The Northside Resilience Fund Application Guide

The Northside Resilience Fund grant provides $3,000 in direct cash assistance to up to 1,300 North St. Louis City households (renters and homeowners) who were most impacted by the May 16, 2025, tornado and received a “red sticker” on your house by the City of St. Louis signifying that your home has severe structural damage.

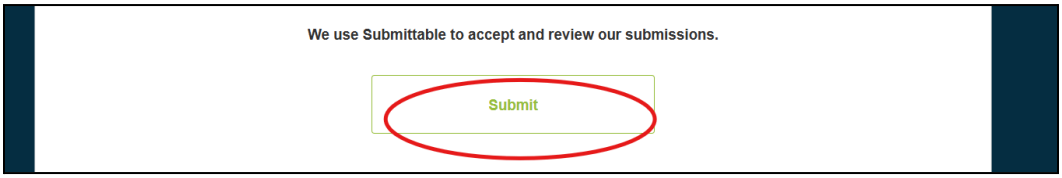
See specific eligibility details, what you’ll need to apply, and start your application here: **https://www.investstl.org/nrf-apply/**.

This guide will walk you through creating a Submittable account and completing the application. If you still have questions or get stuck at any point, call **(314) 384-1145** or email **northsidefund@investstl.org**.

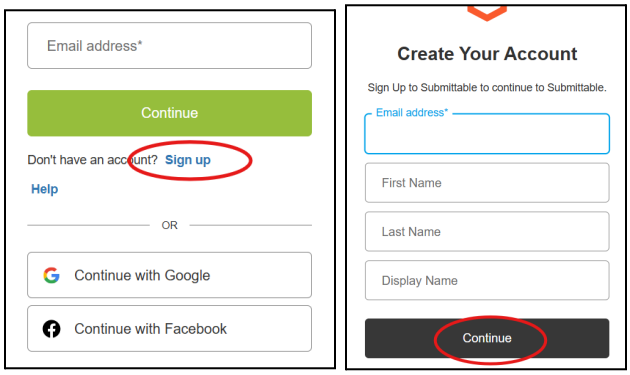
How to Create a Submittable Account

1. Click on the link to the application and read through the guidelines. If you think you are eligible, click the ‘Submit’ button at the bottom to create a Submittable account.

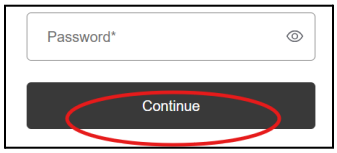
- If you already have a submittable account, please skip to the “How to Open the Application” section.



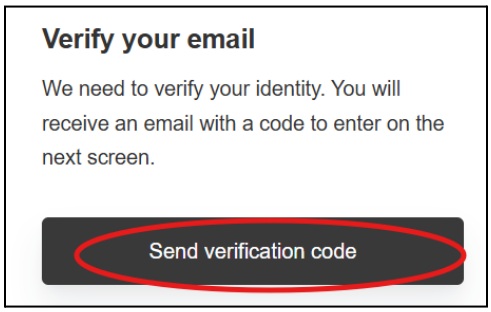
2. To create an account, click “Sign Up.” Create your account with the email address where you can be reached easily for communication about your application.



