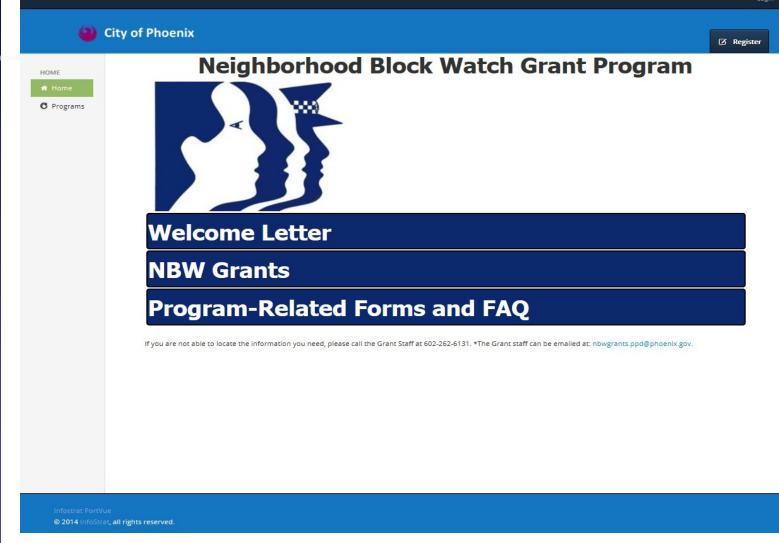


## **Neighborhood Block Watch Grant Program**

Michael G. Sullivan, Interim Police Chief

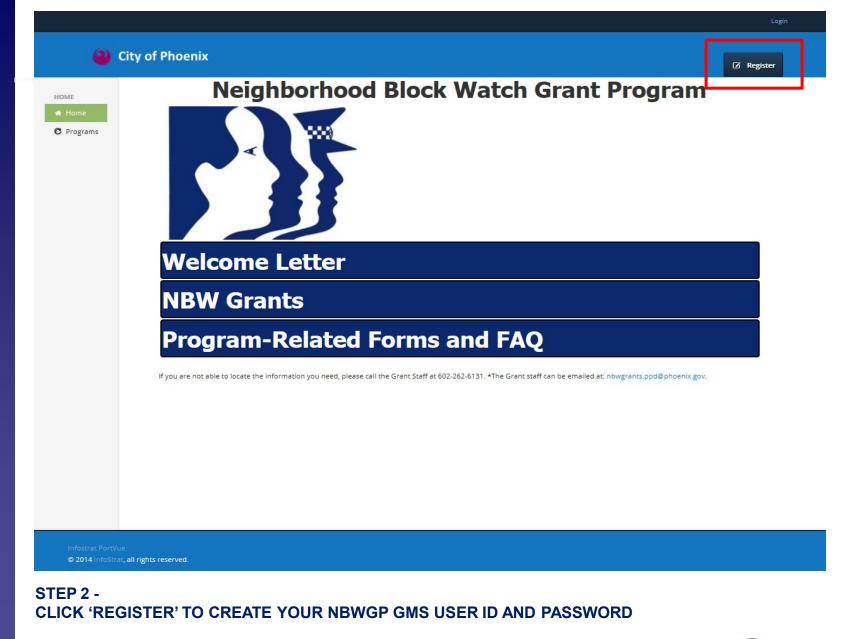
# **Application Process Workshop**





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







🕘 City of Ph	oenix			🕼 Register
Register				
	Contact			
	Requested Portal Role	Applicant		
	First Name	*		

Portal Role		
First Name	*	
Last Name	*	
Address 1	*	
Address 2		
City	*	
State	×	
Zip	*	
Mobile Phone #	*	
Other Phone #		
Email	*	
Login		
Infostrat PortVue © 2014 InfoStrat, all rights reserved.		

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.

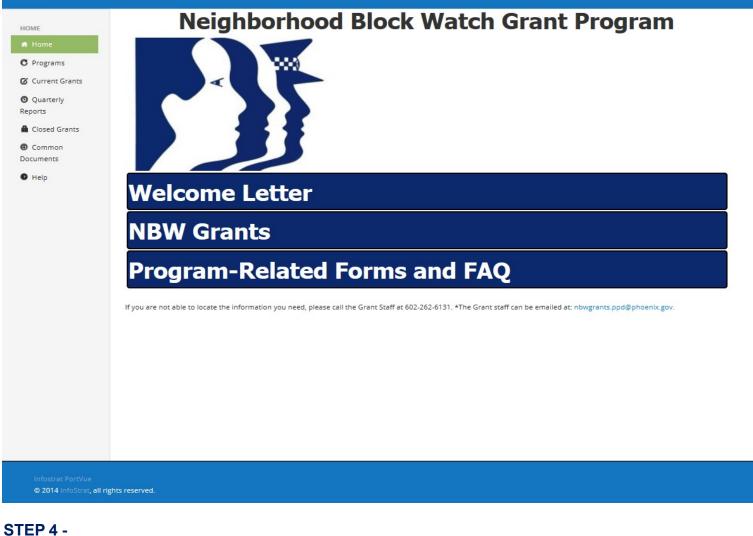


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Login		
	iles: Please make sure that your password is at least 8 chara owing categories: uppercase character, lowercase character	
User Name	*	
User Name Password	* *	
	*	
Password Confirm	*	

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'.





