



Neighbor in Need
Change the World on your Street.

Creating a Neighbor in Need Program:
A Comprehensive Guide

Introduction

Welcome to the Neighbor in Need Program Guide.

This document is designed to help you establish a program in your community to assist seniors in maintaining their homes and aging in place with dignity. It outlines the steps, resources, and strategies needed to replicate the success of Neighbor in Need in your neighborhood.

If you need assistance getting started, you can reach out to Kyle Caldwell, President of Neighbor in Need, Inc., at kyle@neighborinneed.org.

You do not need to affiliate with Neighbor in Need to make this work in your community. However, we do offer a certification program. Upon completion, we'll assign an ambassador to guide you through the certification process. Additionally, Neighbor in Need, Inc., will provide a one-time \$5,000 matching gift to help you kickstart your fundraising efforts. We expect to fund 3–5 new communities each year.

Step 1: Understand Your Mission

Every neighborhood is unique, and your organization will reflect that uniqueness. While this guide provides helpful suggestions, your program should be designed to best suit the needs of your community.

Goal: Provide low-income senior homeowners with free home repairs, enabling them to live safely and comfortably in their homes.

1. Identify Your Need

- Clearly define your service area. Start small with well-defined boundaries, which can expand as your program grows. Using existing neighborhood boundaries like streets or roads can help improve efficiency.

2. Engage Your Community

This program is an excellent way to bring your community together. Nearly everyone loves their senior neighbors and wants them to age in place, safely and comfortably.

- Talk to local residents, community leaders, and elected officials to understand their concerns and recruit them to support your program. Their input and involvement are invaluable.
- Recruit a team of neighbors, community leaders, and politicians to build the foundation of your organization.

Step 2: Build Your Team

In the early stages, some roles may overlap. For example, your bookkeeper might also serve as your Vice President. As the program grows, you'll need to add talented individuals to manage the increasing workload.

Building a strong team is critical. While you will drive the program forward, you'll need the help and support of your community. Everyone has unique talents to offer—talk to people, identify their strengths, and invite them to join your mission.

Key Roles to Fill First:

- **Vice President:** Assists the president, oversees key initiatives, and ensures smooth operation.
- **Fundraiser:** Focuses on securing financial resources through events, sponsorships, and campaigns.
- **Community Liaison:** Builds relationships with local organizations, leaders, and residents to promote the program.
- **Bookkeeper:** Manages financial records, budgets, and ensures fiscal responsibility.
- **Operations Manager:** Oversees program activities and logistics.

Partner Contractors

Local contractors play a vital role in making this program successful. Partner with reputable contractors for HVAC, plumbing, and electrical work. While you may initially receive some pro bono assistance, this resource can be quickly exhausted. Paying for the work means you get full warranties and guarantees.

To sustain the program:

- Establish mutually beneficial relationships with contractors. Request discounts (typically 20%–40% off) and publicly recognize their contributions.
- Use social media and community events to promote these contractors, encouraging neighbors to support businesses that give back.

Action Plan:

1. Recruit volunteers and stakeholders from your community.
2. Form a Board of Advisors to provide oversight and strategic direction.
3. Partner with local contractors willing to donate time or work at reduced rates.

Step 3: Secure Your Funding

In the early stages, budgeting may be challenging. Focus on three main areas: home repairs, community outreach and fundraising, and operations.

Tips for Budgeting:

- Avoid taking on projects beyond your financial capacity. For example, don't commit to a \$20,000 repair if you only have \$5,000 available.
- Allocate approximately 80% of your funds to home repairs and 20% to outreach, fundraising, and operations.

Sources of Funding:

1. Local, State, and Municipal Grants: Research available grants for community services.
2. Corporate Sponsorships: Approach local businesses for financial support or partnerships.
3. Fundraisers: Host events like auctions, bake sales, or donation drives.
4. Individual Donations: Use platforms like GoFundMe or direct mail campaigns to solicit support.
5. Corporate and Foundation grants – The United Way and local Community Foundations can help you research grants in your area.

Step 4: Identify and Vet Your Recipients

Define criteria based on your community's needs. Avoid creating overly complex forms or contracts that may confuse or intimidate senior applicants.

Eligibility Criteria:

- Set limits on the amount recipients can receive annually or over their lifetime.
- Ensure the program can afford the repair.
- Focus on senior homeowners with fixed incomes.
- Limit assistance to residents within your program's service area.
- Prioritize repairs that address safety or health concerns.

Application Process:

6. Create a simple application form.
7. Verify ownership and income through documentation.
8. Conduct a home inspection to determine the scope of work.

Step 5: Manage Your Repairs

Effective repair management requires knowledge of home systems such as roofing, plumbing, electrical, and HVAC.

Steps to Manage Repairs:

1. Assess Needs:

- Prioritize urgent repairs like roofing, plumbing, or heating.
- Develop a repair plan with input from professionals.

2. Coordinate Volunteers and Contractors:

- Schedule workdays for minor repairs.
- Assign contractors for specialized tasks.

3. Quality Control:

- Inspect completed work to ensure safety and durability.
- Gather feedback from recipients.

4. Document Everything:

- Take before-and-after photos.
- Share program updates and achievements with the community.

Step 6: Promote and Expand Your Program

Never stop telling your story.

Marketing:

- Use social media, local newspapers, and community boards to raise awareness.
- Share success stories and testimonials to build credibility.
- Host fun and engaging community events or fundraisers.
- Attend meetings with local businesses and civic organizations to share your vision.

Partnerships:

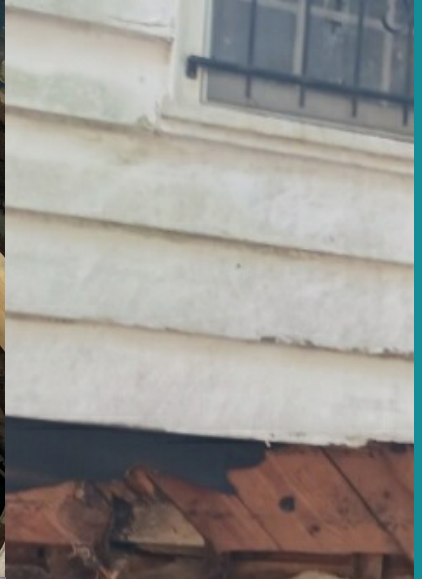
- Build relationships with contractors and negotiate discounts.
- Collaborate with other non-profits and government agencies to leverage resources and expertise.

Measure Impact:

- Track the number of homes repaired, volunteers engaged, and funds raised.
- Share these metrics with stakeholders to demonstrate success.

Conclusion

- The need for this program is immense. Many seniors face economic pressures that force them to prioritize emergency repairs over essentials like medicine or nutrition.
- A Neighbor in Need program can strengthen your community and improve the quality of life for senior homeowners.
- Remember, the heart of this initiative is community collaboration and compassion. Together, we can help our neighbors age in place with dignity and security.
- If you'd like additional guidance, Neighbor in Need Atlanta offers a certification process to help you develop your own program. Contact Kyle Caldwell at kyle@neighborinneed.org for more information.



For more information and support in starting your own program reach out to us at info@neighborinneed.org
www.neighborinneed.org
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