



City of Phoenix

To: Name
Executive Assistant Chief

Date:

From: Name, Commander
Bureau/Precinct

Subject: PHOENIX POLICE FOUNDATION GRANT REQUEST – GRANT NAME

The purpose of this memorandum is to request that the (Bureau) be approved for (grant name). Approval of this grant benefits the Department as follows:

Explain why approving this grant would benefit the Department as well as how the Department can maintain or support this request if approved (if applicable).

Include a contact name and telephone number of who can respond to any questions or concerns.

Any consideration of this request would be greatly appreciated.

APPROVED:

Approval: _____
NAME, Commander

Date: _____

Approval: _____
NAME, Assistant Chief

Date: _____

Approval: _____
NAME, Executive Assistant Chief

Date: _____

Attachment:

Requests approved by Executive Assistant Chief must be scanned and emailed to PPFGRANTS@phxpolicefoundation.org in order to be considered.