



## 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 \$5,000 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 or have a satellite office specifically designed to serve the Washington Heights/Inwood community as defined as the area encompassed by Community Board 12 Manhattan (CB 12);
- Organizations must show evidence of a 501(c)3 status or 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
- 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. Capital expenses or personnel costs might be considered on a case by case basis;
- 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 if 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.
- Divisions, schools, centers and departments of CU, CUIMC, NYP and the NYSPI are not eligible;

## Funding Review Criteria

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

- Awards range from **\$1000- \$5000** (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;
- Potential for sustainability

## Site Visits

Site visits are essential and required in order to assess and review the organization and or program.

- All organizations applying to the MCNF **MUST take part in an interview and/or a site visit** as designated by the evaluation committee.
- Funding is dependent on the interviewer or site visitor's evaluations.
- Interviews or site visits will be scheduled with the organization's designated contact person during the months of March and April. Site visitors will contact organizations directly.

## General Calendar for 2024

<i>January 29, 2024:</i>	Application released
<i>February 23 2024:</i>	Completed application due
<i>March/April 2024:</i>	Site visits review process
<i>June 2024:</i>	Award notification/Ceremony