

Neighbor of Choice Program Guidelines

I. Mission

The mission of the Neighbor of Choice Program is designed to support outstanding work by non-profit organizations whose mission is to improve the quality of life of people and the environment in communities in which the company operates.

II. Program Criteria

Applicants must be **nonprofit** organizations with proven experience in implementing health, K-12 Science, Technology, Engineering, Mathematics (STEM) education, and environmental improvement projects to local communities. Programs eligible for support must align with the following priorities:

- **Health:** Programs that advance population health by enhancing the well-being of community residents (e.g., wellness or prevention programs); improve healthcare quality and increase access to care for underserved populations in the areas of Alzheimer's disease, cancer, diabetes, HIV/AIDS, or maternal health; reduce health disparities or strengthen local health system capacity.
- **Education:** Programs that enhance the quality of K-12 STEM education. Education programs may also focus on improving the health and well-being and/or environmental knowledge of students.
- **Environmental Sustainability:** Programs that protect the environment and/or environmental health of the local community; improve the quality of local water sources; mitigate the impacts of climate change; reduce waste generation; or improve waste recycling capabilities.

III. Program Overview and Eligibility

Applications **MUST** meet the following criteria:

- Organizations must be located in close proximity, **specifically within 15 miles of a participating site (see [Neighbor of Choice Participating Sites](#))**.
- Eligible applicants are designated as 501(c)(3) nonprofit organizations by the U.S. Internal Revenue Service. Ex-U.S. organizations must submit legal proof of their not-for-profit status.
- Requests will be considered for support from \$50,000 up to a maximum of \$150,000 in the U.S. and up to a maximum of \$100,000.00 outside of the U.S. [Note: certain locations are eligible to receive a minimum grant award of \$25,000. Grantees are encouraged to contact their local Neighbor of Choice site contact for more information.]
- Requests **must** include employee engagement opportunities.
- Requests will be considered for support for a maximum of one year.
- Multi-year grant requests are **not** eligible for support.
- Organizations receiving support are eligible to apply for funding in subsequent years following successful programming and fulfillment of reporting requirements.

IV. Other Eligibility Notes

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

- Projects that directly influence or advance our 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)
- 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 and renovation of facilities, and endowments
- Unrestricted general operating support (except fundraisers)
- 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, vaccines, medical devices or biologics
- Fund-raising events, such as concerts, sporting events, annual appeals or membership drives and benefit dinner or galas (unrelated to organizations whose mission aligns with the program criteria noted in Section II);
- 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 that is not a part of a larger fellowship program

V. Applications

Requests for funding are accepted only through the [online grant-management system](#).

Applications for the Neighbor of Choice program should contact their local site lead to obtain a submission code.

Each application **MUST** include the following:

- Program proposal (as explained below)
- 501(c)(3) documentation or proof of not-for-profit status if outside of the U.S.
- List of Board of Directors/Board of Trustees, to include business affiliations for all Board members (**NOTE:** Include a notation for Board members who are retired or self-employed)
- Most recent audited financial statement
- Annual operating budget
- Program line-item budget

VI. Program Proposal Format and Content

The proposal should not exceed **5-7** pages (not including required documentation) and should clearly and succinctly provide the following required information:

General Information

- Legal name of the non-profit organization as it should appear on payment
- Program Title
- Amount of Request
- Name, title, telephone and e-mail address of project leader and contact person
- Name, title, address, telephone and e-mail address of person who will be responsible for grant stewardship and holds authority to sign on behalf of the organization

Program Description

- Purpose of the program, including (1) Objective/s; and (2) Population or locality to be served
- Background and significance of the problem/issue to be addressed
- Project Plan that describes how the proposed activities will address the specific problem/issue identified and meet the specified objectives
- Program implementation time table with major milestones to be achieved
- Description of applicant's relevant past project and organizational experience

Program Line Item Budget and Justification

- **Detailed** program budget, in USD, should be submitted in Excel format and justification that describes the cost components and associated activities. Budget should include: estimates for costs of labor (staff salaries and fringe benefits), materials and other direct costs, subcontracts or consultants; indirect costs and rate (not to exceed 15%).
- Other external sources of funding for the project, if any, including 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.
- Brief list of major sources of financial support for the nonprofit organization and explanation whether there is any link to a government official. 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 governments (outside the U.S.) (including private individuals appointed by such entities) to provide advice involving a government 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 agency
- Those directly associated with the government official, including their staff, business partner, close associates and family.
- Amount requested cannot exceed 30% of the nonprofits' annual operating budget.
- Written approval must be obtained from The Foundation for any change in the budget greater than 10% of the total project budget.

Evaluation Plan and Dissemination of Results

- Specific, measurable outcomes to be achieved and the timeline
- Description of the plan and methodology to monitor and evaluate the impact or outcomes 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 whether and how the program will be continued, after initial grant support, including an explanation of the additional resources needed to continue the program over time (e.g., financial, staffing partners), how these resources will be secured, and timetable for securing resources.

VII. Proposal Submission and Review Process

Proposals must be submitted through the online grant-management system. All proposals will be reviewed and evaluated based on alignment with these guidelines, completeness and individual merit. **(Please note that we are not able to provide technical critiques of proposals.)**

Upon completion of review, all applicants will be notified of a determination. Review and decision-making process may take up to **10 weeks**. Any applicant selected to receive a grant will be required to execute a Grant Award Agreement with the company or The Foundation.

VIII. Reporting Requirements

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

Interim progress/final Reports should be no more than 5-7 pages in length and should include:

- Description of project accomplishments, outcomes and lessons learned. Description should include the number of people that benefited from services, environmental improvement metrics (as appropriate) and whether the project objectives were achieved. Both positive and negative outcomes should be reported.

- Communications plans, if any, for the dissemination of project results more widely through presentations, workshops, publications, etc.
- Account of how the grant funds were spent, with major expenditures (line item budget report) indicated.
- Photos, videos, or other media (if applicable) that captures the vitality and experience of the project.

IX. Site Visits

Site visits will be conducted at the discretion of the company or the Foundation and with advance notice.

X. Transparency

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