

## Neighbor to Neighbor Application Instruction Notes— Version 12.13.2024

The application has been updated to help limit missing information which can cause delays in a decision. Only the NEW form will be accepted, effective February 1. Please start using it now.

1. The form is FILLABLE. If at all possible, use a laptop or PC that allows this function. You can download it and save it. Then open it, complete it and use “save as” LASTNAME.firstname.00.00.20\_\_ (including date of submission). Then forward it to n2nontario@gmail.com.
2. Amount requested from Neighbor to Neighbor and TOTAL need are often very different. TOTAL is what they owe or need, not what N2N can possibly provide. If the client NEEDS \$2,000, and the most N2N can provide is \$1,000, we need to know that the rest of their debt is being covered by the client, another agency or through a documented payment plan.
3. Documentation “attached”...please check the box and attach it. If it is a car repair need, attach the written estimate with the client’s name, and all pertinent information. If the client is facing eviction, we need documentation of that notice. If the client has a utility bill that they need help with, attach it.
4. If there is a pending eviction or repossession, you MUST verify that there is an agreement to halt proceedings if Neighbor to Neighbor helps. We cannot provide funding to pay for a vehicle that will get repossessed anyway, or for rent to an apartment the client will ultimately lose.
5. Use page 3 to explain anything that you have not been able to explain well enough in the first 2 pages
6. When you SAVE the form to send it back to Neighbor to Neighbor, PLEASE use the requested format. If you could not use the fillable form, and have to handwrite it, do not run it through your scanner and send it with whatever code the scanner assigns to it. To ensure it is properly addressed, it needs to have the client’s name and submission date as it’s “name”. Example – SMITH.John.01.15.2025. This format is what we use for tracking. If you cannot label it in your scanner, please send it back to yourself, name it in the requested format and send it. You will then have that copy saved for yourself as well.

Thank you, The Neighbor to Neighbor Committee

Meg Reed, Chair

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