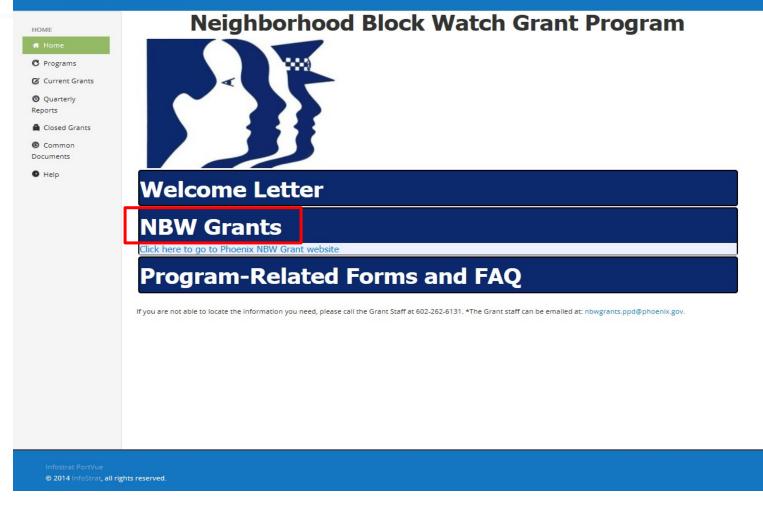
ONCE REGISTERED, 'LOGGED IN AS [YOUR NAME]' WILL APPEAR AT TOP RIGHT. YOU WILL RECEIVE AN E-MAIL CONFIRMING YOUR REGISTRATION.



HOME Home Programs C Current Grants Q Quarterly Reports Closed Grants Common	Neighborhood Block Watch Grant Program
Documents	Welcome Letter
	Welcome to the 2016 Neighborhood Block Wate         h Grant Program (NBWGP) application process!           Thank you for your interest. The NBWGP provides an opportunity to enhance the safety and quality of life in our city through empowerment of community groups. NBWGP funding offers neighborhood groups the resources to create new and innovative programs and activities designed to prevent and reduce crime in the community.
	The goals of the NBWGP are to detect, deter, and/or delay crime through educating individuals and communities to work together to solve problems. The program also encourages citizens to develop a sense of ownership for their neighborhoods, address common neighborhood goals, coordinate neighborhood/community meetings, and teach crime prevention and safety techniques.
	Funding is awarded on a competitive basis for projects that demonstrate the potential to produce the greatest measurable results for a definable population or area.
	Grant applications will be scored by the NBWGP Oversight Committee. The committee is composed of resident volunteers appointed by the Mayor, City Council, and Phoenix Police Department. Applications will be scored on the merit and quality of the information you provide.
	Community presentations, regarding the NBWGP application process, will be held prior to the process opening in November. Please visit the NBWGP website for dates, locations, registration and general information.
	The 2016 NBWGP application process will open November 2, 2015. The submission deadline for completed applications is December 3, 2015.
	For more information, please call the Neighborhood Block Watch Grant Program Unit at 602-262-6131.

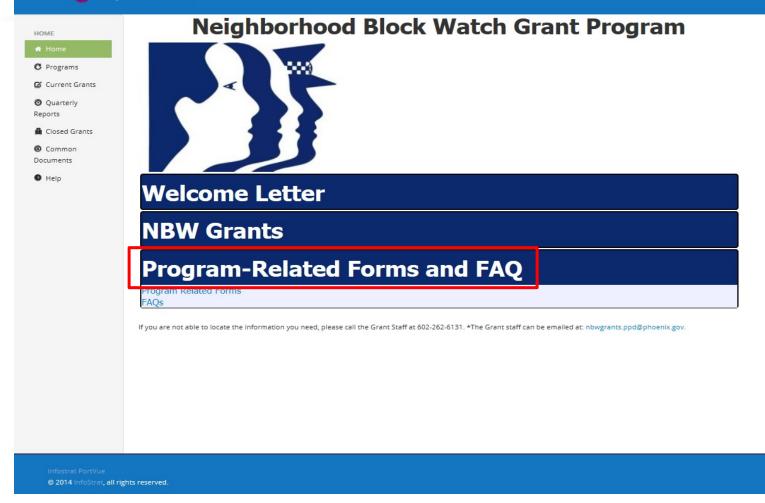
STEP 5 -CLICK 'WELCOME LETTER' BANNER TO EXPAND WELCOME LETTER. REVIEW. CLICK BANNER AGAIN TO CLOSE.





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.



<ul> <li>Home</li> <li>Programs</li> <li>Current Grants</li> </ul>	Help Documents				
_	Help Documents				
Z Current Grants					
-			Name		
O Quarterly Reports	1 Help Docum	ents	ret eet P	age 1	of 1 🕞
Closed Grants					
Common Documents	Help Docu	iments			
	user may	only download documents.	sted document, then click the Download button located at the		
	Help	Documents			
		Display Name	Description	Created On	
	1	Directions for Completing Budget	Directions for Completing Budget Pages for the 2015 Neighborhood Block Watch Grant Application	05/12/2015	
	2	2015 Grant Program Application Guide	2015 Neighborhood Block Watch Grant Program Application Guide	05/12/2015	
	φ (	0	re <e page<="" td=""><td>1</td><td>of 1 (100 - 1</td></e>	1	of 1 (100 - 1

**STEP 8 -**

CLICK 'HELP' TAB TO DISPLAY HELP DOCUMENTS, INCLUDING 2025 NBWGP APPLICATION GUIDE AND DIRECTIONS TO COMPLETE THE BUDGET.



