GILEAD
Creating Possible

HIV Community Grants Program FAQs

Through the HIV Community Grants program, Gilead intends to support projects that will specifically find and assist those out of care, address barriers to inequalities in HIV, HIV prevention, peer-to-peer support programs as well as educational programs across Canada. We believe that everyone should have access to the same quality healthcare, regardless of their background and circumstances.

Grants are separate from the company's commercial activities; sales and marketing personnel are not involved in grant decisions. Grants are not connected to, or conditioned upon, purchasing, prescribing, recommending, or otherwise supporting Gilead products. Applying for a grant is not a guarantee of funding. The HIV Community Grants program is organized and funded by Gilead Sciences Canada, Inc.

This document is intended to answer some common questions regarding the Gilead HIV Community Grants program. If you do not find an answer to your question here, please email our support team at Canada.Grants@gilead.com.

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About the HIV Community Grants Program

1. **What is the aim of the HIV Community Grants Program?**
   Through the HIV Community Grants Program, Gilead intends to support projects that will specifically find and assist those out of care, address barriers to inequalities in HIV, HIV prevention, peer-to-peer support programs as well as educational programs across Canada. We believe that everyone should have access to the same quality healthcare, regardless of their background and circumstances.

2. **How will applications be reviewed, and successful bids decided?**
   Following the submission deadline, grant applications will be reviewed by Gilead's internal Grant Review Committee (GRC). Each application will be assessed against a variety of criteria including community impact, uniqueness, feasibility, scalability and how closely the proposed project matches Gilead's outlined grants criteria, our mission and therapeutic focus.

   At Gilead, we believe people should have access to the same healthcare, regardless of their background, and we are proud to fund projects that support underserved communities that have systematically experienced greater social or economic obstacles to health.

3. **When will I know if the grant application has been successful?**
   Successful applications will be notified within 30 days of the application deadline. Funding will be contingent upon a signed agreement.

Project Eligibility

4. **I would like to check the suitability of a project idea for submission to the HIV Community Grants Program. Is it possible to discuss this?**

Gilead is unable to provide input on whether or not a specific project will be successful prior to submission. However, if you have questions regarding the application process, please contact the support team at Canada.Grants@gilead.com.

5. **Can I apply for 100% of project funding from Gilead?**
Yes, but seeking other sources of funding is highly recommended and is a factor in the evaluation process. Gilead encourages all applicants to apply for grants from a wide range of sources, including other pharmaceutical companies. Co-funding from other sources may be in the form of contributed staff time for project execution, supervision or evaluation. It is important that you clearly outline any other sources of funding on the application form to ensure transparency.

6. **Can I apply for a HIV Community Grant to support a current or ongoing project?**
Yes, as long as the current funding period has a defined end date. This should be explained on the application form. Please note that Gilead cannot provide funding for any activities that have already been completed.

7. **Can I apply for funding for a project that has already been carried out?**
No, Gilead cannot provide retrospective funding for any activity that has already been completed.

Application Process

8. **How do I apply for a HIV Community Grant?**
The application process is online only. You will need an account to access the application portal. Your account can be created and accessed via Gilead Canada's Grants Portal: https://www.gilead.ca/purpose/giving/grant-funding/apply-for-a-grant

9. **What does my application need to include?**
Gilead has one standard application for all organizations. The online application form includes a number of sections and free text fields for you to enter the details of your proposed project. For detailed guidance on the application form please see the User Guidance Document on the "Help" section of the portal.

To ensure your application is tagged correctly, please select the following option within the "Summary" section of the online application form and ensure you select the programme tag – 'CA - HIV Community Grant Program' – in the dropdown options:

Field	Guidance
Therapeutic Area	Viral Disease
Primary Sub-Therapeutic Area	Select the relevant option
Grant Type	Community/Patient
Program Tag	CA - HIV Community Grant Program

10. **Do applications need to include references?**
Appropriate citations should be provided for all statistics, and references should be listed in the application.

11. **What information should I include in the budget?**
Budgets must be fully completed and provide the appropriate level of detail for Gilead to understand clearly how the funds will be spent - if there is not an appropriate level of detail, the grant request will be declined. You should include the overall amount of funding needed for a specific line item and the cost per unit for each line item. We also ask for the applicant to delineate the amount of funding requested from Gilead for each specific line item. Additional details on funding exclusions are outlined in the Grant Making Exclusions section of this document.