3. Choose a secure password and save it somewhere where you can reference it throughout the application process.

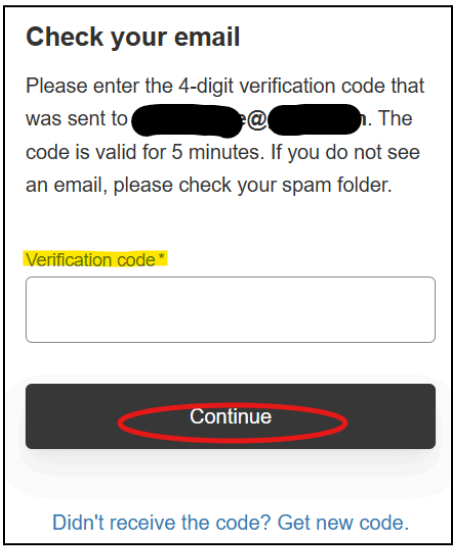


4. Next, you will have to verify your email. Click “Send Verification Code.”



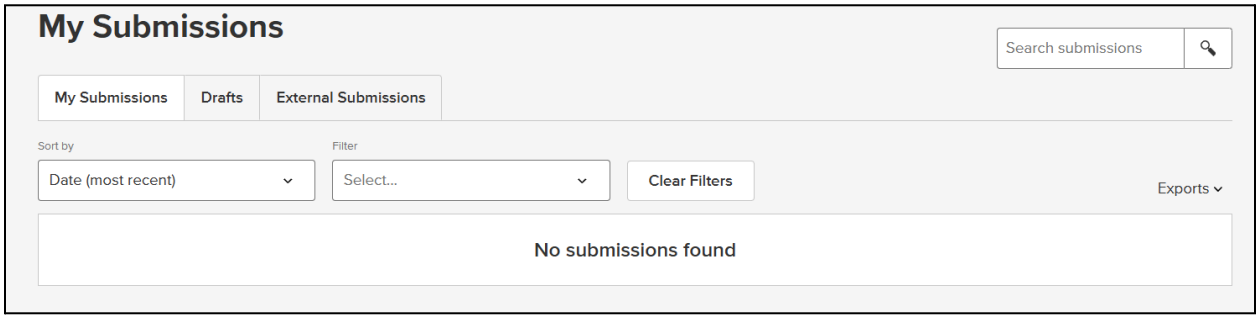
5. Open the email you used to make your account. Look for an email from **Submittable Notifications** <notifications@email.auth.submittable.com> to find your 4-digit verification code. Copy and paste this code into the box, then click “Continue.”

- If you can’t find the code, check your spam folder. If the code has expired, click “Get new code” and then “Send verification code” again.



6. Once you enter the code, you should see a new screen with your Submittable dashboard.

- You have successfully created a Submittable account! Make sure you remember the email address and password you used for your account.
- You can reference Submittable's generic troubleshooting guide here.



How to Open the Application

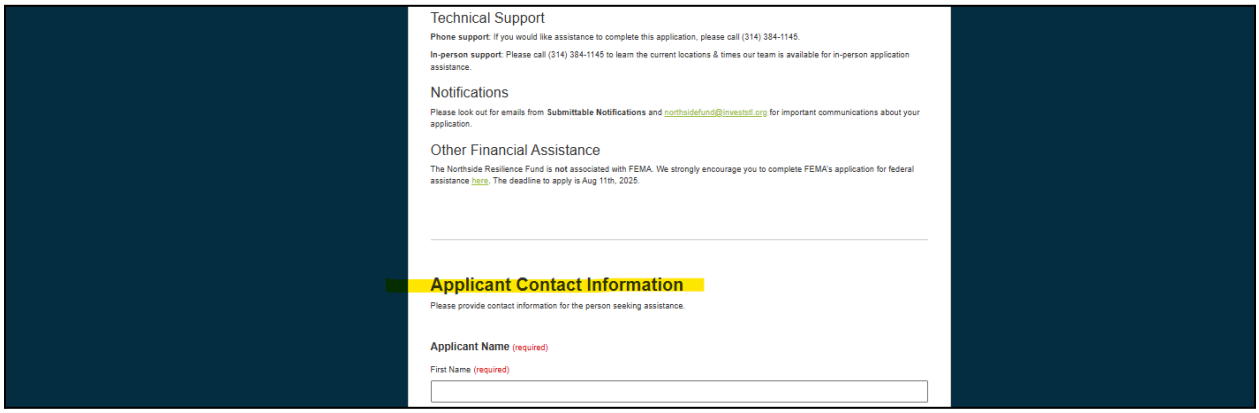
1. Find the application link here: https://www.investstl.org/nrf-apply/. Scroll to the section for "What You Will Need to Apply." Underneath this section, click the "Submit" button.

