

**[Insert Company Name and/or Logo]**

<b>Form</b>	
<b>Title:</b>	Request for grants or donations
<b>Purpose:</b>	Use this form to request approval for payment of a grant or donation.
<b>Effective Date:</b>	[Enter date]

**Request form**

Choose the grant or donation type (see attached list for more details)	<input type="checkbox"/> Charitable Contribution <input type="checkbox"/> Healthcare Education / Public Education <input type="checkbox"/> Fellowship / Scholarship <input type="checkbox"/> Research <input type="checkbox"/> Medical Equipment, Supplies, etc. <input type="checkbox"/> Other _____
Provide details of the funding, equipment or services to be provided	

**Requesting Organization**

Organization Name		Bank: Bank Name
Contact Person	First Name, Last Name	
Address		
ZIP / City		
Country		IBAN:
Phone / Fax-Numbers		Account:
E-Mail		<input type="checkbox"/> BLZ, <input type="checkbox"/> Swift, <input type="checkbox"/> Clearing:
Tax Identification Number	Tax ID	Account holder

Provide a description of the organization's charitable, educational or scientific purpose	
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State the specific purpose of the requested Grant or Donation	<input type="checkbox"/> Education: describe the type of educational event, date, location, name and attach any available brochures or printed information; identify the intended target audience: <input type="checkbox"/> Fellowship: provide the dates, details and location of the program, cost breakdown and provide any available materials, including application forms: <input type="checkbox"/> Research: provide a description of the study objectives, deliverables, and other available details:
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	<input type="text"/> Equipment: provide a description of the equipment to be purchased, cost estimate, supplier, intended use and location of use:
<b>Approval process</b>	
<ul style="list-style-type: none"> <li>• Please send this form completed to <input type="text"/> [enter applicable role].</li> </ul>	
<b>Additional documentation</b>	
<ul style="list-style-type: none"> <li>• Include any request letters received from the requesting organization</li> </ul>	
<b>Certification</b>	
<p>I confirm that the information provided is true and complete to the best of my knowledge after reasonable investigation.</p> <p>If the funding is to an HCP, I further certify that the grant or donation is not being offered or provided as a price concession, reward to favored customers or inducement to recommend, prescribe or purchase Company products or services, and is not be tied in any way to past, present or future use of Company products or services.</p>	
Signature:	Date:

<b>Grant &amp; Donation Types</b>		
Type	Description	Qualified Recipient
Charitable Donation	Financial or in-kind support provided to a non-profit or charitable organization to further the legitimate and documented objectives of the organization, and/or to support genuine fund-raising drives for projects undertaken by the organization	Non-profit or charitable organization that is registered under the laws of the applicable country and entitled to receive the donation
Educational Grant – Healthcare Education	<p>Financial or in-kind support for bona fide educational activities for HCPs</p> <p>May include grants to third party conference organizers to reduce conference costs and/or to fund reasonable honoraria, travel, lodging and meals for HCPs that are bona fide conference faculty.</p> <p>May not be used to fund parties, entertainment or similar events (e.g. sporting or cultural events, city tours, musical performances).</p>	Healthcare institutions or organizations for accredited or non-accredited healthcare education
Educational Grant – Scholarships /Fellowships	Financial support for extended medical education programs, such as scholarships and fellowships	Training institutions, healthcare institutions or professional societies
Educational Grant - Research	Financial, in-kind or free product support for clinical or non-clinical research in areas of legitimate interest to the Company	Healthcare institutions or research-based organizations
Educational Grant – Public Education	Financial or in-kind support of education of patients or the public about important healthcare topics	Training institutions, healthcare institutions or professional societies
Grant of Medical Equipment, Materials, Supplies, or Educational Materials	Medical textbooks, subscriptions to medical publications, anatomical models or similar	Training institutions, healthcare institutions or professional societies