**MEDICAL CENTER NEIGHBORHOOD FUND**

of
Columbia University Medical Center, NewYork-Presbyterian, and NYS Psychiatric Institute

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**Application Submission Checklist**

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

**APPLICATION DEADLINE:** **Friday, January 24, 2014 by 4:00 p.m.**
Incomplete or late applications will not be considered after January 24, 2014.

**A COMPLETE APPLICATION MUST INCLUDE:**

- A complete original application with (2) stapled copies of the application
- A copy of organization revenue information 501(c)3 and/or fiscal conduit;
- A copy of the organization’s W-9 form;
- Contact information for organization’s representative;
- Copies of program materials, invites, flyers, and pictures;

**Completed Applications must be mailed or hand delivered to:**

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