Watch or neighborhood organization, may apply.

Provide the exact name and organization identification number (four digit number provided upon listing) of your organization as listed with the City of Phoenix's Neighborhood Notification service. If primary applicant is not listed by January 2, 2015, APPLICATION WILL BE DISQUALIFIED.

Listed with Neighborhood Services? Yes **NSD Notification Number** 2499

Applicant Type Block Watch Group

Applicant Name MICKEY MOUSE

Last Name Martin **First Name** George

Address 620 W Washington St

City/State Phoenix/AZ **Zip code** 85003

Phone Number 6022627602

Email Address gregory.robison@phoenix.gov

2. Co-Applicant

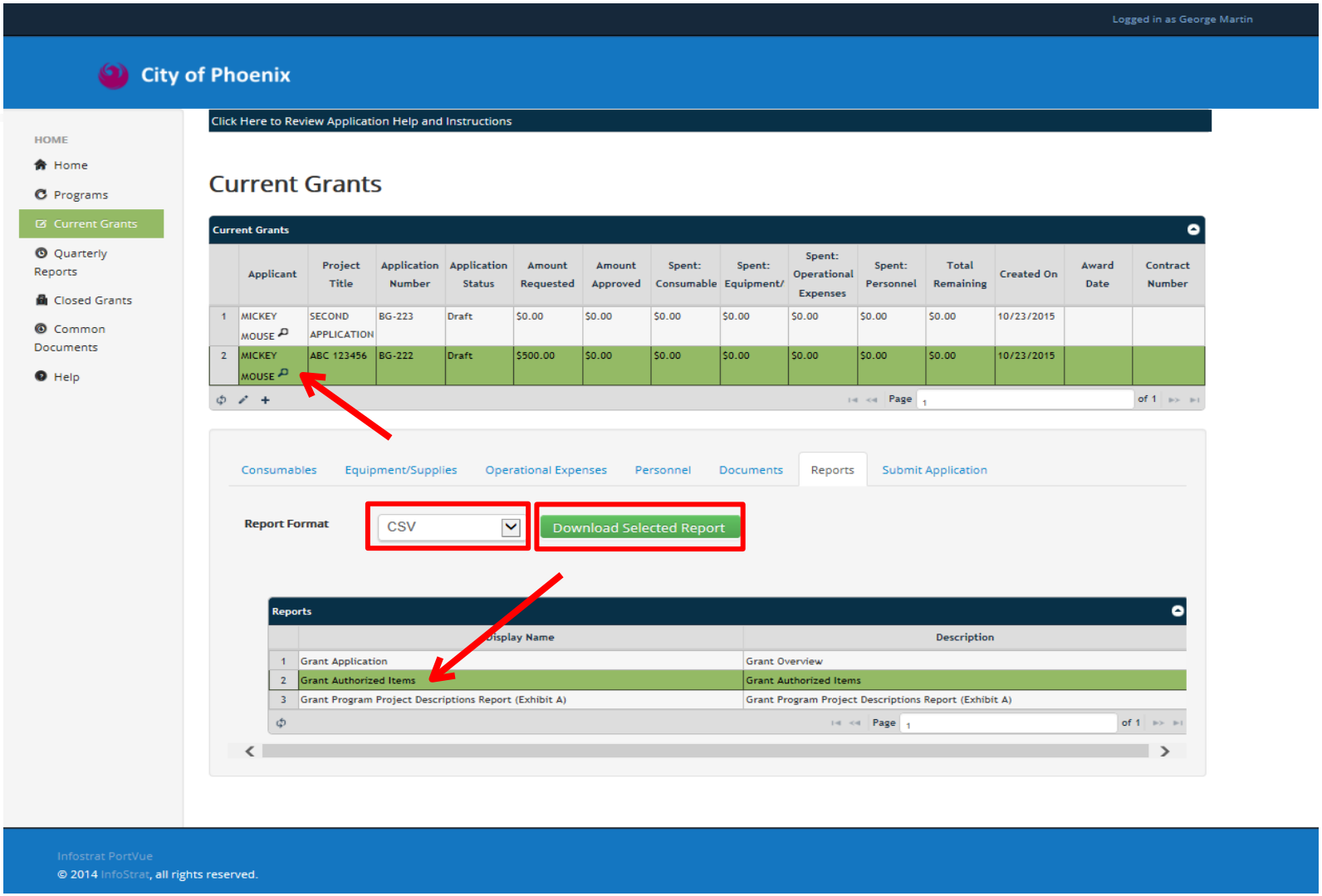
Are you partnering with another organization on this application? No

