



ViiV Healthcare 2018 Positive Action Community Grants Request for Proposals

Overview

Through *Positive Action Community Grants*, ViiV Healthcare supports community organizations in the U.S. that address HIV/AIDS disparities and close gaps in care for those most affected by HIV/AIDS. The *Positive Action Community Grants* program is a competitive application process. In selecting grantees in the U.S., ViiV Healthcare prioritizes community-driven efforts that:

- Advance new insights and work that elevates the voices of people living with HIV/AIDS;
- Put the perspectives of the HIV community at the center of HIV education, prevention, and care design and decision-making;
- Connect people and strengthen networks through community events, conferences, workshops and formal collaborations;
- Provide direct, high-quality, culturally competent and accessible support services in communities disproportionately impacted by HIV/AIDS;
- Reach people not currently benefiting from existing support services or programs;
- Use an innovative approach or model that may be replicable.

Organizations may apply for general operating support, project support and special event support.

Eligibility

At minimum, eligible nonprofit organizations must meet all of the following **criteria**:

- Be a 501 (c) (3) Internal Revenue Service (IRS)-designated nonprofit organization;
- Be located in the U.S. or Puerto Rico;
- Provide programs and support primarily to those persons or communities impacted by or affected by HIV in the U.S.;
- Received no more than 25 percent of your total operating budget (total annual revenue) in 2017 from ViiV Healthcare and anticipate the same for 2018;
- Organizations applying for the grant must be the same organization receiving the funds, and must be responsible for the implementation and management of the project.

Funding Restrictions

ViiV Healthcare funding cannot support:

- Organizations who operate as a “Group Practice,” defined as a group of two (2) or more Customers¹ (whether as employees or as direct or indirect owners) legally organized as a single legal entity (e.g., partnership, professional corporation, foundation, not-for-profit corporation, faculty practice plan, or similar association) who:
 - Provide a full range of patient care services that the individual **Customer** routinely furnishes through the joint use of shared office space, facilities, equipment, and personnel;
 - Provide and bill 75% or more of patient care services under a billing number assigned to the Group Practice; and
 - Conduct 75% or more of the physician-patient meetings or encounters provided by the Group Practice.
- Direct building expenses, endowments, or other capital expenditures;
- Support for advertising for local athletics and/or other extracurricular activities (including trips, tours, etc.);
- Support for brand advertising;
- Religious groups or other societies that do not serve the general public on a non-denominational basis;
- Patient education materials for a program/activity that will include ViiV Healthcare staff input on the content (if for a publication, no more than 5 percent of ViiV Healthcare funds to be used to support the publication costs);
- Product donations;

¹ “**Customer**” means an individual who, within the course of his or her employment, (1) is directly involved in the delivery of medical care to patients who reside in or receive medical care in the United States (including Puerto Rico), (2) may prescribe, purchase or recommend any medicine for a **Patient** who resides in or receives medical care in the United States (including Puerto Rico), may impact any formulary, preferred drug list, treatment protocol or treatment guideline for the United States (including Puerto Rico), or (4) is involved in advocacy activities relating to HIV and the United States (including Puerto Rico). For the sake of clarity, the term **Customer** shall include, but is not necessarily limited to, physicians, physicians’ assistants, nurses, pharmacists, residents and medical students, phlebotomists, medical case managers, adherence counselors, pharmacy and medical directors within managed care organizations, other personnel within managed care organizations, and policy advocates.



- Matching gifts;
- Patient assistance programs;
- Certified medical education;
- Purchasing of any medications;

In addition, as a charitable contribution, ViiV Healthcare cannot support projects that will provide a benefit to ViiV Healthcare. Specifically, the ViiV Healthcare *Positive Action Community Grants* program cannot consider requests that:

- Promote a specific ViiV Healthcare product or line of business;
- Provide more than an "incidental or tenuous" benefit to ViiV Healthcare (generally defined as goodwill and publicity);
- Involve lobbying or political activity;
- Create an appearance of impropriety.

For those requesting support for special events, please note that applications must be received **at least six weeks prior to the scheduled event**.

Positive Action Community Grants Resources

In 2017, ViiV Healthcare supported over 80 organizations in the U.S. and committed over \$5 million as part of the U.S. *Positive Action Community Grants* program.

Application Process and Timeline

- ViiV Healthcare's *Positive Action Community Grants* program accepts applications on a rolling basis. **Applications for funding will be accepted from February 1 – June 1, 2018.**
- Most applicants will be notified within three months of the application submission.

Application Checklist

Only complete applications will be reviewed by the Grants and Donations Committee. A complete application includes all of the following documents:

- A completed *Positive Action Community Grants* program application via ViiV Healthcare's online grants system: <https://viivhealthcare.fluxx.io/>**
- A copy of your organization's budget for the most recently completed operating year (2017)** (The operating budget should include the total revenue and expenditures for the entire organization);
- A copy of your organization's proposed budget for the current fiscal year (2018),** including total revenue and expenses;

- Your organization's most recently completed IRS Form 990;**
- An IRS 501(c)(3) Nonprofit Determination Letter;**
- A list of directors and officers (including specification of anyone who is a healthcare professional or government official).**

Additionally, if applicable, please provide the following:

- If applying for a fundraising event, a budget for the event and any sponsorship package information;**
- If applying for specific program support, a budget for the program.**

Additionally, if available, please provide the following:

- A copy or online link to your organization's most recent Annual Report.**

Grantee Requirements

Each *Positive Action Community Grants* recipient organization will be expected to fulfill the following requirements:

- Submit a completed and signed Declaration of Conflict of Interest** to openly identify any potential conflict of interest so that it may be appropriately managed. (Funds will not be provided until any conflicts of interest are assessed and, if applicable, mitigated to ViiV Healthcare's satisfaction.)
- Submit a signed Letter of Agreement and Contributions Verification form** that confirms you will abide by funding requirements and that the funds represent a gift to the organization. This form must be received prior to payment being sent.
- Submit a signed Omnibus Budget Reconciliation Act (OBRA) form** that confirms receipt of the check, an agreement to abide by funding requirements and that the funds represent a gift to the organization. This form must be submitted within two weeks of check receipt.
- Submit a year-end final report** that outlines the successes and challenges faced by your organization and are relevant to ViiV Healthcare funding over the year. The report will include a narrative of how funding was used and the progress toward your organizational and/or programmatic goals connected to the grant, as well as data on who was reached through program efforts. Year-end reports will be due within 14 months of the grant date.
- Agree to not directly or indirectly publish, approve or issue** any advertising, sales promotion, press release or public statement relating to this grant without the prior written approval of a ViiV Healthcare authorized representative. Please contact us if you would like to obtain our logo or other materials to recognize this funding support from ViiV Healthcare in written materials, verbal



acknowledgments and published reports. We encourage you to use this award as an opportunity to increase awareness of your program. If you wish to issue a press release about this community grant, please allow five full business days for ViiV Healthcare to review the release and return it to you with any comments/approval.

- **Acknowledge ViiV Healthcare support.** ViiV Healthcare will list our *Positive Action Community Grants* charitable contributions on our website. To that end, charitable contributions will be given under the condition that the recipient organization consents to public disclosure. Details disclosed may include but are not limited to the recipient organization's name, the community grant purpose and the amount of the community grant.

Submission Process

- To submit a *Positive Action Community Grants* program application, please complete the full application via ViiV Healthcare's online grants system at: <https://viiVhealthcare.fluxx.io/>
- For any questions, please contact *Positive Action Community Grants* at viiV@tccgrp.com.