



## **MEDICAL MISSION APPLICATION GUIDELINES & REQUIRED ELEMENTS**

Online Application: All Applications must be submitted online through our [compliance & grants portal](#).

Only complete applications will be eligible for review by the Grants Committee.

Requests should be submitted as far in advance as possible, no less than 8 weeks prior to the proposed date of the event or date funding is needed.

You can save your application as a draft and return at a later date to complete and submit for review.

The following items are required as part of the Axogen grant application process and should be prepared prior to beginning the online application process:

- 1) **A formal Letter of request on your organization's letterhead that contains the following information:**
  - Detailed description of the activity including the primary objectives of the Mission trip
  - The amount of monetary donation and/or name, size, and quantity of products being requested
  - The community being served
  - The proposed date(s) and location(s)
  - Disease and/or therapeutic area
  - Expected number of patients impacted
  - Procedures expected to be performed
  - Number of Health Care Professionals participating
- 2) **Documentation of IRS 501(c)(3) status (if applicable)**
- 3) **Signed W-9 Form (or Certificate of Residency, if out of the U.S.) from organization**

**Please Note:** The Grants Committee may require additional information to make its decision

### **Contact Information**

Questions? Email the Grants Committee at [Grants@axogeninc.com](mailto:Grants@axogeninc.com)