



International Medical Health Organization (IMHO)

400 West Wilson Bridge Road, Suite 230, Worthington, OH 43085

Tel: (614) 659-9922 Fax: (614) 659-9933

Email: contact@themho.org

IMHO Partner Application Instructions

IMHO's work is only made possible through the commitment and service of our local partners. Partner applications sent to IMHO should follow the format outlined in the Partner Application Form. It needs to be sent on the original letterhead of the recipient organization/individual and signed. The request may be forwarded by email to contact@themho.org.

1. Please **fill out the Partner Application Form** as completely and accurately as possible.
2. Please include copies of the following supporting documents along with your application:
 - a. **Copy of the legal or charity status registration paperwork** or certificate of the organization.
 - b. **Any relevant documents on recent projects** completed by your organization that you think may be important or of interest to IMHO.
 - c. **Bank account information** (including bank name, address, account number and sorting/swift code)
3. **Include a signed copy of the IMHO Partner Agreements form**, which has 3 crucial agreements on Communications, Anti-Terrorism, and Duplication of Funding.
4. With regards to follow-up and project accounting, the recipient agency or individual must send:
 - a. Acknowledgement of receipt of donation.
 - b. Completed Project Report Forms (*exact timeframe depends on the full project/program timeline as specified by IMHO*).
 - c. Any future plans for expansion or scaling up (*if any*).

Please note, any significant changes to the project/program as outlined in your proposal, including project budget, must be pre-approved by the IMHO Board of Directors. **Please also do not begin a project before the final Board approval is communicated to you by the IMHO Project Coordinator.** Thank you for working with us. Please contact us if you have any questions or need any clarification, or if you would like to discuss the details of your application.

Sincerely,

The IMHO Board of Directors

IMHO is a registered tax-exempt, 501(c)3 non-profit, charitable organization in the United States (Federal Tax ID #: 59-3779465).
IMHO is a registered Private Voluntary Organization (PVO) with the United States Agency for International Development (USAID),
and a proud member of InterAction.

www.TheIMHO.org