



Eligibility Requirements

Statement of Purpose

The Medical Center Neighborhood Fund (MCNF) is a voluntary effort of the many employees of Columbia University Irving Medical Center (CUIMC), New York-Presbyterian (NYP) and the New York State Psychiatric Institute (NYSPI). One hundred percent of the donations received are awarded each year to assist community-based organizations in their efforts to provide services to residents of the Washington Heights/Inwood community. Each year, the MCNF awards applicant organizations up to \$3,000 following a careful application and review process based on the following eligibility criteria.

Eligibility Guidelines

- Groups and organizations must be headquartered in Washington Heights/Inwood defined as the area encompassed by Community Board 12 Manhattan (CB 12);
- Only not-for-profit organizations are eligible. Proof of 501(c)3 non-profit operating 509 educational institution status is required;
- Organizations without a 501(c)3 status, must provide a fiscal conduit with 501(c)3 status along with TIN number and signed W-9 form;
- Public agencies are not eligible to apply, but public library branches located in CB 12 and after-school, non-curricular program based at public schools in Region 10 may apply. Divisions, schools, centers and departments of CU, CUIMC, NYP and the NYSPI are not eligible;
- Programs must demonstrate direct benefits to the residents of Washington Heights/Inwood;
- Only one application per organization will be considered;
- Funds must be spent for new or continuing programs or services, or program related equipment, but may not be used for capital and personnel expenditures;
- While funding may be used for civic education, under no circumstances may funds be used for any activity which could be considered lobbying or partisan political activity.
- Programs conducted by Washington Heights/Inwood based organizations, involving participation by Washington Heights/Inwood residents but conducted outside of Washington Heights/Inwood are reviewed on a case-by-case basis;
- Organizations in which CUIMC, NYP and the NYSPI personnel serve as officers are eligible as long as they meet all other funding criteria. Organizations with board members or senior employees whose are closely related to CUIMC, NYP, or NYSPI employees must disclose as part of the application.

Funding Criteria

The following factors will be taken into consideration in the evaluation of grant applications submitted to the MCNF:

- Awards range from \$500- \$3000 (applications exceeding this range will not be considered);
- Ability of program to meet neighborhood needs;
- Demonstrated need for funding;
- Clearly defined goals and objectives;
- Ability of the organization to carry out the proposed program/event;
- Community support/need for program;
- Groups sponsoring events should make best effort to host activities in ADA capable facilities;

Site Visits

All organizations applying to the MCNF **MUST complete** a virtual site visit. Funding is dependent on site visit and site visitor's evaluations. *Note:* No awards will be made without a site visit. Site visits are scheduled with the organization's designated contact person during the months of May and June. Site visitors will contact organizations directly.

General Calendar for 2021

<i>February 16, 2021:</i>	Application released
<i>March 26, 2021:</i>	Completed application due
<i>May/June 2021:</i>	Site visits review process
<i>July 2021:</i>	Award notification/ Ceremony