## DIRECTIONS FOR COMPLETING BUDGET PAGES FOR THE 2015 NEIGHBORHOOD BLOCK WATCH GRANT APPLICATION

## Analyze your budget carefully.

For each budget category, complete the attached budget sheet. It is vital that a budget narrative be provided in the space provided. The total amount from each budget category will automatically transfer to the budget summary. Remember to include costs for tax when completing your grant budget.

A listing of restricted and prohibited budget items is available in the Application Guide available on the Neighborhood Block Watch Grant Program website. If restricted and/or prohibited items are listed in the budget section, the Neighborhood Block Watch Oversight Committee man line-item veto the item or disqualify the entire application.

The Application Guide is available at: http://www.phoenix.gov/policesite/Pages/policenbwgrant.aspx

Grant Budget Summary (Subtotals auto-calculate based on the below budget pages)	Subtotal
Personnel	
Operational Expenses	
Equipment/Supplies	
Consumables	
Total Grant Request (Can Not Exceed \$10,000)	

For each category above, complete the budget worksheet outlining each line-item and the budget narrative. Failure to provide a narrative may result in a line-item veto(s) of the budget or application disqualification.

Personnel Category						
Names of Employees or Positions	Relationship to Organization	Number of Positions / Hours	Rate of Pay or Hourly Wages	Total Costs		
Subtotal (Automatically inserts total	s on Grant Budget Overv	iew):	ı			
Budget Narrative - Explain what services each employee / position will provide for your grant program:						
Management of the language of						
If no narrative is provided, a budget item may be vetoed by the NBW Oversight Committee.						

Operational Expenses Category							
					(	Cost Per	Total
List Items Requested		Vendor		Qt	ty	ltem	Costs
Subtotal (Automatically inserts	totals on G	Frant Budg	et Ove	rview):			
Budget Narrative - Explain wh	ny these it	ems or se	rvices	are n	ecessa	ry for y	our grant
program:							
If no narrative is provided, Committee.	a budget	item may	be ve	etoed	by the	NBW	Oversight

Equipment / Supplies Category						
List Items Requested	Vendor	Qty	Cost Per Item	Total Costs		
Subtotal (Automatically inserts to	totals on Grant Budget Ov	verview):				
Budget Narrative - Explain why t	hese items are necessary	for your (	grant progra	ım:		
If no narrative is provided, a bud	lget item may be vetoed b	y the NBV	/ Oversight			

Consumables Category					
List Items Requested	Vendor	Qty	Cost Per Item	Total Costs	
subtotal (Insert totals on Grant I Budget Narrative - Explain why t	Budget Page, Item #12): hese items are necessary	for your gr	ant progra	ım:	
If no narrative is provided, a bud	lget item may he vetoed hy	v the NRW	Oversigh <del>t</del>		
Committee.	igot item may be veloca by	, 110 14014	o voi signit		

## **Budget Supplement – Lawful Traffic Mitigation Devices**

In order to request Lawful Traffic Mitigation Devices, including speed bumps / humps for a Neighborhood Block Watch Grant, you must be able to meet the following criteria..

Before proceeded with traffic mitigation devices you are required to contract the Street Transportation Department to determine if the proposed area meets the criteria for a device and received approval from 70% of the surrounding neighbors.

Yes No

Has the Street Transportation Department completed the required study and found that your neighborhood is eligible? Have you received approval from 70% of the surrounding neighbors?

If you answered "No" to either of the above questions, you are not eligible to apply for grant funds for traffic mitigation devices.

If you answered "Yes" to both questions, please proceed to the next question.

Yes No

Is the traffic mitigation device related to public safety, if yes please explain below.