12. **What additional documents do I need to include with my application?**
In addition to completing the standard form, you will need to attach the following as "Supporting Documents" within the portal to be considered for funding.

a. Supplementary Questionnaire
b. Supplier Creation Form with digital signature
c. The organization's most recent annual report

13. **I need to submit my proposal for review at my institution. Is it possible to create a PDF of my application using the website form?**
It is not possible to create a PDF version of your specific application. We recommend that you complete your application under the same headings and then copy the details into the online application form when you are ready to submit.

14. **How much funding can I apply for?**
Please refer to the funding categories and intake periods.

15. **Can I recall an application to make changes?**
If you need to make changes to a submitted application, please email Canada.Grants@gilead.com.

16. **Who can I contact if I need help with the application process?**
You can email the support team at Canada.Grants@gilead.com.

17. **How will I know if my application is approved or declined?**
All applicants will receive a formal email notification as to whether their application has been approved or declined following the closing date for applications.

Following Application

18. **Will Gilead ask for additional details after an application is submitted?**
Once an application is submitted, it will be reviewed for completeness and quality. If, for any reason, further clarity is required to fully evaluate your application, you will receive an email for clarification and, if needed, a request for resubmission. Please note, Gilead representatives cannot comment on the decision process related to specific grant requests.

19. **What can I expect if my application is successful?**
If your grant request is successful, once you have been notified you will receive a grant contract for signature. Gilead should be acknowledged as providing funding to the organization for the approved project or initiative, and any specific activity or project should be funded in compliance with all relevant laws, regulations, guidelines, and Gilead policies.

The contract summarizes the core requirements of the grant award, the funding amount, and the responsibilities of each party. The contract must be fully executed prior to the release of payment and may include additional documents needed to effectively process payment. Successful applicants will be required to engage with members of the Gilead grants team. Organizations will be required to submit a final or interim project report to Gilead as per the agreement.

20. **If an application is successful, when does the work for the project have to be completed?**
Gilead typically requests for applications to be submitted at least 12 weeks prior to the project or event start date. Please build this into your grant application timeline. Please know that an incomplete or insufficient proposal could lengthen the review process and impact a project timeline. The project end date must be outlined in the grant application – Gilead typically funds projects of no longer than 12 months' duration.

21. **When will funding be provided?**
On the successful award of a HIV Community Grant Gilead will state which items of the project they are supporting and, in some cases, project milestones for payment will be outlined.

22. **How will funding be paid?**
Grants will be paid by cheque or EFT. Payments will not be made to an individual. Depending on the scope of the project and the amount funded, Gilead will either make a lump sum payment or

milestone payments based on project deliverables. A fully executed agreement is required prior to the release of any funding.

23. **Does my HIV Community Grant have to be paid in a specific currency?**
Yes, Gilead will pay HIV Community Grants in Canadian dollars.

24. **Will details of the HIV Community Grants be published?**
Gilead may disclose grant support to a patient organization or healthcare organization via its website or press release. An announcement of funding may include the name of the organization, a brief description of the activity and the local amount of money provided.

25. **Will unsuccessful applicants get feedback?**
If your grant application is unsuccessful, you will receive an email confirming that Gilead is unable to support your application. Due to the number of grant requests received, we cannot guarantee detailed feedback on any unsuccessful application.

Grant Making Exclusions

Fundamental to Gilead is our adherence to the highest legal and ethical standards of business conduct.

As such, the following points outline what is not eligible to be funded as a grant:
- Gilead cannot provide grant support to any retrospective activities that have already taken place
- Gilead cannot provide grant funding for investment in medical equipment or medical hardware as one-off purchases
- Gilead cannot provide grant funding to any individual or group of individuals, rather than an organization, group or association that is a legally constituted entity
- Gilead will not fund any projects that may be linked, or may infer a link, to the purchasing, prescribing, providing of favourable recommendations for, or otherwise supporting Gilead products
- Gilead cannot directly fund patient treatment and/or prescriptions
- Gilead cannot pay or defray the operating expenses of the recipient (e.g., office equipment, salary, etc.) unless the grant request specifies the expenses to be covered, and such expenses are not for routine patient care or overhead that typically is reimbursed or paid for by other sources.
- Gilead cannot pay for salaries to any healthcare institution or provider that is able to purchase or prescribe Gilead products
- Gilead cannot provide compensation in the form of a grant, to individuals or organizations for services provided to Gilead, such as speaking or advising
- Gilead cannot provide compensation in lieu of a discount or price concession or related to a commercial contract negotiation

If you have any other questions regarding the HIV Community Grants Program application process that are not covered in this document, please send them to Canada.Grants@gilead.com.