



Internal Grant Funding Guidelines

January 2026

About Us

The Phoenix Police Foundation (PPF) is an independent, not-for-profit organization that provides critical resources and vital support to the Phoenix Police Department. The PPF's mission focuses on assisting with unmet capital needs, employee recognition, and financial assistance during crisis situations that would otherwise be unfunded, the support we provide directly improves public safety, impacts officer readiness, and enhances our quality of life.

This document is intended as a guide for directors and staff of the PPF, Department civilian and sworn staff, and others interested in our work. Requests for additional information about our projects and procedures can be made to the Phoenix Police Foundation. We welcome your inquiries.

Phoenix Police Foundation
620 W. Washington Street
Phoenix, AZ 85003
P 602-873-4003
www.PhoenixPoliceFoundation.Org

Phoenix Police Foundation Funding Guidelines

1. Introduction

The Phoenix Police Foundation was incorporated in 2001 in the state of Arizona and is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Donations to the PPF are tax-deductible to the extent allowed by law.

The PPF was formed to receive and administer grants and contributions of money or property from individuals, private organizations, and public sources and to apply or disburse these contributions. The PPF funds and assists programs and activities to strengthen the Phoenix Police Department, to promote public safety, and to enhance the Department's community relations.

The PPF depends entirely on the generosity of corporations, individuals, foundations, and philanthropic organizations for project and operating budgets. The PPF receives no tax dollars for its operations. The Department has authorized the PPF to seek funding from private sources on its behalf to support police initiatives. The PPF does not engage in telemarketing, nor does it provide goods or services in exchange for support.

The PPF is an independent body governed by a Board of Directors, each of whom serves three renewable two-year terms. Elections for Chairman, Vice-Chairman, Secretary, and Treasurer occur every two years. The Board of Directors meets quarterly.

The President is the chief executive officer of the PPF and serves at the pleasure of the Board.

2. Project Agenda

The PPF provides funding to purchase equipment and underwrite the cost of projects and activities to improve public safety that the city either does not fund or does not fund in a

timely manner. The PPF receives gifts and donations of money, goods, services, and equipment to benefit the Department. Its project agenda is developed in collaboration with and in response to needs articulated by the Department. The PPF encourages grant submissions for innovative, experimental, and short-term programs. Priorities include education/training, community relations, technology advancements, and equipment.

Substantive program areas include:

- enhancing law enforcement proficiency and efficiency
- increasing officer safety
- encouraging community support and understanding
- fostering personnel development and well-being

3. Grants and Contributions

The PPF receives and administers grants and contributions of money, services, and/or property to fund, assist, or undertake programs and activities to strengthen the Department. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift.

UNRESTRICTED GIFTS include all financial resources that are not designated by the donor for a specific use and can be disbursed at the discretion of the Directors. These revenues are generated by an annual benefit, events and gifts from individuals, corporations and other foundations. Revenues in this fund defray PPF operating expenses and are the source of discretionary grants.

RESTRICTED GIFTS are contributions that are restricted by donors to specific purposes. These donations are generated by proposals and often include detailed budgets. Donors may impose reporting requirements as a condition of grant awards, and it is the responsibility of the Department to meet these requirements and to comply with approved project budgets. Interest and dividends earned on invested funds are available for unrestricted use as determined by the Board.

DONATIONS OF EQUIPMENT, GOODS, OR SERVICES are accepted subject to review by the Department and its determination that the donation is needed and the donor

conditions, if any, are acceptable. Anyone interested in donating equipment, goods or services should send a letter or email to the PPF to outline their intentions including a description of the donation and an estimation of the fair market value.

4. Procedures Governing New Requests for Support

The Executive Assistant Chief of Police has issued directives governing the internal process for sending requests to the Foundation. The Executive Assistant Police Chief's designee serves as the official liaison (Liaison) between the Department and the PPF and reviews all requests for funds. All proposals must indicate why private funding, as opposed to city funding, is necessary.

A report, as described below, may be required upon completion of the project (see Section 7 "Financial Accounting and Project Monitoring" for further requirements). Interim reports at intervals specified by PPF staff may be required for grants that are a year or more in duration. Specific reporting requirements of grant requests vary depending upon the nature of the request, as follows:

- **Consultants and Other Service Providers** - Evidence of the work performed is to be provided to the PPF upon the conclusion of the project or earlier as stated above. Such evidence should include one or more of the following: (i) in the case of written studies, a copy or executive summary of said study to the extent it does not contain confidential or sensitive information; (ii) a report summarizing the work performed and the results achieved; (iii) representative examples of the work product created by the consultant, such as report templates, training protocols/courses and analyses.
- **Training/Education** – The grant recipient may be asked to complete the PPF evaluation form rating the effectiveness of training and applicability to the Department. If the training is intended to be brought back and implemented as part of Department training, the Department is to provide both evidence that the training was implemented and participant evaluations of the new training are to be provided to the COPPD.
- **Goods and Merchandise** – Confirmation that goods have been delivered and the manner in which said goods are helping to achieve desired outcomes.