2. You will be prompted to log in using your Submittable email and password. Click “Continue.”

- *NOTE: If you see an orange banner telling you to reset your password, this is a system error, and you may ignore it.*

3. After you log in, you should be able to scroll down and see additional information and the application.

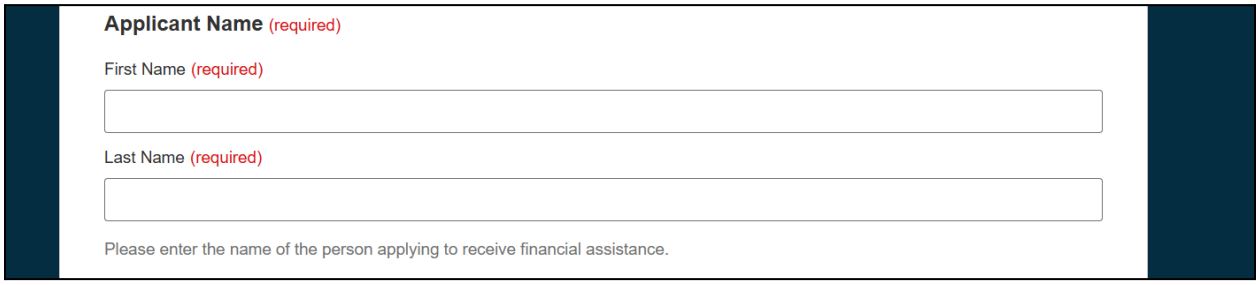
- The application begins with **Applicant Contact Information.**



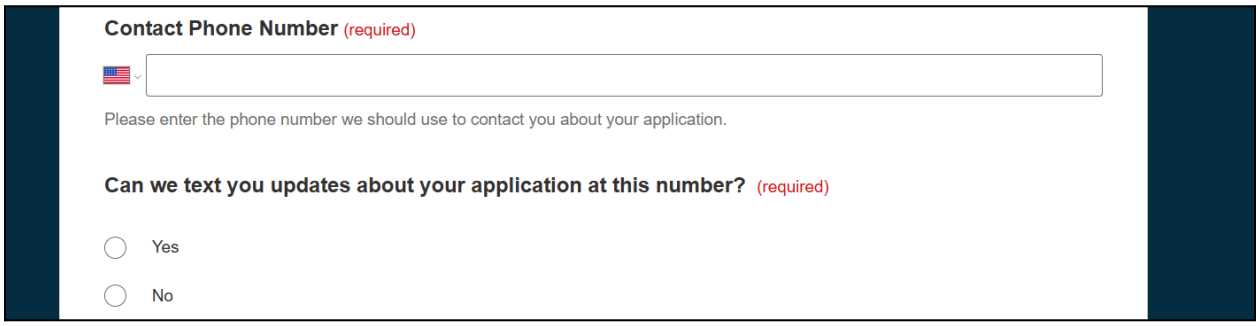
How to Complete the Application

1. Applicant Contact Information

✅ **In this section, you must provide your <u>name</u>, <u>phone number</u>, and <u>email</u>.**



⚠️ The name you enter must match the documents you upload later on in the application.



❓ **Can we text you at this number?** If you say “yes,” we will text you about additional information we need to process your instructions. We can also update you about your application status.

