



Application Submission Checklist

In order for applications to be considered, applicants must follow all application guidelines:

APPLICATION DEADLINE: Friday, January 24, 2020 by 4:00 p.m.
Incomplete or late applications will not be considered after January 24, 2020.

A COMPLETE APPLICATION MUST INCLUDE:

- ❑ *A complete original application with (2) stapled copies of the application;*
- ❑ *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;*
- ❑ *Contact information for organization's representative;*
- ❑ *Copies of program materials, invites and flyers;*

Completed Applications must be mailed 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***