- **Community Relations** – Evidence that activities and/or events took place, the actual timing of those activities, and the level to which said activities, if discernible, achieved desired outcomes.
- **Youth Programs** – Evidence that activities and/or programs took place, the actual timing of those activities, and the level to which said activities, if discernible, achieved desired outcomes.

Time sensitive or urgent grants can be forwarded to the Foundation for review at the discretion of the Executive Assistant Chief.

Grant requests over \$1,000 deemed to be urgent by the Executive Assistant Chief will be reviewed as follows:

- Grant requests up to \$1,000 are reviewed for approval by the PPF's President taking no longer than one week to receive a decision (with subsequent reporting to the Board);
- Urgent Grant requests from \$1,001 to \$5,000 are reviewed for approval by the PPF's Program Committee, taking one to two weeks to receive a decision (with subsequent reporting to the Board);
- Urgent Grant requests from \$5,001 to \$20,000 are first reviewed and approved by the Program Committee and then reviewed and voted on for approval by the PPF's Executive Committee, taking no longer than three weeks to receive a decision (with subsequent reporting to the Board);
- Urgent Grant requests over \$20,001 are presented to the full Board, which meets every three months, for review and approval.

At times, larger projects are supported by restricted funds provided through the generosity of donors in response to specific proposals. When such proposals are developed or in cases when the PPF serves as the fiscal agent for grants, an administrative fee to cover the PPF overhead incurred will likely be included in project grant budgets. Exceptions to the application of an administrative fee may be made at the discretion of the Board. The PPF strictly adheres to the standards of reasonableness, consistency, and necessity set by the IRS. These costs must always be included in project budgets when preparing grant proposals.

5. Funding Considerations

The PPF acknowledges that the City of Phoenix bears primary responsibility to fund the Department, and, in particular, to fund salaries, benefits, training, and equipment essential to the performance of Departmental job functions.

Accordingly, the PPF will weigh project requests against whether the city should, can, or will fund such requests in a timely manner and will not consider projects for which alternate resources are readily available. In addition, the PPF will not fund employee salaries and benefits but will consider project requests to fund consultants in connection with short-term projects of less than two years in duration. Further, the PPF will not consider funding requests to support or oppose ballot measures and/or candidates. The PPF also will not consider projects or expenses that circumvent City or Department policy.

6. Payment Procedures

When a project is approved by PPD leadership and submitted to the PPF, it is assigned a grant number by the PPF. The Department designates a project lead to work with the PPF to administer the project. Supporting documentation must accompany requests for purchases. For proper record keeping and to avoid confusion, no invoices or bills should be forwarded to the PPF directly from vendors. It is important to remember that no member of the Department or the Department itself has the authority to enter into any agreements or contracts with third parties committing PPF funds without the specific written authorization from the PPF.

The following additional procedures apply:

1. **CONTRACTS:** Contracts with consultants, service providers, or vendors are with the PPF (not the Department) and follow the format approved by the PPF's Executive Committee, the Chief of Police, the City Attorney, and City Administrative Officer. Grant requests to fund the retention of outside consultants and other service providers should be specific as to the requisite qualifications of the consultant or service provider, the exact nature of the work to be performed, and an explanation

as to the reason(s) why the work cannot be performed without the assistance of an outside expert.

2. **EQUIPMENT PURCHASES/INFORMATION TECHNOLOGY SUPPORT:** To purchase equipment under a grant, the Coordinator determines makes and models and obtains price quotes. Certificates of Title must list the Department as owner. The Coordinator must ensure any technology needed to support equipment is supported by the Information Technology Bureau and any and all costs are included in the grant submission. All equipment valued over \$5,000 must be reported to the Fiscal Management Bureau so an asset number can be assigned.
3. **PAYMENT SCHEDULE:** The PPF pays its bills on a weekly basis. Please allow sufficient time for the proper processing of requests.
4. **TRAVEL, MEALS & REFRESHMENTS:** The PPF will consider funding travel, meals, refreshments, and conference fees only in connection with approved projects.
5. **MATERIAL CHANGES TO BUDGETS, PROGRAMS, OR CONTENT:** The Department must have the prior written approval of the PPF.
6. **INELIGIBLE EXPENSES:** The PPF will not honor any unauthorized expenses, unauthorized budget modifications, budget overruns, or unauthorized verbal or written contracts without prior written approval. Retroactive payments will be considered on a case-by-case basis.

7. Financial Accounting and Project Monitoring

Strict adherence to approved project budgets is expected. Modifications require prior written approval by the PPF. In addition to following the procedures listed in Section 6 above, Coordinators are required to (1) submit expense reports to the PPF accounting for funds spent and (2) confirm in writing the delivery of goods and services.

Donors to specific projects frequently place reporting requirements as a condition of awards, including detailed financial reports, periodic progress reports, impact statements, outcome evaluations and final reports. Coordinators must be familiar with these requirements and are responsible for the preparation of reports and compliance with deadlines as a condition of PPF funding.

8. Public Information Policies

The PPF complies with all federal and state tax filing requirements and is registered as a charity with the State of Arizona. The PPF will disclose tax filing documents, financial statements, and information about revenues and programs to donors, the media, and the public upon request with reasonable notice. Donor anonymity, if sought, is honored.