

To ensure your grant application is complete, please use this information to check off requirements and inclusions. Please make sure to read the GRANT GUIDELINES for additional details about the checklist.

Applications will be considered incomplete if the following forms are not filled and attached. Please don't forget to attach your workshop attendance certificate and proof of the Group's bank account. ENSURE THE APPLICATION IS SIGNED BY BOTH LEADERS, THE APPLICATION WILL NOT BE SUBMITTED UNTIL DOCUSIGN RECEIVES ALL SIGNATURES.

Please note if you are unable to include all attachments, please create a document and give an explanation of why the document is not attached (i.e., Non-profit Org., Commander letter not required). Keep in mind, you can also save your application and return to complete and submit

Please contact for any questions:

Memphis Area Neighborhood Watch

Division of Community Engagement

3633 Old Allen Road

Phone: 901-636-3105

[View more information about the neighborhood grant and view the application here](#)



The Neighborhood Crime Prevention Grant

APPLICATION

PLEASE RESPOND TO ALL THE QUESTIONS, following the same order as this application. **NOTE: *If you are a past Neighborhood Crime Prevention Grant grantee:***

- 1) Please fill out this application as if it were your first time applying for a grant from us.
- 2) If you received a Neighborhood Crime Prevention Grant in the past year, please check to make sure that you submitted a final report for those grants. *Our office will not be able to consider your application otherwise. Print and sign all 5 documents requiring signatures and scan it back with the completed application. Please email Danielle.Boothe@memphistn.gov with your questions or concerns.*
- 3) **Please ensure all parties sign the DocuSign application sent via email after the first person submits the completed application.**

SECTION 1: GENERAL INFORMATION

1. What is the name of your group's organization and the group's organization mailing address?
(Please keep this name the same throughout the application)

2. What does your group need funding dollars for? What will be the name of your project? (Refer to guidelines p.6)

3. Please list two contact names for your group, including working phone numbers and emails. Both contact persons should be able to discuss the application, as we may call for more information.

Name	Phone	Email

4. Please indicate where your project will take place by listing the project address site, any street addresses, and any block locations. You may attach any documents to help show the address.

5. What is the total amount of grant funds your group is requesting? (Maximum you can request is \$2,500) (Refer to guidelines p.6))

6. Will these funds cover the entire project, or will they support a larger project? Please explain in detail.

SECTION 2: TELL US MORE ABOUT YOUR GROUP

1. Which neighborhood(s) benefit from your organization? Please explain in detail and include a description of the neighborhood boundaries.

2. Does your group have a social media page or website? If yes, please provide the site information.

3. Has your group received a grant from Memphis Area Neighborhood Watch, or any other City of Memphis service center, in the past? If yes, What Year(s)? Please include grant award date(s) and amount. If your group has not received a Memphis Area Neighborhood Watch or any other City of Memphis agency, please indicate "N/A" (Refer to guidelines p.5)

Awarding Organization	Award Date	Award Amount

4. Please list all sources of cash funding your group received in the past 12 months, including Neighborhood Crime Prevention Grant Funds. Indicate the sources and amounts. Be sure to include membership dues, funds raised at events, governmental funding, private donations, etc. If your group has not received any cash funding in the past 12 months, please state that below.

Source of Cash Funding	Amount
Total Amount of Cash Funding	

5. Please list all sources and types on non-cash support your group has received in the past 12 months. Indicate the sources and the types of non-cash support. For example: donations of equipment or food, materials, space, etc. if your group has not received any non-cash support in the past year, please state that.

Sources of In-Kind Support	Type of In-Kind Support

SECTION 3: TELL US ABOUT YOUR CRIME PREVENTION PROJECT

1. Describe your project and its goal in detail. Why will your neighborhood benefit from this project? How will you be able to start and finish this project? (Refer to guidelines p.6)

2. What need(s) in your community will this project fill? (Refer to guidelines p.6)

3. Please provide an estimation of how many neighbors and community members will benefit from your crime prevention project.

4. Describe in detail, how the project addresses the needs of crime prevention. How is your project a crime prevention project for your neighborhood?

5. How will you measure the success of this project?

6. How will you conduct outreach to involve other members of the community in the project, especially those providing the same services or serving the same clientele? How will you include them to help you?

7. List any organizations, agencies, or businesses providing support. Please list any outside support agencies and include any letters (optional) of support/commitment with your grant application.

8. How will you fund and operate the project after grant funds have been spent?

9. Please list all the volunteers who will participate in the project (including yourself). List the names of the members who will volunteer hours of service to fulfill the required match for the grant funds. The volunteer commitment rate (unpaid) for volunteer service is \$23.07 equal your 108 required matched volunteer commitment hours)

SECTION 4: WORK PLAN AND TIMELINE

1. **Provide us with a work plan and timeline.** If the project centers on a single event on a specific date, list all the actions leading up to the event.

