Grant application guidelines for non-profit organizations

These guidelines provide information about the Office of Social Business Innovation (SBI) and our Foundation's giving priorities, eligibility criteria, proposal requirements and submission process. **Please note that the SBI and our Foundation do not accept unsolicited proposals**.

Application information is provided in the following sections:

I. Giving priorities
II. Eligibility criteria
III. Proposal format and content
IV. Proposal submission
V. Reporting requirements
VI. Transparency

I. Giving priorities

- **Health:** We work to reduce health disparities and improve access to health for people in underserved communities, especially those living with **Alzheimer's disease, cancer, diabetes, and HIV/AIDS**. Through our program investments, we support evidence-based interventions that strengthen health systems to improve the delivery of high-quality care, foster innovation in the delivery of health care and empower patients to better manage their health by helping them overcome social and environmental barriers to care.

- **Community:** We help build stronger communities where our employees live and work. We provide financial support to local nonprofit organizations and share the expertise of our employees through grant and volunteer programs that address critical health and selected social issues in communities where the company has a presence.

II. Eligibility criteria

Eligible applicants are designated as 501(c)(3) nonprofit organizations by the U.S. Internal Revenue Service and have interests and experience that align with our giving priorities.

The following organizations and projects are **not** eligible for support:

- Projects that directly influence or advance our company's business, including the purchase, utilization, prescribing, formulary position, pricing, reimbursement, referral or recommendation of or payment for its products
- Individuals (including travel support for individuals to attend meetings or conferences) and for-profit

organizations
- Political organizations, campaigns, and activities
- Fraternal or labor organizations and activities
- Religious organizations or groups whose activities are primarily sectarian in purpose
- Organizations that discriminate on the basis of race, gender, sexual orientation, gender identity, marital status, religion, age, national origin, veteran's status, or disability
- Capital campaigns, including new construction, renovation of facilities, and endowments
- Unrestricted general operating support
- Basic or clinical research projects, including epidemiological studies, clinical trials, outcomes research or other pharmaceutical studies
- Purchase of supplies or equipment unrelated to a specific project or program
- Direct medical care or services, including medical screening or testing
- Purchase of or discounts on medications, medical devices or biologics
- Fund-raising events, such as concerts, sporting events, annual appeals or membership drives and benefit dinners or galas (unrelated to organizations whose mission reflects SBI/Foundation giving priorities)
- Media Products – such as radio, TV, film, webcasts – that are not part of a specific project or program
- Meetings, symposia or conferences that do not have or are not associated with long-term program objectives
- Payment of staff salaries not aligned with a specific project or program
- Individual fellowship/tuition support for training purposes that are not part of a larger fellowship program

III.   Proposal format and content

The proposal should not exceed 10-15 pages (not including attachments) and should clearly and succinctly provide the information described below.

Project description

- Project abstract or summary (no more than one paragraph).
- Purpose of the project, including measurable and realistic project objectives.

- Background and significance of the problem, specific need or issue that the proposed project will address. Please also describe the geographic area(s) and specific populations or communities on which the project will focus, including a rationale for their selection.

- **Project plan**: describe the project design and how the project will be carried out, including how the proposed activities will address the specific issue or problem identified and achieve the specific objectives. Proposed interventions should be evidence-based and clearly described in the proposal.

- Project implementation timetable with major milestones to be achieved.

- Description of applicant's relevant past project and organizational experience. Brief biographies of the relevant project team members can be included as an attachment.