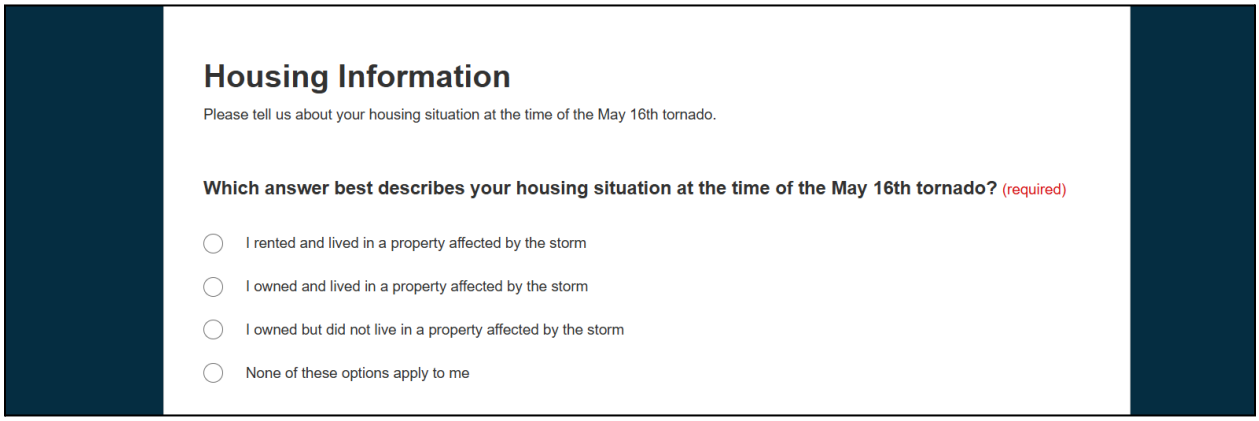
2. Housing Information

✅ **In this section, you will be asked to confirm that you were living in a home affected by the May 16th tornado.**

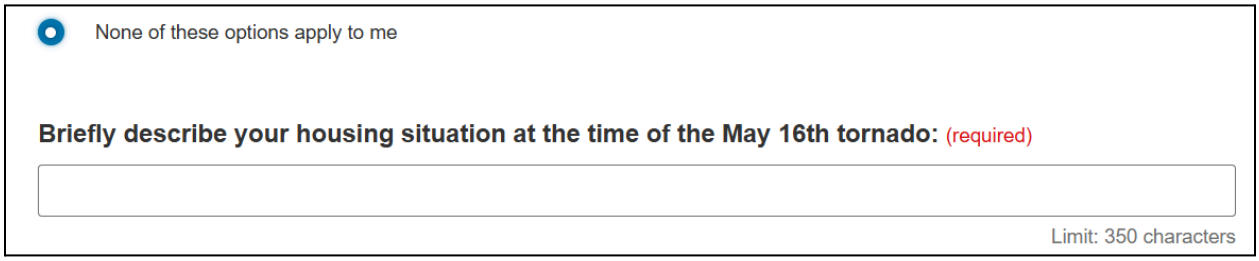
- Renters: If you were living in a rental unit affected by the storm, please choose “I rented and lived in a property affected by the storm.”

- Homeowners: If your home was affected by the storm, please choose “I owned and lived in a property affected by the storm.”

- All other property owners: If you own property affected by the storm but were not living there as your primary residence, then you are not eligible for a grant at this time.



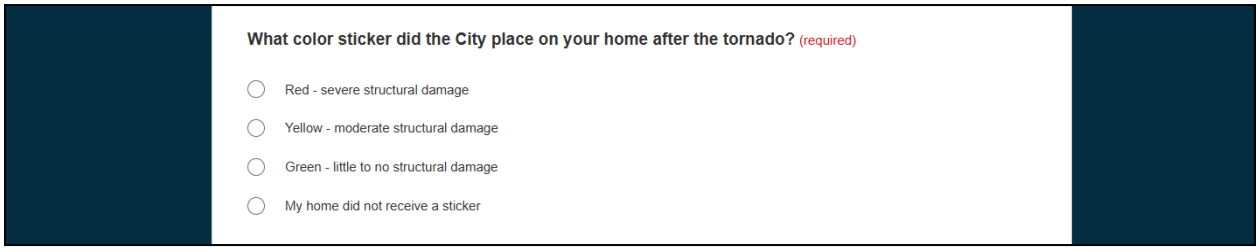
❓ If you do not see a housing option that reflects your situation, you will be prompted for a brief description.



3. Building Division Stickers

✅In this section, you will be asked for information about your home's Post-Tornado Building Safety Assessment from the City of St. Louis Building Division. You can learn more about the Post-Tornado Building Safety Assessments **here**.

⚠️You will see a specific date listed on the application. Our verification process uses safety assessment data available **up to that date only**. If we receive updated data, we'll revise the message on the application to reflect the new date.



- Only applicants who have indicated they have received a red sticker will be asked for additional information. The application is structured this way to respect the time it takes to apply and be transparent about who is eligible for assistance.