Programs   I Gurrent Grants   O Quarterly   I Glosed Grants   C Common   Common scuments   Help Documents   To download a document, highlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents.   Help Documents   To download a document, bighlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents.   Help Documents   To download a document, bighlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents.   Help Documents   To download a document.   Help Documents   To download a document, bighlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents.   Help Documents   To download a document document document.   Help Documents   To download documents.   Help Documents   To download documents for Completing Budget Pages for the 2015 Heighborhood Block Wath Grant Application   1   1   1   2   2015   2   2015   1   1   1   1   1   1   1   1   1   1   1   1   2	Programs Help Documents   Quarterly   Quarterly   Quarterly   Reports   Conson   Ocommon   Documents   Help Documents To download a document, highlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents. Help Documents To download a document, bighlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. The user may only download documents. Help Documents To download documents. To download documents. Help Documents To download document for Completing Budget Directions for Completing Budget Pages for the 2015 Of /12/2015 Of /12/2015 Quide (Interview of the option of the option of the document series of the docume	HOME	Help Documents		
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			2 2015 Grant Program Application Guide		on 05/12/2015
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STEP 9 -

CLICK ROW THAT CORRESPONDS TO THE DOCUMENT YOU WOULD LIKE TO OPEN. IT WILL TURN <u>GREEN</u>. CLICK 'DOWNLOAD' ICON (ARROW DOWN) TO OPEN.





Neighborhood Block Watch Grant Program Application Guide

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



				Logged in as George Ma
<ol> <li>City</li> </ol>	of Phoenix			
НОМЕ	Drograms			
nome	Programs			
C Programs	Programs			0
Current Grants	Name	Fiscal Year	Submission Deadline	Program Status
O Quarterly	1 2015 Block Grants	2015	12/18/2015 04:00 PM	Open
Reports	*			
Closed Grants				
Common Documents				
Help				
Infostrat PortVue © 2014 InfoStrat, all rig	hts reserved.			

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.



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C Program	Current	Grants	;											
Current Grants	Current Grants													•
Quarterly Reports	Applicant	Project /	Application Number	Application Status		Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
Closed Grants Common	¢ / +								1	e 😽 Page	1			of 0 🕨 🖬
Documents Help														
• нер	Consumable	es Equipn	ment/Supplie	es Opera	ational Expe	nses Pe	ersonnel	Documents	Reports	Submit	Application			

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



	PLEASE READ the information provided in the welcome to the 2015 Neighborhood Block Watch Grant Program" on the website. Please refer to the Help area of the portal for
🕱 Home	the Application Guide pdf.
C Programs	Application Deadline: Thursday, December 3, 2015 at 4 p.m.
Current Grants	All primary applicants MUST be listed with the City of Phoenix Neighborhood Services Department's Neighborhood Notification Service by Thursday, December 3, 2015 at 4
O Quarterly Reports	p.m., to be eligible to receive an award. Please refer to the Grant Application Guide for information on listing your group.
뤔 Closed Grants	The below information will assist the Primary Applicant when completing the areas of the Project Application.
Common Documents	Primary Applicant Group - Only block watch groups, neighborhood organizations, business alliances, and Phoenix Neighborhood Patrol (PNP) groups listed with City of Phoenix's Neighborhood Notification service are eligible to apply as a Primary Applicant. Homeowner Associations (HOA) are not eligible to apply as a primary applicant, but
O Help	may list as a Co-Applicant. Qualified groups located inside the boundaries of an HOA are eligible to apply, however.
	Please provide the name and identification number (four digit number provided upon listing) AS IT IS LISTED with the City of Phoenix's Neighborhood Notification service. If your group is not listed by the application submission deadline, your application WILL BE DISQUALIFIED.
	<ul> <li>Signer Contact Information - The name, home (for individuals) or business (for companies) address, e-mail address, and home and alternate phone numbers of two representatives who will sign the NBW Grant contract and be responsible for fulfilling all grant requirements, including quarterly, financial, and program reports, for the term of the contract must be indicated below. If this is a collaborative/joint application, a representative from each organization must be indicated and must sign the Grant contract and be responsible for fulfilling all grant requirements.</li> </ul>
	Members of the Neighborhood Block Watch Grant Program Oversight Committee CANNOT BE SIGNERS on NBW Grant applications.
	Individuals who reside or work at the same physical address or who are related (including by marriage) CANNOT SIGN THE SAME NBW GRANT APPLICATION.
	The listed individuals hereby offer and agree to perform in compliance with all terms, conditions, specifications, scopes, and project descriptions in the application and grant contract. Applicants certify that all information in this application is true and accurate to the best of their knowledge. Applicants understand that the City of Phoenix may approve grant awards with modification to scope items, methodology, schedules, final products, and / or budgets. Signatures are not required for electronically submitted applications, but please list all other information.
	• Geographic Boundaries and Council District(s) - List the geographic boundaries, including Council District(s) and Police Precinct(s), which will be directly impacted by your grant project.
	EXAMPLE: North: Camelback Road; South: Campbell Avenue; East: 16th Street; West: 12th Street, or if your project is citywide check the ALL box for Council Districts. Council District 6, Central City Precinct
	To locate your Council District, please preview the map.

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



HOME 🎓 Home Click Here to Review Application Help and Instructions

#### **Current Grants**

🕼 Current Grants	Curr	ent Grants													0
Quarteny Reports     Closed Grants		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
<ul> <li>Common</li> <li>Documents</li> </ul>	φ	. +								14	🛹 Page	1	1		of 0 🏎 🖬
Help		Consumab	les Equi	pment/Suppl	ies Oper	ational Expe	nses Pe	rsonnel	Documents	Reports	Submit	Application			

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**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.



Logged in as George Martin

ИЕ	Click Here to Review	Grant Application
Home Programs Current Grants	Current Grants	Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.
Quarterly orts	Applicant	Overview ted On Award Contract Date Number
Closed Grants Common uments	¢ 2 +	* Project Title
Help	Consumables	This field is not optional.  * NSD Notification #
		This field is not optional.  * Primary Applicant Group Name
		Save & Close Cancel

## STEP 13 -

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



Oity	of Phoenix	Grant Application	^		
OME	Click Here to Review	Grant Application			
Home Programs Zi Current Grants	Current Grants	Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.	ł		0
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		* NSD Notification #			
		This field is not optional.			
		* Primary Applicant Group Name	~		
		Save & Close Cancel	]		
Infostrat PortVue					

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.



