



Eligibility Requirements

Statement of Purpose

The Medical Center Neighborhood Fund is a voluntary donation effort made by employees of Columbia University Irving Medical Center, NewYork-Presbyterian and New York State Psychiatric Institute. One hundred percent of the donations received are awarded each year to assist community based organizations in their efforts to provide quality recreational, social services, arts and other support services to residents of the Washington Heights and Inwood community. Each year, the Medical Center Neighborhood Fund 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 or Inwood, north of 155th Street (Community Board 12 Manhattan);
- Only not-for-profit organizations are eligible. Proof of 501(c)3 non-profit operating organizations or 509 educational institution status is necessary by law;
- Organizations without a 501(c)3 status, must provide a fiscal conduit with 501(c)3 status along with EIN number and signed W-9 form;
- Public agencies are not eligible to apply, but public library branches located in Community Board 12 and after-school, non-curricular program based at public schools in Region 10 may apply. Divisions, schools and departments of Columbia University Irving Medical Center, NewYork-Presbyterian and New York State Psychiatric Institute may not apply;
- 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;
- 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 Columbia University Irving Medical Center, NewYork-Presbyterian and New York State Psychiatric Institute personnel may serve as officers are eligible as long as they meet all other funding criteria.

Funding Criteria

The following factors will be taken into consideration in the evaluation of grant applications submitted to the Medical Center Neighborhood Fund:

- 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 Medical Center Neighborhood Fund **MUST** undergo a 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 February and March. Site visitors will contact organizations directly.

General Calendar for 2019-2020

December 4, 2019: Applications mailed
January 24, 2020: Completed applications due
February/March 2020: Site visits review process
May 2020: Award recipients notified/ Awards Ceremony