Timelines must be a proposed schedule of dates for the project task to be completed AFTER the distribution of funds.	Date Covered	Person Responsible
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

2. **Please list an approximate date by which the project will be completed.** Project completion date should be 12 months from the grant award disbursement. (Refer to guidelines p.6)

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SECTION 5: PROJECT BUDGET & REQUESTED GRANT AMOUNT

1. **Tell us how much your project will cost and how much your group is requesting.** Please detail all cash expenses related to your project. The maximum award amount is \$2,500. **NOTE: A maximum amount of \$200 can be spent on food during your grant year.** This includes National Night Out and meeting refreshments. Additionally, National Night Out events can only be funded in the grant cycle that proceeds the National Night Out date. This means that you can only apply for NNO Events during the first cycle of the year. (Refer to guideline p.4)

BUDGET TABLE

Item Description	Cost of Item	Quantity	Total
TOTAL			

SECTION 6: NEIGHBORHOOD CRIME PREVENTION GRANT CHECKLIST

DO NOT SKIP THIS SECTION

To ensure your grant application is complete, please use this information to check off requirements and inclusions. **Please make sure to read the GRANT GUIDELINES** for additional details about the checklist below.

NOTE: The person(s) responsible for leading this project must sign at the end of the checklist.

- I understand and have read the Neighborhood Crime Prevention Grant guidelines and compliance responsibilities.
- Attend Neighborhood Watch Training as offered by the Memphis Police Department. (Please contact your local station Neighborhood Watch Coordinator for this step). **If you are a faith-based organization, you are not required to do this step, but you are encouraged to connect with your local station.**
- Attend a Neighborhood Crime Prevention Grant Workshop offered by Memphis Area Neighborhood Watch. (This is our workshop on How to Apply for the Neighborhood Crime Prevention Grant. Attendance is recorded at these workshops)

Attach the following documents:

- All applicants will need to have a valid checking account in the group or organization's name to deposit any funds awarded to your group.
- Letter from the station Commander verifying (MPD) Neighborhood Watch Training. Faith-based groups and not for profits are not required to attach a letter.
- A certificate verifying your attendance of the How to Apply for the Neighborhood Crime Prevention Grant Training.
- Other attachments **e.g. proof of bank account in group's name, price quotes for project items, etc.**

Signature: **Leader/President** Date

Assistant Leader/President Date

Please continue to the next page

Neighborhood Crime Prevention Grant Grantee Agreement

I/We _____ agree to abide by the terms of the Neighborhood Crime Prevention Grant and fully complete the proposal outline by our neighborhood group or association as listed in the Neighborhood Crime Prevention Grant Application. All grant guidelines are understood by our group and upon application approval, our group agrees to be in compliance with all reporting.

I/We understand the importance of and agree to submit two reports in 12 Months of receiving NCPG funds as requested by Memphis Area Neighborhood Watch. I/We understand that these reports must include receipts of any and all items purchased with monies obtained from the Neighborhood Crime Prevention Grant totaling any awarded amounts to your group.

I/We understand that if leadership changes or someone moves, the project will still be carried out in the neighborhood that is listed in this application.

I/We understand that Memphis Area Neighborhood Watch has the right to capture, reproduce, and publish audio or visual media of my neighborhood association or group. This entire agreement is only valid if your group application has been approved for funds.

Name of Organization: _____

Organization Address: _____

Contact Number: _____

Email Address: _____

Application Name: _____

Application Signature: _____

Date: _____

Applications will be considered incomplete if the forms are not filled and attached. Please don't forget to attach your workshop attendance certificate and proof of the Group's bank account.



Neighborhood Crime Prevention Grant Group Registration Form



Group/Org. Name: _____ Date: _____

Area/Community: _____ # of Members: _____ Zip Code: _____

How long has your group or Org. been active? _____

List Area Boundaries / Streets

North: _____ South: _____

East: _____ West: _____

Number of houses: _____

Is your group registered as a NW group through your local station? Yes No

If yes, do you attend your monthly NW meeting? Yes No

Are you a faith-based organization or a non-business? Yes No

What is the name your group uses?

Please provide the name: _____

<p>Leader/President: _____</p> <p>Address: _____ Address 2: _____</p> <p>City: _____ State: _____ Zip: _____ Phone: _____</p> <p>Email: _____</p> <p>Assistant Leader/President: _____</p> <p>Address: _____ Address 2: _____</p> <p>City: _____ State: _____ Zip: _____ Phone: _____</p> <p>Email: _____</p>

Precise Meeting Dates: _____

_____ Weekly Bi-Weekly am

_____ Monthly Quarterly Time: _____

_____ Annually pm

Phone /Virtual/Location: _____

Have you shared your meeting dates and times with your local station NW Coordinator? Yes No

Which issues are your group's major problem areas? (Check all that apply)

Assault Drug Gangs High/Increased Crime

Prostitution Theft/Robbery Vandalism Other (List)

I (we) affirm the above information to be correct and hereby agree to abide by the rules and guidelines of the Memphis Area Neighborhood Watch. We agree to share our group/organization meeting dates and times yearly with our local police station and the Grant office.

Signatures: *Leader/President* _____ Date _____

Assistant Leader/President _____ Date _____