Project budget and justification

A **detailed** project budget in USD should be submitted in Excel format with a summary worksheet that includes the following categories:

- <u>Salary and fringe benefits:</u> List personnel individually by title; include annual salary, percent time on the project, and fringe benefits in accordance with applicant's personnel policies
- <u>Travel and transportation:</u> Indicate the number of trips, domestic, regional or international and the estimated costs per trip. Specify the origin and destination for proposed trips, mode and duration of travel and number of individuals traveling. Travel expenses should be based on the applicant's standard travel policies.
- <u>Equipment:</u> Include a breakdown of equipment by type, including unit cost and quantity
- <u>Supplies:</u> Include a breakdown of supplies by type including unit cost and quantity
- <u>Trainings, workshops, and events:</u> Breakdown by type of training or event, including number of participants and days
- <u>Sub-contracts:</u> Any goods and services being procured through a contract mechanism, including sub-grants and consultants; list each contract separately and provide a breakdown of costs included, such as a daily rate and number of days for consultants.
- <u>Other direct costs:</u> This includes communications, insurance, printing, report preparation costs, etc.
- <u>Indirect costs:</u> Indirect rate shall not exceed 15%.

A detailed narrative should be prepared in Word format that addresses the following:

- Amount and duration of funding requested
- Explanation and justification for all cost items
- Explanation and justification of all equipment costs
- Brief list of other major sources of financial support for the organization

- Financial and/or other forms of support (e.g., "in-kind" support), if any, that the recipient organization will commit to the project for which funding is requested
- Explanation of whether a member of the organization or any subcontractor (including any employee or member of a board of directors or equivalent governing body) is, can be considered as, or is associated with a foreign official or government official. Foreign official or government official is very broadly interpreted to include:
  - Employees of foreign governments, and other civil servants, performing government functions (for example, product approvals, pricing, reimbursement and purchasing)
  - Those engaged by foreign governments (outside the U.S.) (including private individuals appointed by such entities) to provide advice involving a governmental function (e.g. private health care professionals, experts, consultants, members of advisory panels, etc.)
  - Employees of government-funded institutions (e.g. public hospitals and universities, or government-controlled businesses)
  - Officers of political parties, candidates for public office
  - Members of international public organizations (e.g., UN, World Bank, WHO) or any department or agency of such a public organization
  - Those directly associated with the government official, including their staff, business partners, close associates and family

<u>Evaluation plan and dissemination of results</u>

- Specific, measurable outcomes to be achieved and the timeline
- Description of the plan and methodology to monitor and evaluate the outcomes or impact of the project

- Description of how information about the project and its results will be publicized or disseminated (e.g., publications, presentations, website).

Sustainability plan

- Description of how program/project will be continued, if applicable, after initial grant funding, including an explanation of the additional resources needed to continue the program over time (e.g., financial, staffing, partners), how applicant expects to secure these resources to support this project in the future, and timetable for securing resources.

IV.   Proposal submission process

Proposals must be submitted online through grants management system. Upon completion of our review process, the applicant will be notified regarding the outcome of this review. (**Please note that we are not able to provide technical critiques of proposals.**) The entire review and decision-making process may take up to eight weeks.

V.   Reporting requirements

Upon accepting a grant award, the recipient organization will be required to agree to use the funds in the manner and for the purpose(s) for which the grant is intended. The recipient/grantee also will be asked to provide annual progress reports and a final report within 12 months following receipt of the grant award.

Interim progress/final reports should be **no more than 10 pages** in length and should include the following information:
- Description of project accomplishments, lessons learned and outcomes, including whether project/program objective(s) were achieved and, if not, why. Both positive and negative outcomes should be reported.
- Communication plans, if any, for disseminating the project results more widely through presentations, publications, etc.
- Account of how the grant funds were spent, with major expenditures (budget line items) indicated.
- Project deliverable(s), if appropriate, should be attached to the final report upon submission.
- Interim reports should include outcomes, lessons learned and/or accomplishments to date, along with a plan and timetable for completing the project.
- Photos, videos or other media (if applicable) that captures the vitality and experience of the project

VI.   Transparency

We have made a commitment to disclose publicly our grants or contributions to third-party organizations. We will report information such as the name of the grantee, a brief description of the program/project, and the amount of the grant award. We plan to update this information periodically and post this information on our corporate website.