ME	Click Here to Review	Grant Application
Home Programs Current Grants	Current G	Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.
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Help	Consumables	* NSD Notification #
		This field is not optional.
		* Primary Applicant Group Name
		Save & Close Cancel

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



OME	Click Here to Review	Grant Application	
Home Programs Current Grants	Current G	Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.	0
<b>)</b> Quarterly eports	Applicant	Overview ted On	Award Contract Date Number
Closed Grants Common ocuments	¢ / +	* Project Title	of 0 🏎 🖬
Help	Consumables	This field is not optional.	
		Save & Close Cancel	

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.



Quarterly eports Closed Grants	Current C	plicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contr. Numb
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Help															
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## 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.



HOME

C Programs

Click Here to Review A	polication Held	o and Instructions

#### Current Grants

losed Grants	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contrac Number
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iments	MICKEY MOUSE 🔑	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	Budg	get Category	Items Reque	sted Ve	endor	Cost Per Iter	n Quar	ntity	Requested	Appro	ved	nount Spent	Consumab	les
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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 <u>GREEN</u>, AS SHOWN ABOVE, DENOTES THE CURRENT SELECTION.



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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.



¢ + referred Page 1			Remaining	Personnel	Operational	Spent: Equipment/	Spent: Consumable	Amount Approved	Amount Requested	Application Status	Application Number	Project Title	Applicant	
Documents       MOUSE #*       • Help         Consumables       Equipment/Supplies     Operational Expenses       Personnel     Documents       Reports     Submit Application         Consumables       Budget Category     Items Requested       Vendor     Cost Per Item       Quantity     Total Costs       Amount Spent		10/23/2015	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	Draft	BG-222	ABC 123456		1
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Requested Approved	Total Spent On	ount Spent	Am			ntity	n Quar	Cost Per Ite	endor	ested V	Items Reque	et Category	Buds	
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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.



C Programs															
O Quarterly Reports	Curr	ent Grants Applicant	Project Title	Application Number	Application Status	Amount	Amount	Spent:	Spent:	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contrac
뤔 Closed Grants						Requested		Consumable		Expenses				Date	Number
Common	1	MICKEY MOUSE	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help		MOUSE 🔑 🛛	<b>N</b>												
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		Consumabl		oment/Suppl	ies Ope	rational Expe	enses Pe	rsonnel	Documents			Application		Total S	O at On
		Consumabl				rational Expe	enses Pe Cost Per Iter			Reports Total Costs Requested	Submit Total C Appro	costs An	nount Spent	Total Spec	nt On
		Consumabl	es	Items Reque						Total Costs	Total C Appro	costs An	nount Spent	Consuma	nt On
		Consumabl	es et Category	Items Reque						Total Costs Requested	Total C Appro	costs An	nount Spent	Consuma	nt On bles
		Consumabl	es et Category	Items Reque						Total Costs Requested	Total C Appro	costs An	nount Spent	Consuma	nt On bles
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		Consumabl	es et Category	Items Reque						Total Costs Requested	Total C Appro	costs An	nount Spent	Consuma	nt On bles
		Consumabl	es et Category	Items Reque						Total Costs Requested	Total C Appro	costs An	rount Spent	Consuma	nt On bles

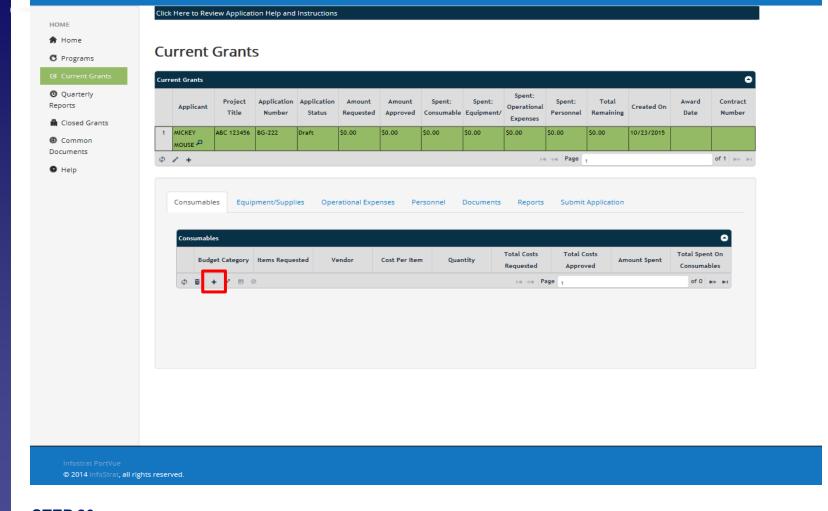
**STEP 19 -**

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.



C Programs		irrent	Grant	5											
🖾 Current Grants	Curr	ent Grants													
Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contr Numl
🙆 Closed Grants		MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses	\$0.00	\$0.00	10/23/2015		
Common	1	MOUSE P	APPLICATION		Dratt	\$0.00	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$0.00	1072372015		
Documents	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help		MOUSE 🔑													
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		Consumabl		oment/Suppli	ies Ope	rational Exp	enses Per	rsonnel	Documents			Applicatior	1	Tabl Gaz	0
		Consumabl	les	oment/Suppli		rational Exp endor	Cost Per Item		Documents	Reports Total Costs Requested	Submit Total ( Appro	Costs A	mount Spent	Total Sper Consuma	nt On
		Consumabl Budg	les			endor			ntity	Total Costs	Total (	Costs A	mount Spent		nt On
		Consumable Budg 1 Con	es get Category	Items Reque		endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	Costs A ved	mount Spent	Consuma \$0.00	nt On
		Consumable Budg 1 Con	es get Category isumables	Items Reque		endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	Costs A ved	mount Spent	Consuma \$0.00	nt On bles
		Consumable Budg 1 Con	es get Category isumables	Items Reque		endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	Costs A ved	mount Spent	Consuma \$0.00	nt On bles
		Consumable Budg 1 Con	es get Category isumables	Items Reque		endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	Costs A ved	mount Spent	Consuma \$0.00	nt On bles
		Consumable Budg 1 Con	es get Category isumables	Items Reque		endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	Costs A ved	mount Spent	Consuma \$0.00	nt On bles

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 <u>WHITE</u>. COLUMNS MARKED IN <u>GREEN</u> WILL AUTOMATICALLY CALCULATE.