- If your home received a **yellow or green sticker**, or **no sticker**, you will not be eligible for the fund at this time and we recommend you do not complete the application unless you'd like to answer a few optional questions to help us better understand community recovery needs. Your answers to these questions will not change your eligibility.

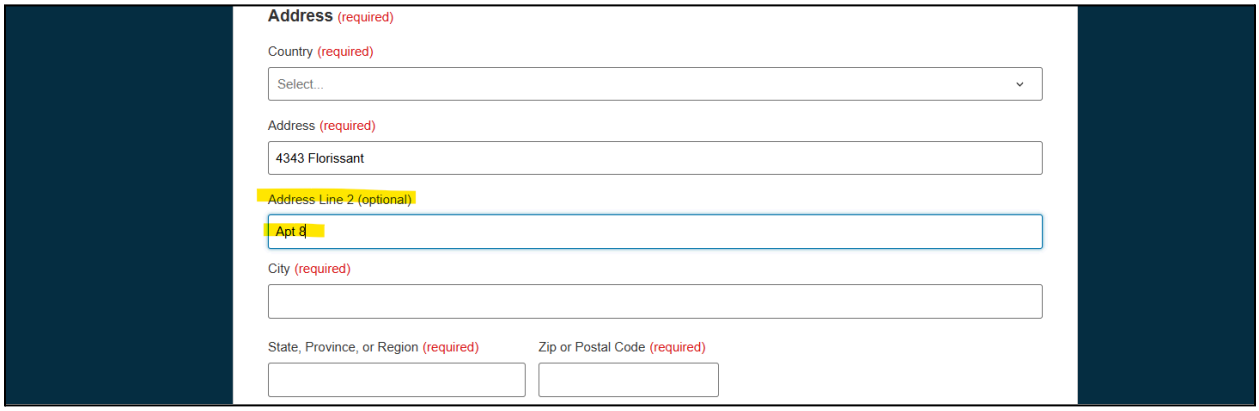
- If you are waiting for an assessment or re-assessment, you may apply later.

In order to get emergency funds out quickly to those who are at risk for displacement, we are prioritizing those who have received a red sticker. If your home is unlivable due to tornado damage, you can request an assessment by the City by completing a form on the St. Louis City website **here**.

4. Impacted Address and Neighborhood

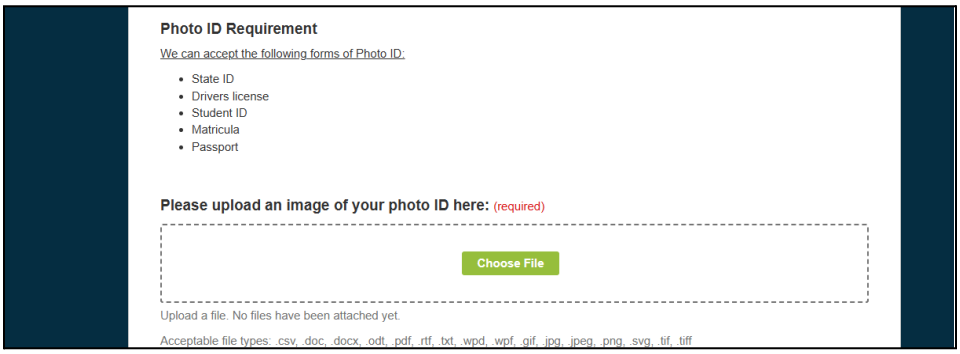
✅If you indicated that your home received a red sticker, you will need to provide the full address for the property that was impacted by tornado damage. You do not need to provide proof that your residence received a red sticker; our team will cross-reference with the St. Louis City's Building Division records.

⚠️If you have an apartment or unit number, please enter it in **Address Line 2** only.