Name of Co-Applicant

Co-Applicant Type

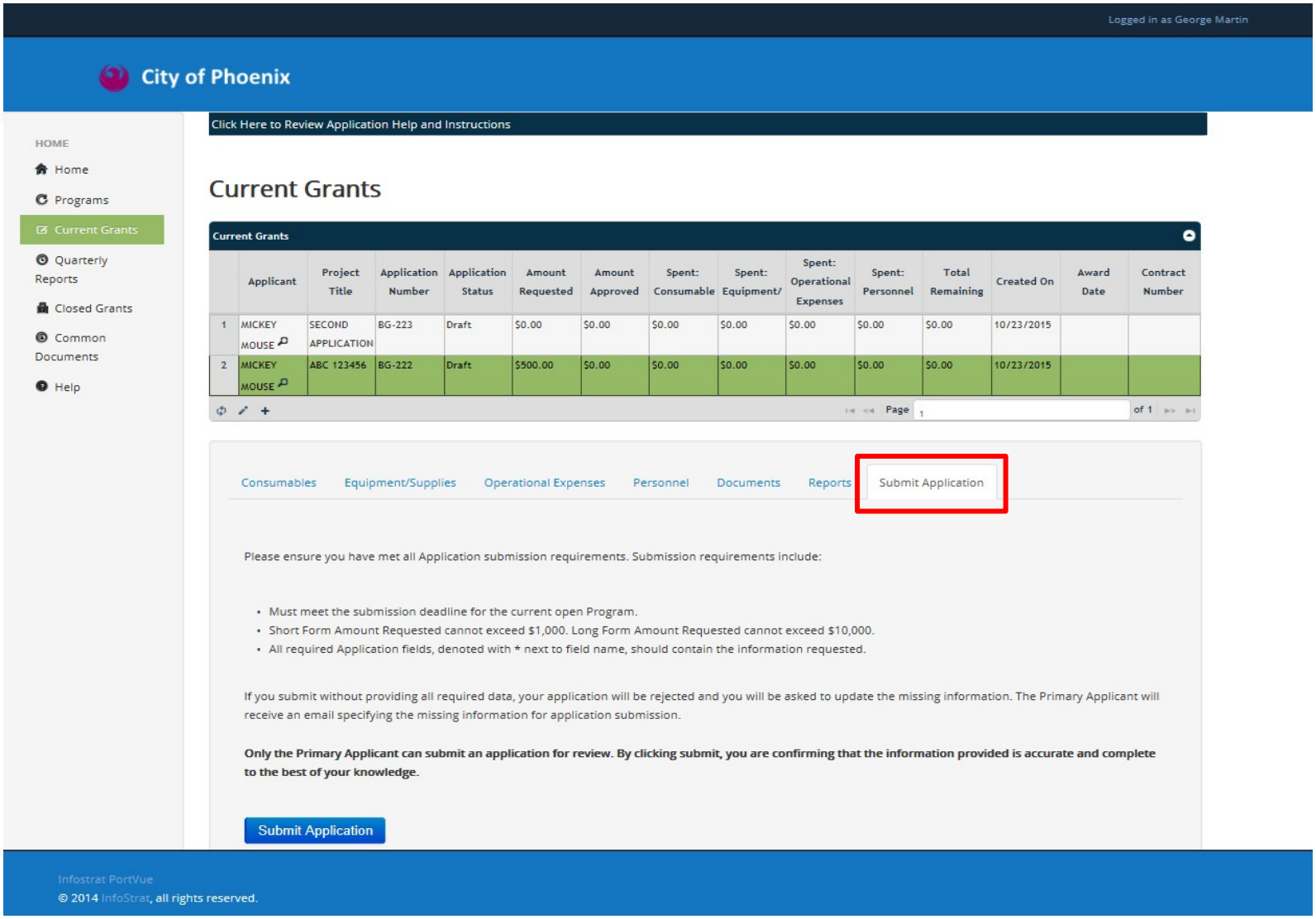
Page 1 of 5

STEP 34 (continued) -
YOUR APPLICATION PREVIEW WILL POPULATE. THIS IS A SAMPLE IN PDF FORM.