Current Grants       Current Grants       Current Grants       Current Grants       Current Grants       Spent:	A Home	urren	t Grant	s											
© Quarterly Reports            • Closed Grants         • Closed Grants         • Common Documents         • Help             • Melp             • Melp             • Consumable             • Melp             • Consumables             • Budget Category             • Instance             • Consumables             • Consumables             • Consumables             • Consumables             • Organitables             • Organitables             • Melp             • Consumables             • Equipment/Supplies             • Operational             • Melp             • Decompont             • Melp	C Programs	curren	c oranc	2											
Reports       Application       Application       Application       Amount       Spent:       Spent:       Operational       Spent:       Total       Created On       Award       Contra         In Closed Grants       In MCKEY       SECOND       Bid       Bid       So.00	Current Grants	Current Grant													
<ul> <li>Closed Grants             <ul> <li>Common Documents</li> <li>I MICKEY APPLICATION</li> </ul> <li>Bigget Category Items Requested Vendor</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Office Supplies</li> <li>Staples</li> <li>I Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>Consumables</li> <li>I Consumables</li> <li>Consumables</li> <li>Consum</li></li></ul>	-	Applica	it 🛛							Operational			Created On		Contra Numbe
• Common Documents           • Avouse A APPLICATION           • APPLICATION           • Interview of the state of the stat	Closed Grants					-				Expenses					
Documents       2       MICKEY       ABC 123456       BG-222       Draft       \$0.00	-				Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
←           ←           ←           ←             f           f           f           f           f           f           f           f           f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f           f         f         f		2 MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Consumables       Equipment/Supplies       Operational Expenses       Personnel       Documents       Reports       Submit Application         Consumables	Help	MOUSE 🕹													
Budget Category       Items Requested       Vendor       Cost Per Item       Quantity       Total Costs Requested       Total Costs Approved       Amount Spent       Total Spent On Consumables         1       Consumables       Office Supplies       Staples       10       50       50.00       \$0.00       \$0.00       \$0.00		(5) ≠ +								14	A Page				of 1
1         Consumables         Office Supplies         Staples         10         50         50.00         \$0.00         \$0.00         \$0.00		Consum		pment/Suppl	ies Ope	rational Expe	enses Per	sonnel	Documents			1 Application			
		Consum	ables				_			Reports Total Costs	Submit Total (	Costs Ar	_		O nt On
		Consum	ables udget Category	Items Reque	sted V	endor	Cost Per Item	Quar	ntity	Reports Total Costs Requested	Submit Total ( Appro	Costs Ar	nount Spent	Consuma	O nt On
		Consum Consum 1	ables udget Category consumables	Items Reque	sted V	endor	Cost Per Item	Quar	ntity	Reports Total Costs Requested 00	Submit Total C Appro	Costs Ar	nount Spent	Consuma \$0.00	On bles
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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.



A Home	Cu	irrent	Grant	S											
C Programs															
Current Grants	Curi	ent Grants													
O Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
뤔 Closed Grants	1	MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses	\$0.00	\$0.00	10/23/2015		
O Common		MOUSE P	APPLICATION		Draft	\$0.00	\$0.00	\$0.00	50.00	50.00	\$0.00	50.00	10/23/2015		
Documents	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help		MOUSE P									e 😽 Page				of 1 🔛
		Consumabl		oment/Suppl	ies Ope	rational Expe	enses Per	rsonnel	Documents	Reports	Submit	Application			0
		Consumable				rational Expe endor	cost Per Item		Documents	Total Costs	Total (	Costs Arr	nount Spent	Total Sper Consuma	t On
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		Consumable	es get Category	Items Reque	sted V	endor	Cost Per Item	u Qua	ntity	Total Costs Requested	Total C Appro	Costs Ап ved	-	Consuma	at On bles
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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.



윩 Home														
C Programs	Curren	t Grant	S											
Current Grants	Current Grants													
Quarterly Reports	Applicar	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contr
🙆 Closed Grants	1 MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		
Common	MOUSE P			braic	50.00	30.00	50.00	50.00	50.00	50.00	50.00	10/23/2015		
Documents	2 MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help										<pre>&lt;</pre>				of 1
	Consum	ables Equi	pment/Suppli	ies Ope	rational Expe	nises Pe	rsonnel	Documents	Reports	Submit	Application			
	_													
	Consum								Total Costs	Total C	osts		Total Spen	• t On
	В	udget Category	Items Reque	sted V	endor	Cost Per Iten		ntity	Requested	Appro	ved	nount Spent	Consumat	
		nsumables	Office Supplie	is Staples	s	10.00	50	\$50	0.00	\$0.00	\$0.00	0	\$0.00	
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STEP 23 (continued) -

ONCE YOU SAVE, YOUR BUDGET LINE ITEMS WILL APPEAR IN ALL <u>GREEN</u>, 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.



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nt Grants	Curr	ent Grants												
erly		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	
d Grants non	1		SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015	
ts	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015	
	Φ	MOUSE A								14	e <e page<="" th=""><th>1</th><th></th><th></th></e>	1		
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	Φ	Consumabl				rational Expe	enses Pe Cost Per Iter					Application	nount Spent	T

STEP 24 -

IF SAVED IN ERROR, YOU <u>CAN</u> 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 <u>GREEN</u>. CLICK THE 'PENCIL' ICON, MAKE THE CHANGE, THEN SAVE.



