



## Application Checklist

*Please make sure all items below are completed before sending in your application.*

- Sign & date your application.
- Include your name, address & a phone number we can contact you at.
- Include letters of support from the individual or group supporting your application if available, and we will contact these people for further information if needed.
- Write down your total monthly income and expenses showing the normal financial demands of your life. The GNF may help cover an expense that due to an unexpected situation, you are unable to cover in your normal monthly budget.
- What assistance do you need? What are the circumstances that led to this situation? What is your long-term plan to ensure this expense will not be a problem for you in the future?
- What is the total dollar amount that you are applying for?  
Attach all documents that clearly show you are in need of this specific amount. (i.e. bills, notices from landlords, three separate quotes for equipment/supplies, etc.)
- Where else have you applied for help with this expense?  
You **must** have made efforts to cover this expense by applying to other agencies/family/friends **before** applying to the GNF.
- Include telephone contact numbers of people we can talk to about your application. Include letters of support from people who can confirm your need for this expense whenever possible.

*\*Applications with any missing information will be returned to you for completion before being presented to the Board for consideration.*