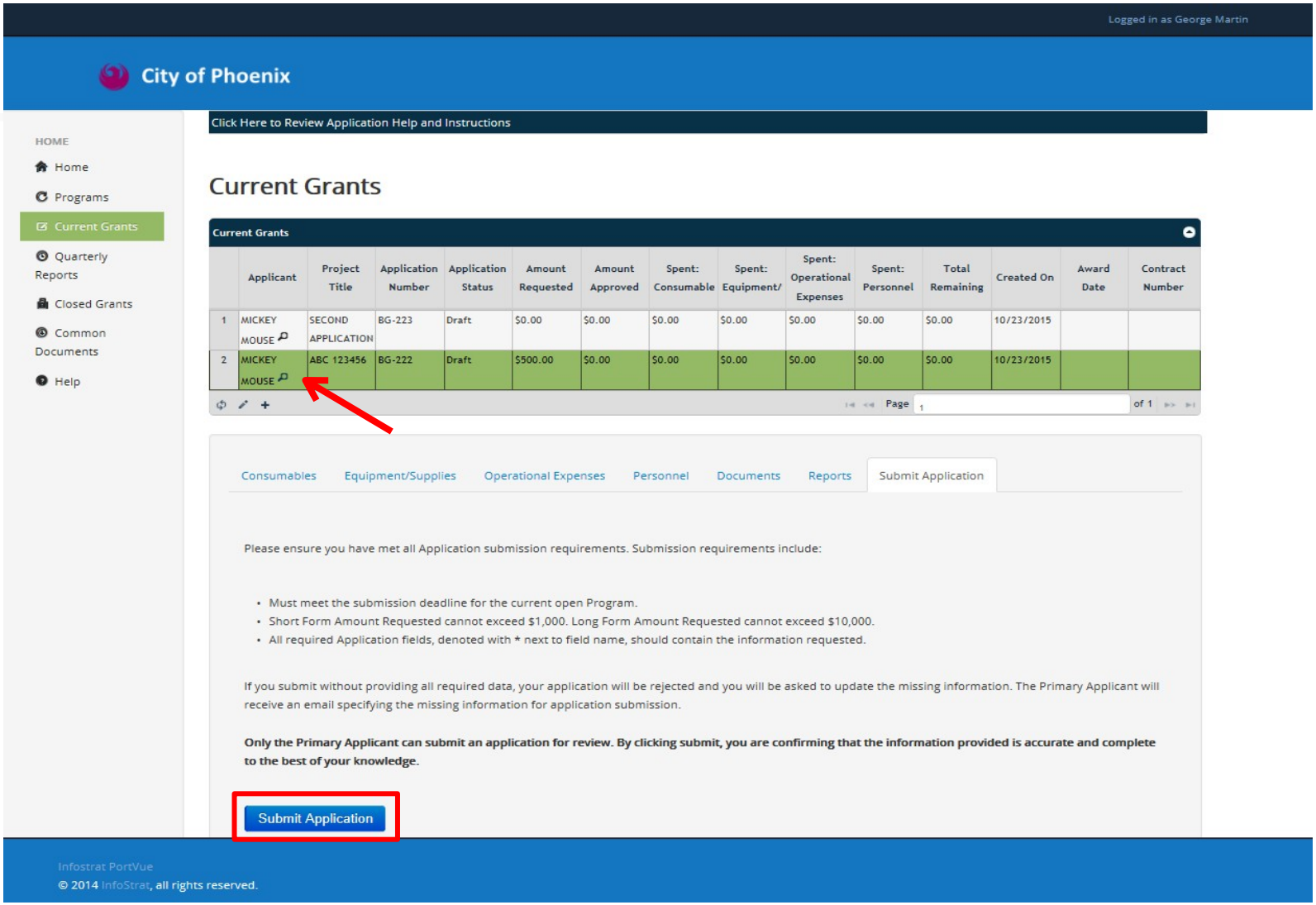


STEP 35 -

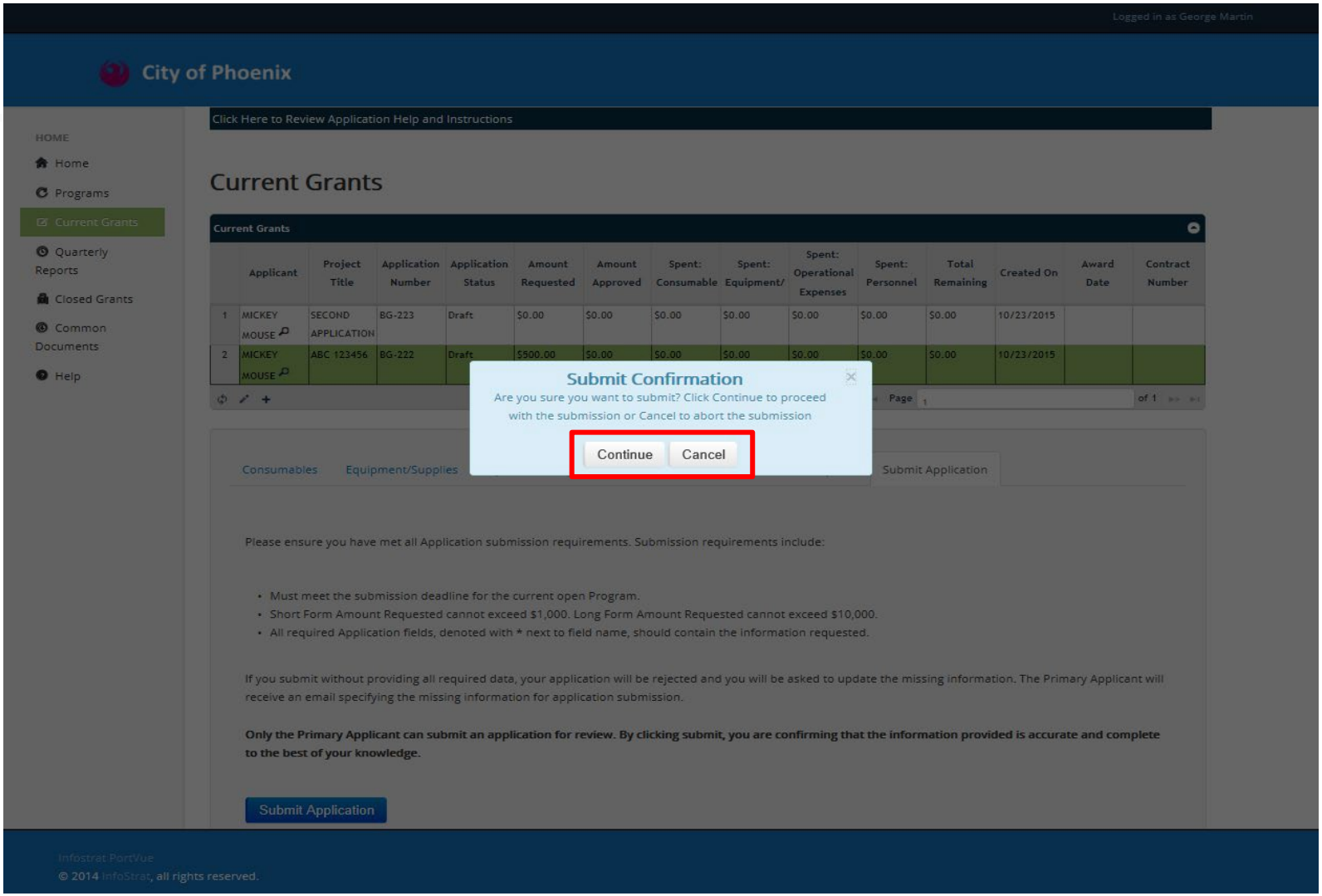
IF FUNDED, YOU WILL BE ABLE TO DOWNLOAD A COPY OF YOUR APPROVED BUDGET. TO DOWNLOAD, CLICK ON THE CORRESPONDING ROW IN THE TOP GRID AND THE 'GRANT AUTHORIZED ITEMS' ROW IN THE BOTTOM GRID. THEN SELECT THE FORMAT FROM THE DROP DOWN AND CLICK 'DOWNLOAD SELECTED REPORT'.



