Grant Submission Instructions

MED●EL

What is the process for submitting a grant request?

To submit a grant request, email the required documents to usevents@medel.com.
The following documents are needed for a complete grant submission:

a. **Letter of Request** on your organization's letterhead

b. **The Program Agenda** or materials detailing the purpose of the event and topics to be covered.

c. **W-9 Form**

d. **IRS Tax-Exemption Determination Letter** (if applicable)

e. **Confirmation of CME/CEU Credits** (if applicable)

f. Completed **Application**

g. Additional **application information** if required.

h. **Regional Director (RDs)** budgetary allowance to specific event needs.

   i. After submitting the necessary documents, the Regional Directors (RDs) and their team will receive an email outlining the next steps. The Exhibitor Forms should be filled out by someone attending the conference. These forms include important details like attendee names, onsite logistics contacts, and registration information.

   ii. The **Events team** will handle the grant submission process, manage approval emails, and coordinate sponsorship payments

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**As always, reach out to the Events Team at usevents@medel.com
for assistance or with any questions.**