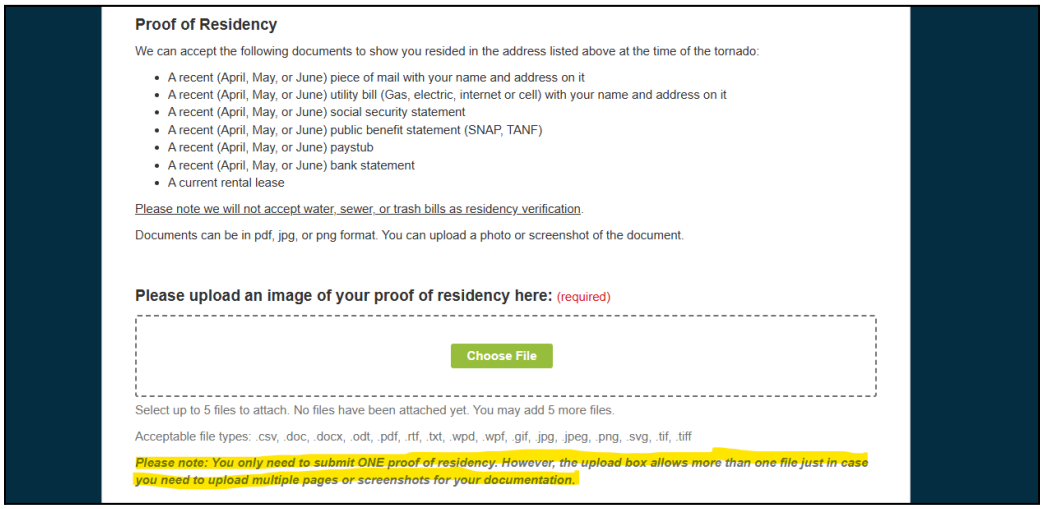


5. Required Documentation

✅If you indicated that your home has received a red sticker, you will need to upload an image of your photo ID and proof of residency for the address you entered above. You can see the acceptable forms of photo ID/proof of residency and acceptable file types in the application.



⚠️ Please make sure the name on the photo ID matches the name you entered in the application. This helps us verify your information quickly and accurately.



⚠️ Don't upload water, sewer, or trash bills.

❓ **Do you have multiple pages or screenshots for your document?**
It's okay to upload more than one file or photo for a document that has multiple pages.

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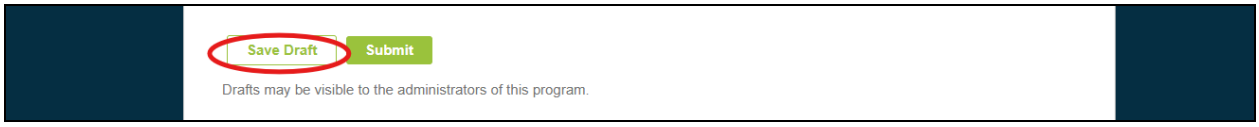
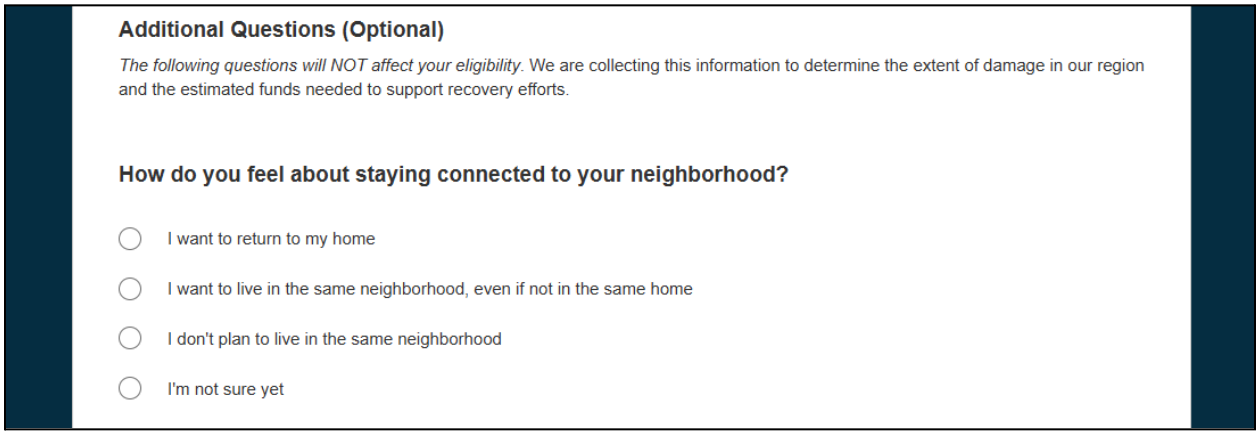
❓ If you have questions or need help completing the documentation requirement, please save your progress on the form, and then call (314) 384-1145.