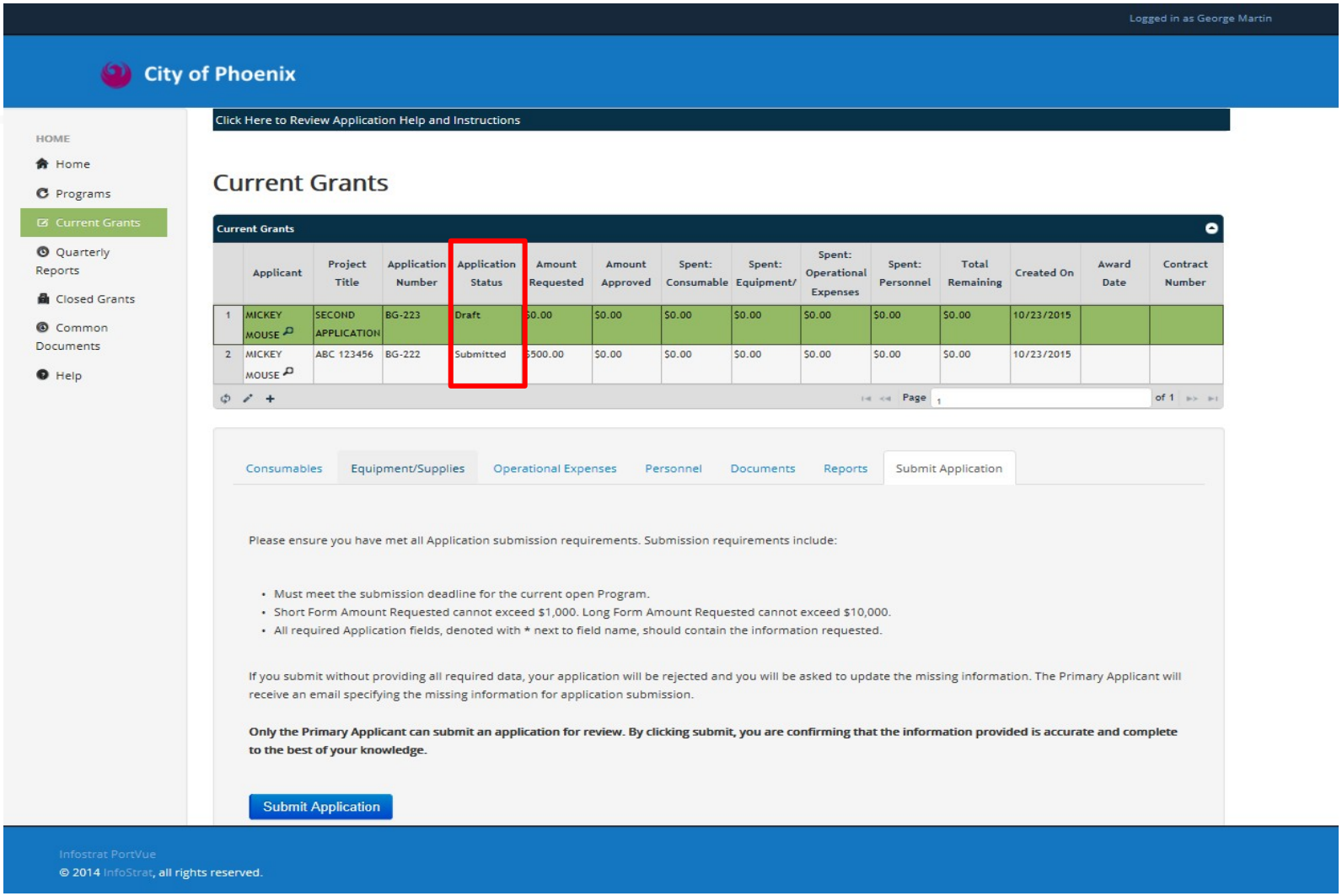
STEP 36 -
ONCE YOU HAVE PREVIEWED YOUR APPLICATION, DEEMED IT COMPLETE, AND ARE READY TO SUBMIT, CLICK 'SUBMIT APPLICATION' TAB IN THE BOTTOM GRID.



STEP 37 -
TO SUBMIT YOUR APPLICATION, ENSURE THAT THE CORRECT ROW IS SELECTED IN THE TOP GRID (IT WILL TURN GREEN), AND CLICK 'SUBMIT APPLICATION' BUTTON AT THE BOTTOM OF THE PAGE.

