Application information is provided in the following sections:

I. Giving Priorities

- **Health**: Improve healthcare quality and capacity as well as increase access to care for underserved populations in selected disease areas of global need – HIV/AIDS, hepatitis C, and chronic conditions such as diabetes and cardiovascular disease.

- **Education**: Enhance the quality of STEM (science, technology, engineering, mathematics) education at the graduate and post-graduate levels, and contribute to advancing women and minorities in the sciences.

- **Community**: Provide financial support and share the expertise of Merck employees through grant and volunteer programs that address critical health and social issues in communities where Merck has a presence.

II. Eligibility Criteria

Eligible applicants are **not-for-profit** organizations with interests and experience that align with Merck’s giving priorities. **Please note that the Office of Corporate Philanthropy and Merck Foundation do not accept unsolicited proposals.**

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 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 or services, including medical screening or testing and the purchase of medicines, vaccines, or medical devices
• Fund-raising events, such as concerts, sporting events, annual appeals or membership drives and benefit dinners or galas (unrelated to organizations whose mission reflects OCP/Merck Foundation giving priorities)
• 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 5-7 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 (including target population(s), geographic area to be covered).
• 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 achieve the specific objectives.
• Project implementation timetable with major milestones to be achieved.
• 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. Budget should include: estimates for costs of labor (staff salaries and fringe benefits), materials and other direct costs, travel, subcontracts or consultants; indirect costs and rate (not to exceed 15%). 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 nonprofit 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 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). Describe overall communications plan.
Sustainability Plan

- Description of how program/project will be continued, 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 Process

Proposals must be submitted online at: www.mercksupport.com. Upon completion of Merck's 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 5-7 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, 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
V. **Transparency**

Merck 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](http://www.merck.com).