O Quarterly Reports	Current Gra	Pro	ject tle	Application Number	Application Status	Amount Requested	Amount	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
🔒 Closed Grants	1 MICKE	r SECOI	ID	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		-
Common Documents	MOUS		ATION							•					
	2 MICKE		23456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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		umables	Equip	ment/Suppli	ies Ope	rational Expe	enses Pe	rsonnel	Documents	Reports	Submit	Application			
		umables					_			Reports Total Costs	Submit	osts	agunt Spept	Total Spen	O nt On
	Con	umables Budget Cate	egory	Items Reque	sted V	endor	Cost Per Item	n Qua	ntity	Total Costs Requested	Total C Appro	osts An ved	nount Spent	Consuma	nt On
	Con	umables	egory	Items Reque	sted V	endor	_		ntity	Total Costs	Total C Appro \$0.00	osts An		Consumal	nt On

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 <u>GREEN</u>. THEN, CLICK THE 'TRASH CAN' ICON.



🅱 Home															
C Programs	Curre	nt Gra	ints	5											
🖾 Current Grants	Current Gr	ints													
<ul> <li>Quarterly</li> <li>Reports</li> </ul>		Pro	ject tle	Application Number	Application Status	Amount	Amount	Spent:	Spent: Equipment/	Spent: Operational	Spent:	Total Remaining	Created On	Award Date	Contr
🛍 Closed Grants										Expenses				Date	NUM
Common	1 MICK		D	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents	2 MICK	Y ABC 1	3456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	\$ 1 1						Delete				e « Page	1			of 1 »
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		umables		ment/Suppl		rational Expe	21-	e Cance	- ients	Reports Total Costs Requested	Submit Total C Appro	Costs An	nount Spent	Total Sper Consuma	nt On
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	Con	umables Budget Cat	igory (	Items Reque Office Supplie	sted V	endor	Cost Per Iter	e Cance	ents ntity	Total Costs Requested	Total 0 Appro \$500.00	Costs An	nount Spent	Consuma \$0.00	nt On bles

STEP 25 (continued) -

CLICK 'DELETE' TO COMPLETE DELETION. CLICK 'CANCEL' TO RETURN TO PREVIOUS SCREEN WITHOUT DELETING LINE ITEM.



Home     Programs     C	urrent	Grants	5											
Current Grants	urrent Grants													
O Quarterly Reports	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contr
Closed Grants	1 MICKEY	SECOND	BG-223	Draft	\$0.00			\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		
Ommon	MOUSE P	APPLICATION		Drait	\$0.00	50.00	50.00	50.00	50.00	\$0.00	50.00	10/23/2015		
		ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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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.



C Programs	Cu	rrent	Grant	5											
G Current Grants	Curr	ent Grants													
O Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent:	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
뤔 Closed Grants						-				Expenses		_			
Ommon		MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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### STEP 27 -

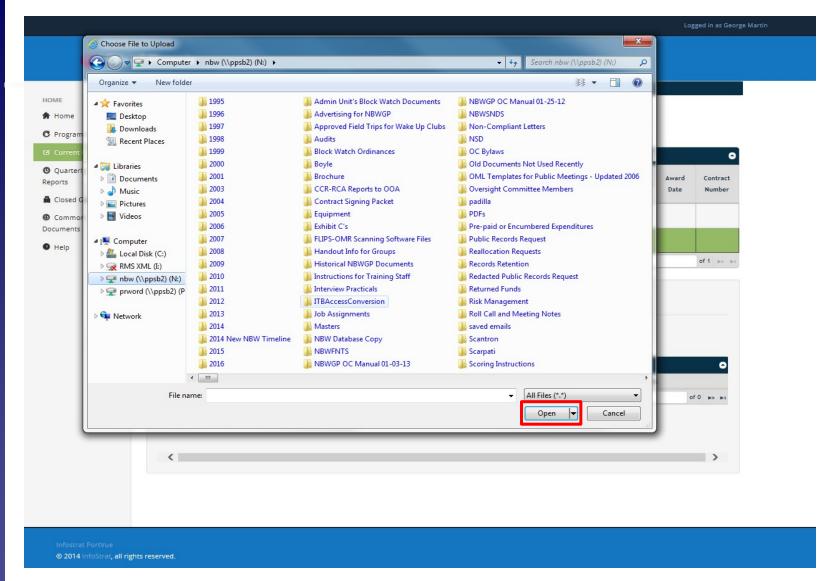
ONCE YOU HAVE ENTERED ALL YOUR LINE ITEMS IN THE FOUR BUDGET CATEGORIES, YOU CAN UPLOAD DOCUMENTATION (MEETING AGENDAS, NEWSLETTER, ETC.) UNDER THE 'DOCUMENTS' TAB. CLICK 'DOCUMENTS' TAB ON BOTTOM GRID.



A Home	Cu	rrent	Grant	S											
C Programs				-											
Current Grants	Curre	ent Grants													
O Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
🔒 Closed Grants		MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		
Ommon		MOUSE P	APPLICATION		Draft	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$0.00	50.00	10/23/2015		
Documents		MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	[	Add file	S			rational Expe	Pe					Application	Created 0		f0 ▶> ▶
		Add file	S			rational Expe	Pe					Application	Created O		f0 +> +

STEP 28 -TO UPLOAD DOCUMENTS, CLICK THE 'ADD FILES' BUTTON. MAXIMUM FILE SIZE <u>PER UPLOAD</u> 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: \_ ()!, @ # \$ % ^ & \*).