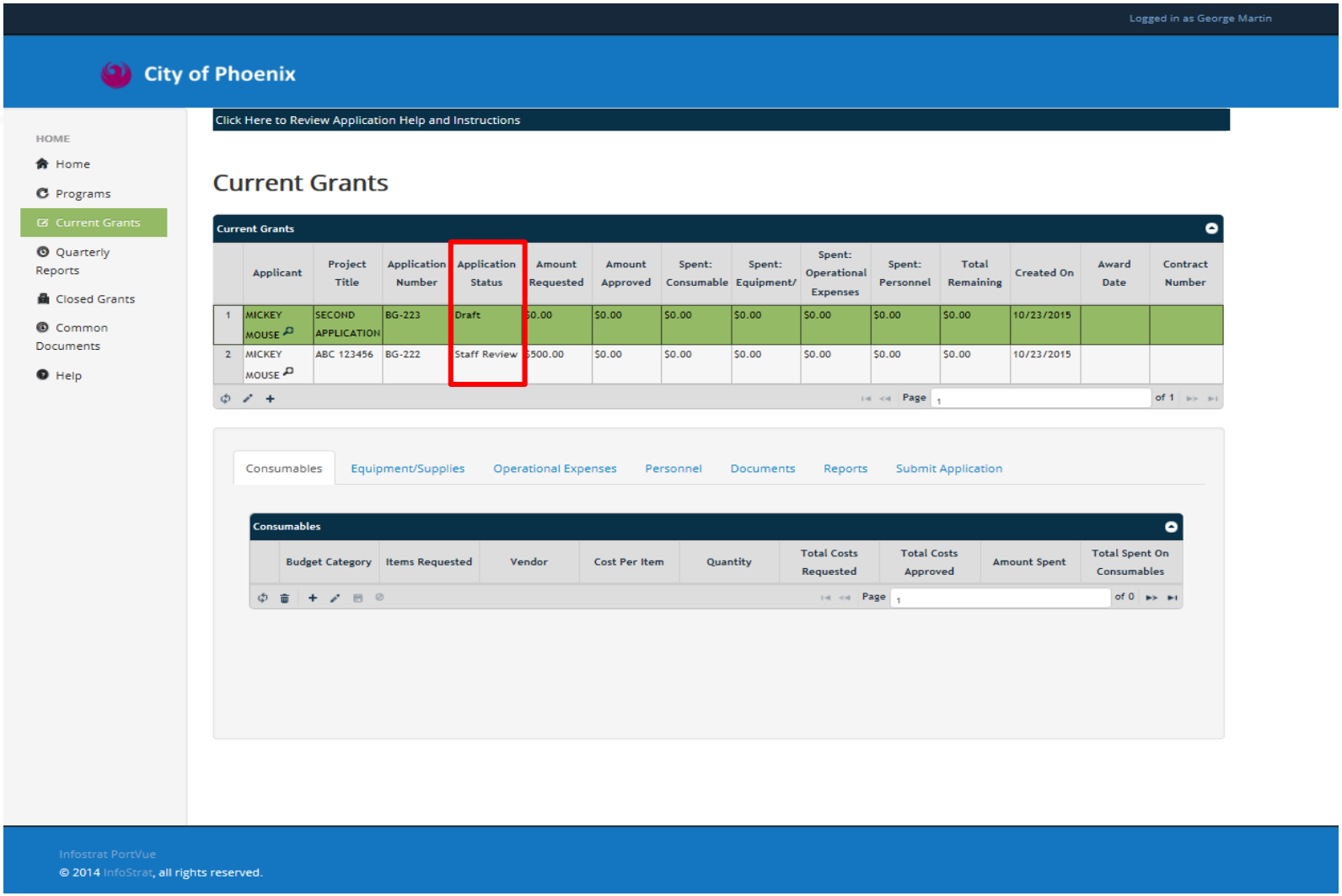


STEP 38 -
YOU WILL BE ASKED TO CONFIRM YOUR SELECTION. TO SUBMIT YOUR APPLICATION, CLICK 'CONTINUE'. TO CANCEL, AND RETURN TO THE PREVIOUS PAGE WITHOUT SUBMITTING, CLICK 'CANCEL'.

