



Application Submission Checklist

For applications to be considered, applicants must follow all application guidelines:

APPLICATION DEADLINE: Friday, February 23, 2024

*Incomplete or late applications **will not be considered after the deadline.***

A COMPLETE APPLICATION MUST INCLUDE:

- ❑ *A complete original application with **1 additional copy** of the application if mailed.*
- ❑ *A copy of organization's or fiscal conduit's revenue information 501(c)3 form.*
- ❑ *A copy of the organization's or fiscal conduit's W-9 form*
Please note: *if your address has changed within the last year, kindly check the box on the application indicating that the address is **new**; it will help ensure the delivery of funds.*
- ❑ *Contact information for organization's representative.*
- ❑ *Copies of program materials, invites, flyers and 2-3 photos of the organization's programming and or events.*

Completed applications can be mailed, emailed, or hand-delivered to:

***Medical Center Neighborhood Fund
Columbia University Irving Medical Center
c/o Office of Government & Community Affairs
51 Audubon Avenue, 8th Floor, Suite 800
New York, N.Y. 10032
gca@cumc.columbia.edu***