Current Grants	Curr	rent Grants													
O Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
🔒 Closed Grants	1	MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses	\$0.00	\$0.00	10/23/2015		
Common	1		APPLICATION		Dranc	\$0.00	30.00	50.00	50.00	50.00	\$0.00	50.00	10/23/2015		
Documents	2		ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help		MOUSE P									🛛 😽 Page				of 1 🔊
		Add file	es	ocx De	scription	Ľ	enses Pe	ersonnel	Documents		move	Application			
			ome Letter.de						Uplo			Application	Contractor		¢
		2016 Welco	ome Letter.do nents		scription y Name					had Re	move	Application	Created Or		f0 => +
		2016 Welco	ome Letter.do nents						Uplo	had Re		Application	Created O		f0 🔊 🕽

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.



C Programs			Grants	-											
Quarterly     Reports	Curre	ent Grants Applicant	Project		Application		Amount	Spent:	Spent:	Spent: Operational	Spent:	Total	Created On	Award	Contra
🖨 Closed Grants			Title	Number	Status	Requested		Consumable		Expenses	Personnel	Remaining		Date	Numbe
O Common			SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents	2	MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help		MOUSE 🔑													
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		Consumable Add file		oment/Suppli	ies Oper	rational Expe	enses Pe	rsonnel	Documents			Application			
		Add file	S	ocx De		rational Expe	inses Pe					Application	Created O	'n	C
		Add file 2016 Welco	S	ocx De Displa	scription	rational Expe	enses Pe		Don		ove	Application	Created Or	9	C
		Add file 2016 Welco	S ome Letter.de ents 016 Welcome	ocx De Displa	scription	rational Expe	enses Pe		Don	e Rem	ove		Created Or		C
		Add file 2016 Welco Docum	S ome Letter.de ents 016 Welcome	ocx De Displa	scription	rational Expe	enses Pe		Don	e Rem	10/24		Created Or		
		Add file 2016 Welco Docum	S ome Letter.de ents 016 Welcome	ocx De Displa	scription	rational Expe	enses Pe		Don	e Rem	10/24		Created Or		f1 ⊨> ⇒

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.



Current Grants	Current Gr	nts												
Quarterly Reports	Арр	Project icant Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
🔒 Closed Grants	1 MICKE	Y SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		
Common Documents	MOUS													
	2 MICKE		BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	Ad	umables Equ d files Welcome Letter	ipment/Suppl	lies Ope	rational Expe	nses Per	sonnel	Documents	Reports	_	Application			
	Ac	d files	/		rational Expe	nses Per	sonnel	_		_	Application			ę
	Ac	d files Welcome Letter	docx De		rational Expe	nses Per		_		_	Application	Created Or	ŋ	ę
	Ac	d files Welcome Letter Documents	docx De Displa	escription	rational Expe	nses Per		Done	e Rem	10/24	Application	Created Or		¢
	2016	d files Welcome Letter Documents	docx De Displa	escription	rational Expe	nses Per		Done	e Rem	love		Created Or		f1  ⊨> ∋
	Ac	d files Welcome Letter Documents	docx De Displa	escription	rational Expe	nses Per		Done	e Rem	10/24		Created Or		
	2016	d files Welcome Letter Documents	docx De Displa	escription	rational Expe	nses Per		Done	e Rem	10/24		Created Or		f1  >> >

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.



Current Grants	Cur	rent Grants													
Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numbe
Closed Grants	1	MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses \$0.00	\$0.00	\$0.00	10/23/2015		
Common cuments		MOUSE P	APPLICATION												
Help	2	MICKEY MOUSE	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
icip	Φ	/ +								14	e ka Page	1			of 1 🔛
		Add file	_			•									
		Add file	_			/								_	4
		Docum	nents		ay Name	/			Description	_	10/22	1/2015	Created O	n	¢
		Docum	nents 2016 Welcome		ny Name	_			Description	141 - 2		4/2015	Created O		
		Docum	nents 2016 Welcome		ny Name	/			Description	14 <	10/24 Page 1	4/2015	Created O		<b>€</b> of 1 ⇒> ⇒

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.



2 Current Grants	Current	Grants												
O Quarterly Reports	Aţ	oplicant	oject Applicati	on Application r Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
Closed Grants	1 MIC	KEY SECO	ND BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	10/23/2015		
Common ocuments			CATION											
Help	2 MIC	USE P ABC 1	23456 BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	20	16 Welcome Le	etter.docx	Description				Don	e Rem	ove				
	20	16 Welcome Le		Description play Name			ſ	Don	e Rem	ove		Created Or	n	c
	20	Documents		play Name					e Rem		/2015	Created Or	n	4
	20	Documents	Dis	play Name			]				/2015	Created Or		f1 ⇒ ∎
	20	Documents	Dis	play Name			3			10/24	-/2015	Created Or		
		Documents	Dis	play Name			3			10/24	:/2015	Created Or		f1 ->>
		Documents	Dis	play Name			C			10/24	./2015	Created Or		

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



nternet Explorer	×
What do you want to do with 2016 Welcome Letter_130902197549851160.docx?	•
Size: 14.7 KB From: nbwgrants.phoenix.gov	
<ul> <li>Open</li> <li>The file won't be saved automatically.</li> </ul>	
→ Save	
Save as	
	Cancel

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



HOME

C Programs

Click Here to Review Application Help and Instructions

#### Current Grants

uarterly ts	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contrac Numbe
osed Grants						44.44			Expenses	4				
mmon 1	MICKEY MOUSE	SECOND		Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2		ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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		rmat			Dow				Reports	Submit				
	Report For	rmat	CSV						Reports	Submit	Application			2
	Report For Report	rmat ts Grant Applicati	CSV		Dow			t Grant Ov	verview					
	Report For	rmat ts Grant Applicati	CSV ion ed Items	Displ	ay Name			t Grant Ov Grant Au	verview uthorized Item	5	Description			
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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.