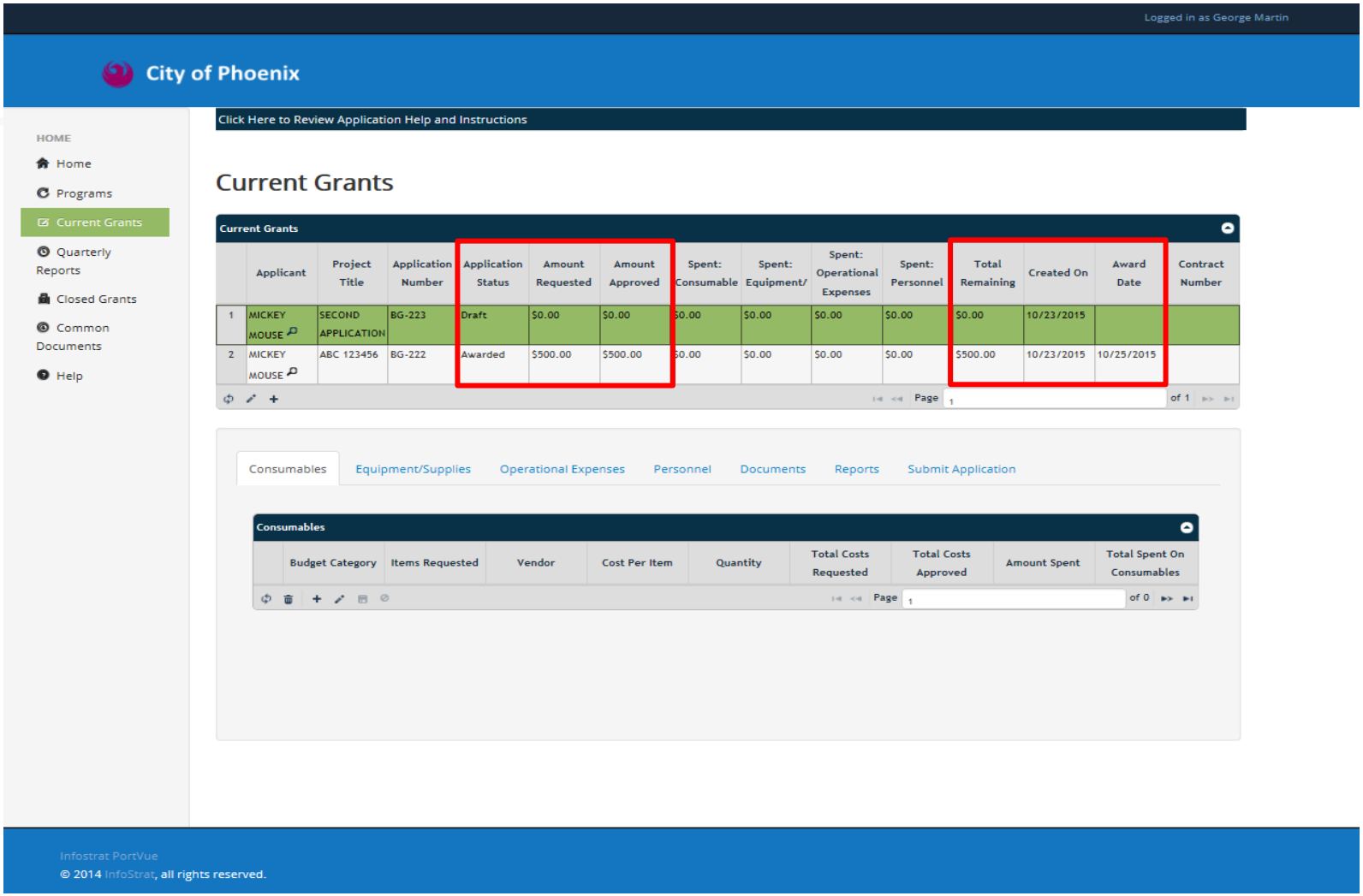


STEP 38 (continued) -

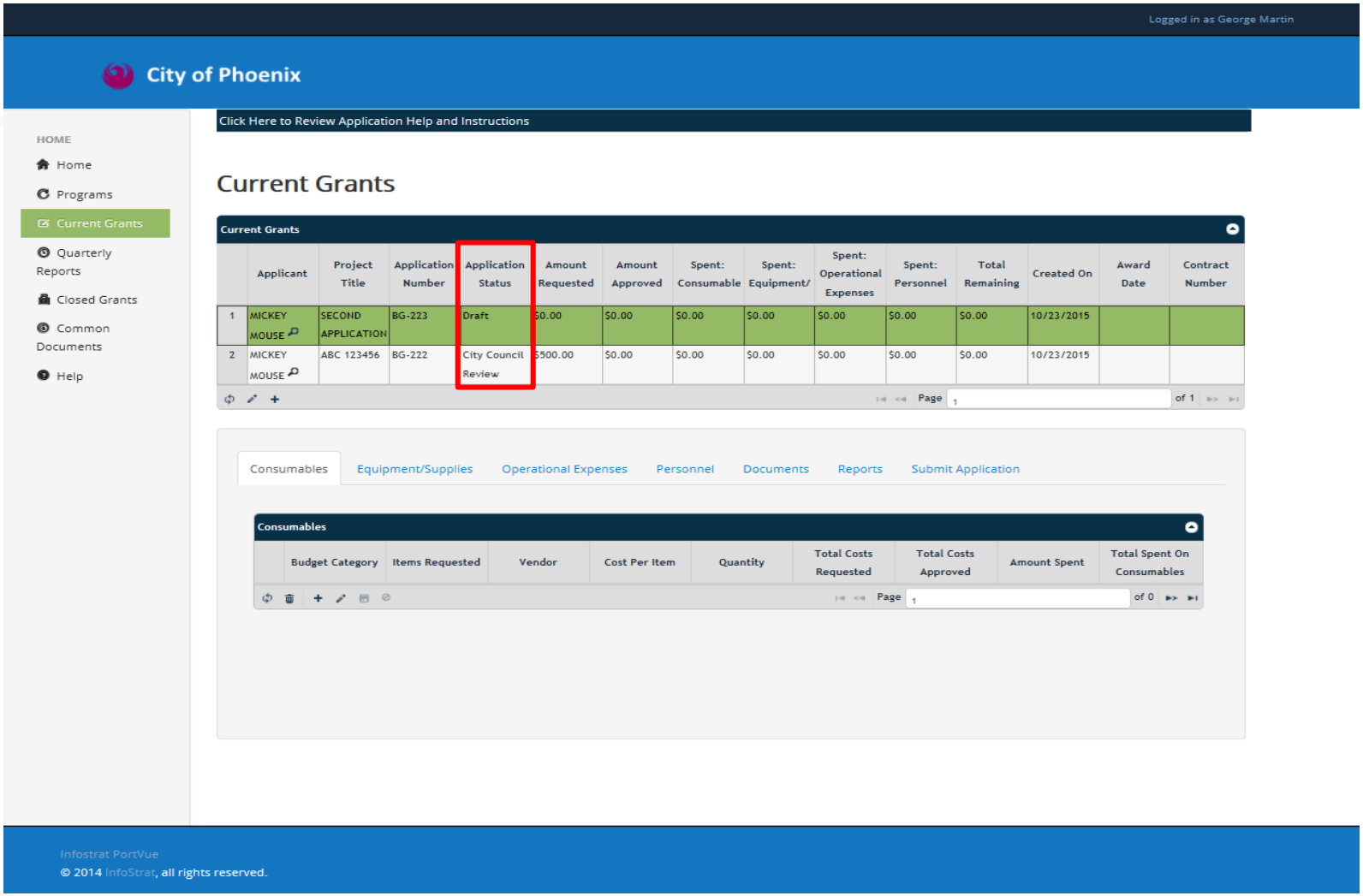
ONCE YOU'VE SUBMITTED YOUR APPLICATION, THE 'APPLICATION STATUS' IN THE TOP GRID WILL AUTOMATICALLY CHANGE FROM 'DRAFT' TO 'SUBMITTED'. YOU WILL RECEIVE AN E-MAIL CONFIRMING SUBMISSION/RECEIPT OF YOUR APPLICATION. REMEMBER: ONCE SUBMITTED, YOU CAN NO LONGER MAKE CHANGES TO YOUR APPLICATION OR BUDGET. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NBW GRANT STAFF.



STEP 38 (continued) -
AS THE GRANT APPLICATION PROCESS CONTINUES, YOU CAN LOG INTO GMS AND VIEW YOUR APPLICATION PROGRESS. THE PROGRESS OF YOUR APPLICATION WILL BE REFLECTED IN THE 'APPLICATION STATUS' COLUMN OF THE TOP GRID (SEE HOW STATUS HAS CHANGED FROM 'SUBMITTED' TO 'STAFF REVIEW' ABOVE).



STEP 38 (continued) -
IF APPROVED, YOUR 'APPLICATION STATUS' WILL CHANGE TO 'AWARDED' OR 'AWARDED MODIFIED' (IF THE BUDGET IS MODIFIED), AND THE COLUMNS IN THE TOP GRID, INCLUDING 'AMOUNT APPROVED', 'TOTAL REMAINING', AND 'AWARD DATE' WILL AUTOMATICALLY UPDATE. IF DENIED, YOUR 'APPLICATION STATUS' WILL CHANGE TO 'REJECTED'.



STEP 38 (continued) -
THE FINAL STATUS YOU WILL SEE BEFORE YOU RECEIVE A NOTIFICATION LETTER OR E-MAIL WILL BE 'CITY COUNCIL REVIEW'. ONCE CITY COUNCIL HAS APPROVED THE FUNDING RESULTS, YOU WILL RECEIVE AN E-MAIL FROM GMS AND A LETTER FROM NBWGP STAFF REGARDING THE DECISION.

Matthew C. Giordano, Police Chief

QUESTIONS?

CONTACT NBWGP STAFF AT 602-262-7602

PHX POLICE PHOENIX ARIZONA PD