

## Requests for Grants and Donations

AbbVie Canada's goal is to direct our corporate donations and charitable activities towards organizations and projects that are dedicated to the enhancement of health and quality of life for Canadians.

### How to send us a request for a grant or donation

Please e-mail a signed request letter or proposal with the following elements, to [subvention-grant@abbvie.com](mailto:subvention-grant@abbvie.com):

- Requestor clearly identified, on a formal letterhead
- Full name of the “payable to” institution or organization
- Description of the event or initiative, including:
  - Audience
  - Date or date range
  - Disease or illness targeted, if applicable
  - Objectives or purpose
  - Other relevant information
- Total amount of funding requested
- Detailed budget, to allow our Grants and Donations Committee to understand how the funds would be used
- Whether funds are being solicited from other sources, or only from AbbVie Canada
- Name of your primary AbbVie contact (if applicable), for information purposes only
- A registered charity number

### How we will process your request

1. Your e-mail will arrive via [subvention-grant@abbvie.com](mailto:subvention-grant@abbvie.com)
2. We will screen the request, and advise you whether it is complete or missing any information
3. The request will be reviewed by our Grants and Donations Committee
4. We will notify you of the Committee's decision
5. A legal agreement will be issued electronically, for signature by the identified “payable to” (if approved)
6. AbbVie Canada will issue payment, once the legal agreement has been signed (if approved)
7. We may contact you at a later date, to confirm how the funds were spent (if approved)

## Types of requests that will not be considered for funding

- An activity or event that doesn't support medical or scientific knowledge to benefit Canadians or the Canadian healthcare community
- Activities or events that have already taken place
- Entertainment or social activities, or sporting events
- Religious activities
- From an institution and organization that discriminates based on race, color, religion, sex, age, national origin, sexual orientation, veteran or disability status in the delivery of services and in their employment practices
- From an individual (including HCPs)
- From a political party
- From an institution or organizations based out of a country other than Canada
- To be provided directly or indirectly through a third-party, agent, or distributor, to individuals, political parties, political campaigns, or for-profit organizations (e.g., corporations).
- A grant request not relating to one of the specific diseases or illnesses listed below, which are the areas of interest that AbbVie Canada is focusing on:
  - Anaesthesia
  - Crohn's disease
  - Hematological malignancies
  - Hidradenitis suppurativa
  - Parkinson's Disease
  - Psoriatic Arthritis
  - Respiratory Syncytial Virus
  - Spondyloarthropathies
  - Ankylosing spondylitis
  - Endometriosis
  - Hepatitis C
  - Juvenile idiopathic arthritis
  - Psoriasis
  - Prostate cancer
  - Rheumatoid arthritis and related arthritis
  - Ulcerative colitis

## Timeline

Our goal is to provide a decision within 90 calendar days. The timeline may be extended if we need additional information (for example an incomplete request).

## Questions?

[subvention-grant@abbvie.com](mailto:subvention-grant@abbvie.com)

1-888-779-0333 or 514-832-7005