C Programs			Grants	-											
Current Grants	Curre	ent Grants													
Quarterly Reports		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
🖨 Closed Grants						44.44	40.00	** **	40.00	Expenses					
Ommon		MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents		MICKEY	ABC 123456	BG-222	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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			mat						_	Reports	Submit	Application			¢
		Report For	mat	CSV					rt		Submit	Application Description	1		¢
		Report For	mat <b>s</b>	CSV		Dow			rt Grant O	verview			1		c
		Report For	mat [	CSV	Displ	ay Name			Grant Ou Grant Au	verview uthorized Item	\$				c
		Report For	mat [	CSV ion ed Items	Displ	ay Name			Grant Ou Grant Au	verview uthorized Item rogram Project	\$	Description		0	
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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.



Current Grants	Current	Grants													
Quarterly Reports	Aj	pplicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numbe
Closed Grants			SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
ocuments	2 MIC		ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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		eport For	ſ	oment/Suppli				rsonnel cted Repor	_	Reports	Submit	Application			
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STEP 35 -

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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'.



Current Grants	urrent Grants													
O Quarterly Reports	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contrac
Closed Grants	1 MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses	\$0.00	\$0.00	10/23/2015		
Common	MOUSE P	APPLICATION		Drait	50.00	30.00	50.00	50.00	50.00	\$0.00	50.00	1072372015		
Documents	2 MICKEY	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Help	MOUSE 🔑									-				
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STEP 36 -ONCE YOU HAVE PREVIEWED YOUR APPLICATION, DEEMED IT COMPLETE, AND ARE READY TO SUBMIT, CLICK 'SUBMIT APPLICATION' <u>TAB</u> IN THE BOTTOM GRID.



Current Grants	Current Grants													
O Quarterly Reports	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
Closed Grants									Expenses			10102 (2015		
Ommon	1 MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Documents	2 MICKEY	ABC 123456	BG-222	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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	• Short l • All req If you subn	Form Amoun uired Applica	t Requested ation fields, o roviding all r	cannot exce denoted with equired data	ed \$1,000. L h * next to fie a, your applic	ong Form Ar Id name, sh	ould contain	the informa	tion requeste	d.	sing informat	tion. The Prin	nary Applica	int will

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



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arterly s		Applicant	Project Title	Application Number	Application Status	Amount	Amount	Spent:	Spent: e Equipment/	Spent: Operational	Spent:	Total Remaining	Created On	Award Date	Contra
d Grants										Expenses				Date	Humbe
	1	MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
	2	MICKEY	ABC 123456	BG-222	Draft	\$500.00	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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		Please ens • Must: • Short • All rec If you sub- receive an Only the F	ure you have meet the sub Form Amour quired Applica nit without p email specify	e met all Appl mission deat tt Requested ation fields, c roviding all r ving the miss icant can sut	lication subr dline for the cannot exce lenoted with equired data ing informal	e current ope eed \$1,000. L h * next to fir a, your appli tion for appl	irements. Su n Program. .ong Form A eld name, sh cation will be ication subm	ibmission re mount Requ ould contain e rejected an lission.	quirements i ested cannot the informa id you will be	t exceed \$10, ition request easked to up:	000. ed. date the mis	sing informa	tion. The Prin ded is accura		

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'.



HOME Home C Programs Click Here to Review Application Help and Instructions

C	u	r	re	n	t	G	ra	n	ts

oorts		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational	Spent: Personnel	Total Remaining	Created On	Award Date	Contract Number
Closed Grants	1	MICKEY	SECOND	BG-223	Draft	\$0.00	\$0.00	\$0.00	\$0.00	Expenses	\$0.00	\$0.00	10/23/2015		
Common		MOUSE P	APPLICATION												
tuments	2		ABC 123456	BG-222	Submitted	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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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.

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C Programs

Click Here to	<b>Review Ap</b>	oplication I	Help and I	nstruction

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Image: Mickey mouse processing application methods         SECOND mapplication         BG-223 mapplication         Draft         30.00         \$0.00	Quarterly orts Closed Grants		Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Contra Numb
telp          2       MICKEY       ABC 123456       BG-222       Staff Review \$500.00       S0.00       <	Common					Draft	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
Consumables       Equipment/Supplies       Operational Expenses       Personnel       Documents       Reports       Submit Application         Consumables         Budget Category       Items Requested       Vendor       Cost Per Item       Quantity       Total Costs Requested       Amount Spent       Total Spent On Consumables				ABC 123456	BG-222	Staff Review	500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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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).



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Click Here to Review Application Help and Instructions

Current G	ra	nts
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rants	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Cor Nu
1	MICKEY MOUSE	SECOND APPLICATION	BG-223	Draft	\$0.00	\$0.00	50.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
2		ABC 123456	BG-222	Awarded	\$500.00	\$500.00	50.00	\$0.00	\$0.00	\$0.00	\$500.00	10/23/2015	10/25/2015	
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	Consumab	es	Items Reque					ntity	Total Costs	Total C Approv	osts Am	ount Spent		t On oles

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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'.



Click Here to Review Application Help and Instructions

Quarterly Reports Closed Grants	Curr	ent Grants Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumable	Spent: Equipment/	Spent: Operational Expenses	Spent: Personnel	Total Remaining	Created On	Award Date	Cor
Common	1	MICKEY MOUSE	SECOND	BG-223	Draft	50.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	10/23/2015		
Documents	2	MICKEY	ABC 123456	BG-222	City Council	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/23/2015		
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		Consumabl		oment/Suppl	lies Oper	ational Expe	enses Pe	rsonnel	Documents	Reports	Submit	Application			4
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		Consumabl Budg	es	Items Reque			_			Total Costs	Total C Appro	osts An	_		t On bles

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.





# CONTACT NBWGP STAFF AT 602-262-7602

# **QUESTIONS?**

## Michael G. Sullivan, Interim Police Chief