6. Additional Questions

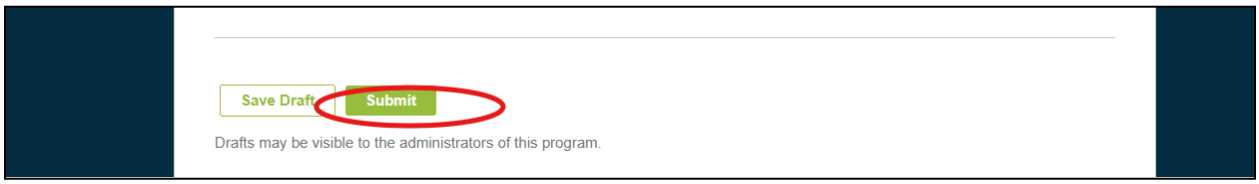
This section is **optional** and is not required to complete your application.

You may choose to answer a few optional questions to help us better understand community recovery needs, or you may proceed and click “Submit.”



7. Don’t forget to click “Submit”!

After you click "Submit," you can log into your Submittable account to view your responses to this application and your status.



8. Next Steps

You will receive notification by email and/or text within 7 business days of submitting your application to let you know if you are eligible for cash assistance. If your application is approved for assistance, our team will contact you to coordinate payment delivery.

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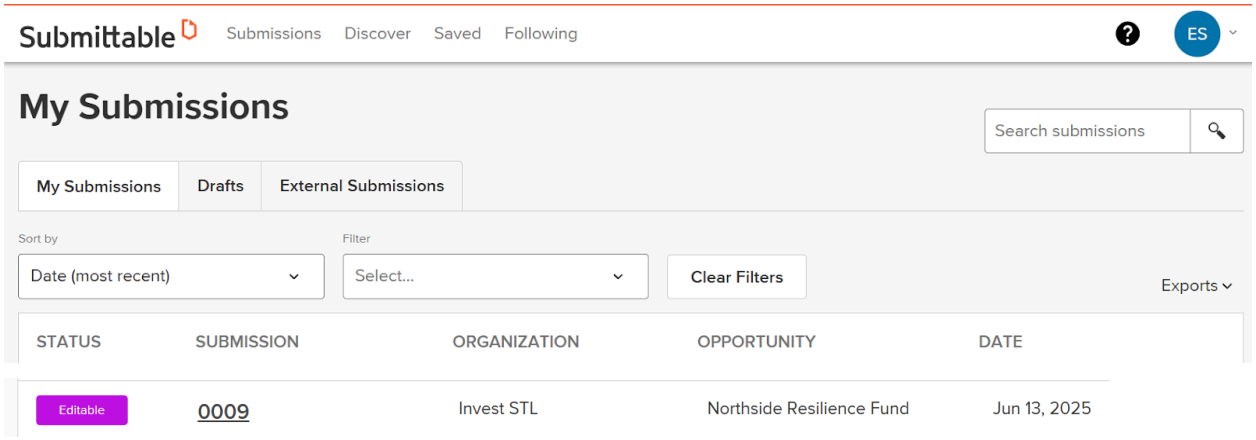
HOW TO EDIT YOUR APPLICATION

