



MSD International Partnership Program

Grant Application Guidelines for Non-Profit Organizations in Central and Eastern Europe, Africa and the Middle East 2011

Overview

The MSD International Partnership Program (MIPP) provides support for philanthropic initiatives that are consistent with Merck's strategic priorities and interests (see Section II). Grant applications are reviewed by a Regional Committee – an internal advisory committee to the Merck Office of Corporate Philanthropy. The Committee meets annually to review proposals and make recommendations for grant awards to non-profit organizations.

Grant applications are evaluated on the basis of relevance to the mission and strategic interests of Merck. Consideration is also given to the overall quality and completeness of the proposal, as outlined in Section III.

Deadline: Applications will be accepted until May 6th (entered to Merck electronic system until May 31 by local MSD subsidiary personnel).

The level of funding provided varies depending on the resources available and the volume of proposals received.

There is a preference for longer-term projects that have the potential for sustainability over time. Funding support can be provided for up to three years. For multi-year grants, subsequent year funding will depend on the submission of an annual Progress Report (see Section V) demonstrating satisfactory program performance (e.g., progress in meeting program objectives and milestones) as well as an accompanying program plan (and budget) for the next year.

Application information is provided in the following sections:

- I. Eligibility Criteria
- II. Areas of Strategic Interest
- III. Proposal Format and Content
- IV. Submission and Review Process
- V. Reporting Requirements

VI. Transparency

I. Eligibility Criteria

Eligible applicants are not-for-profit organizations with interests and experience in public or consumer education, patient outreach, health or healthcare advocacy, and academic research.

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

- Projects that directly influence or advance Merck's business (commercial) or marketing interests
- Individuals (including travel support for individuals to meetings) and for-profit organizations
- Political organizations, campaigns, and activities
- Fraternal/labor/veteran's 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, marital status, religion, age, national origin, veteran's status, or disability
- Capital campaigns, including new construction and renovation of facilities, and endowments
- Basic or clinical research projects, including epidemiological studies, clinical trials or other pharmaceutical studies
- Direct medical care, including medical screening or testing and the purchase of medicines, vaccines, or medical devices
- Fund-raising events, such as benefit dinners/galas or sporting events
- 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 not part of a larger fellowship program

II. Areas of Strategic Interest

The MSD International Partnership Program in CE/EE/MEA will consider grant applications consistent with the following areas of interest:

- 1. Developing innovative program models to accelerate access to medicines, vaccines and quality health care for underserved populations, particularly women and children.**
- 2. Increasing awareness of prevention for chronic diseases and other conditions with behavioral risk factors, and promoting wellness among broad population groups.**

III. Proposal Format and Content

The proposal should not exceed **eight** pages (not including attachments) and should clearly and succinctly provide the information described below. *Please refer to the Appendix for the grant application template.*

Each proposal **must** include a list of the Board of Directors/Board of Trustees.

Project Description

- Project abstract or summary (no more than one paragraph).
- Purpose of the project, including project objectives.
- Background and significance of the problem/issue that the proposed project will address.
- Project plan: describe the project design and how the project will be carried out, including how the proposed activities will address the specific issue/problem identified and meet the specific objectives. (*Note: Projects should preferably be conducted in the same country as the location of the non-profit organization, unless the work spans multiple countries.*)
- Project implementation timetable with major milestones to be achieved. (*Note: Attach a separate flow chart, if necessary.*)
- Description of applicant's relevant past project and organizational experience.

Project Budget and Justification

- Amount and duration of funding requested.
- **Detailed** project budget and justification that describes the major cost items and associated activities. (*Note: Attach a separate budget spreadsheet, if necessary.*)
- Other external sources of funding, if any; 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 non-profit organization and explanation whether there is any link to a Government Official. Government Official is very broadly interpreted to include:

- Employees of governments, and other civil servants, performing government functions (for example, product approvals, pricing, reimbursement and purchasing)
- Those engaged by governments (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 agency
- Those directly associated with the Government Official, including their staff, business partners, close associates and family.

Evaluation Plan and Dissemination of Results

- Specific, measurable outcomes to be achieved
- 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 (if applicable)

- Description of how program/project will be continued, if applicable, after initial Merck 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 and Review Process

Committee at local MSD subsidiary reviews submitted proposals and two selected proposals will be forwarded to regional grant committee. Grant applicants not selected for regional submission will be notified.

The MSD Regional Committee reviews proposals at its meeting in the summer annually. The Committee will evaluate proposals based on the completeness of the information provided, as outlined in Section III, and individual merit of each proposal.

Upon completion of Merck's review process, the applicants will be notified regarding the outcome of this review. **(Please note that we are not able to provide technical critiques of proposals.)**

During a given year, only one application will be considered from any individual organization, and no more than two applications will be considered from a single country. All proposals must follow the format and provide the information outlined in Section III of the guidelines. Proposals must be submitted by e-mail to local MSD.

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 five 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 final report upon submission.
- Interim reports should include outcomes and/or accomplishments to date, along with a plan and timetable for completing the project.

VI. **Transparency**

Merck Sharp & Dohme Corp. has made a commitment to disclose publicly its grants or contributions to third party organizations. Merck will report information such as the name of the grantee, a brief description of the program/project, and the amount of the grant award. Merck plans to update this information periodically and post this information on www.merck.com.

APPENDIX

GRANT APPLICATION TEMPLATE

Proposal Format and Content

The proposal should not exceed **eight** pages (not including attachments) and should clearly and succinctly provide the information described below.

Project Description
Project Abstract (no more than one paragraph): Purpose of the project: <ul style="list-style-type: none">• Project objective(s): <ul style="list-style-type: none">•
Background and significance of the problem/issue that the proposed project will address <ul style="list-style-type: none">•
Project plan: Brief description of the project design <ul style="list-style-type: none">• Project methodology: describe how the project will be carried out and how the proposed activities will address the specific issue/problem identified and meet the specific objectives <ul style="list-style-type: none">•
Project implementation timetable with major milestones to be achieved (attach separate flow chart, if necessary) <ul style="list-style-type: none">•

Project Budget and Justification
Amount and duration of funding requested: <ul style="list-style-type: none">•
Detailed budget and justification that describes the major cost items and associated activities (attach a separate budget spreadsheet, if necessary): <ul style="list-style-type: none">•
Other external sources of funding, if any; financial and/or other forms of support (e.g., “in-kind” support), if any, that the recipient organization is committing to the project for which funding is requested: <ul style="list-style-type: none">•

Evaluation Plan and Dissemination of Results
Specific, measurable outcomes to be achieved <ul style="list-style-type: none">•

Description of the plan and methodology to monitor and evaluate the impact or outcomes of the project

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

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Sustainability Plan (if applicable)

Description of how program/project will be continued, if applicable, after initial Merck 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.

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