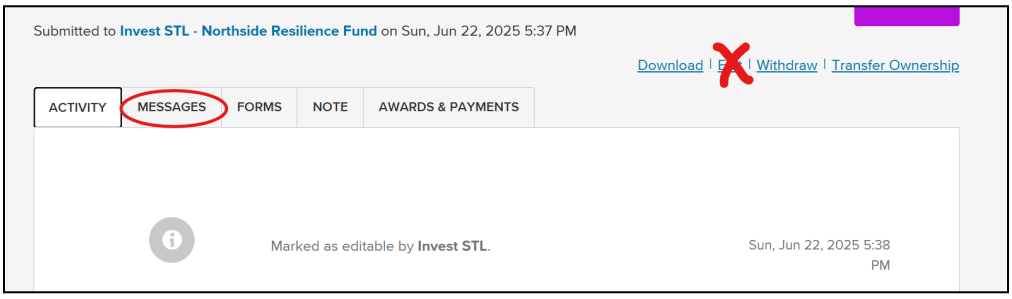
During the review process, our team may reach out to you to clarify something by editing your application. Follow these steps to edit your application.

1. If you log in to your Submittable account, you will see a purple box that says “Editable” next to your submission for The Northside Resilience Fund.

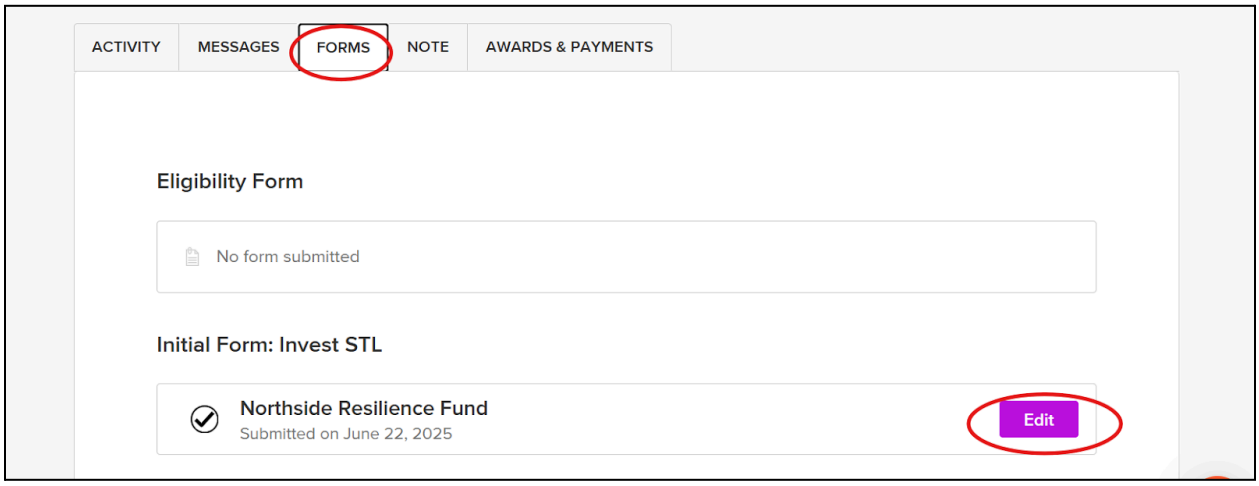
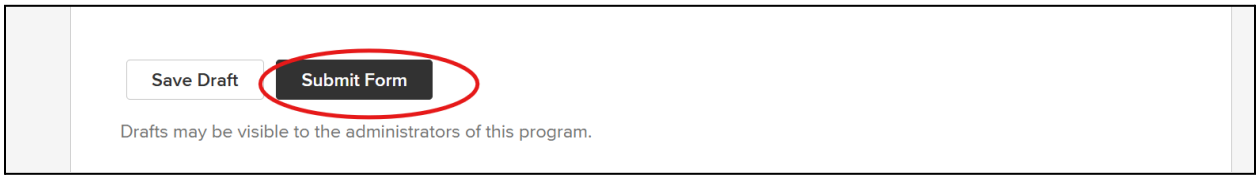


2. Click on the number under the heading “Submission.”

3. You will see an activity log for your application, showing your application has been marked editable. Click on Messages to read what changes our team is requesting. Do not click the blue “Edit” button or you will get an error message.



4. Click on Forms, then click the purple button that says “Edit.”



5. Clicking the purple button, “Edit,” will take you to your application, where you can make changes. Once you have made your edits, you must click “Submit” again.