

2019 CVS Health Foundation Volunteer Challenge Grant Guidelines

We believe that CVS Health colleagues are a great resource to their communities, and we are proud to support the organizations where they volunteer.

CVS Health colleagues who volunteer regularly at a nonprofit organization may be eligible to apply for a Volunteer Challenge Grant. Challenge grants ranging from \$500 - \$5,000 result in financial support for hundreds of nonprofits each year and are made possible by the CVS Health Foundation.

Applications will be accepted through November 1, 2019.

What organizations are eligible to receive a CVS Health Foundation Volunteer Challenge Grant?

- Current 501c3 public charities, located in the United States.
 - You may want to check with the staff at the organization where you volunteer to inquire about their nonprofit determination, which is assigned by the IRS and is based on the type of work they perform.
 - If you're not sure about your nonprofit organization, you can also search for them on www.Guidestar.org.
 - Note: You will need to provide the organization's tax ID number (EIN) on your application.
- Public schools, located in the United States.

What types of organizations are ineligible to receive a Volunteer Challenge Grant?

- Organizations other than those that are 501c3 public charities (such as 509a3 supporting organization) are not eligible to receive a grant from the CVS Health Foundation.
- Organizations that discriminate against a person or group on the basis of: age, race, ethnicity, sexual orientation, political affiliation, religious beliefs.
- International organizations.
- Churches that DO NOT have a 501c3 public charity status from the IRS.

Who is eligible to apply?

- The applicant must be a permanent full-time or part-time colleague for CVS Health and remain an active employee during the application period and through the time in which a grant is awarded.
- Employee status is verified during the evaluation process.
- Registration on the CVS Health Community Crew site (www.cvshealthcommunitycrew.com) is required by all colleague volunteers prior to submitting your application.
- Community Crew allows colleagues to track their volunteer time, and allows us to report on the impact of our volunteer efforts. Both individuals and ALL MEMBERS of volunteer teams must register on the site and track their hours of service.
- MinuteClinic colleagues in the following states with physician-owned clinics are not eligible: California; Connecticut; Washington, DC; Indiana; Kansas; Michigan; Minnesota; Missouri; Nevada; New Jersey; New York; North Carolina; Tennessee.

- A CVS Health colleague who is also the Founder, Executive Director, President or Leader (or in a role similar in function) of a non-profit cannot be the individual who applies for a Volunteer Challenge Grant to support their charity. If you are on the Board of Directors of the nonprofit organization, you are eligible to apply for a grant. This does not preclude other colleagues who participate in volunteer activities or support fundraising efforts, and do not hold a leadership position with the charity, to apply on behalf of that charity.

What type of volunteering is eligible?

Volunteer efforts in these areas are supported through the CVS Health Volunteer Challenge Grant Program:

- **CHILDREN** – for example, volunteering at public schools, literacy efforts, infant feeding programs, diaper drives, mentoring programs or educational-based efforts.
 - *PLEASE NOTE: individual sports teams sponsorships are not accepted, however volunteering at a school or with a sports organization that benefits large populations of children and provides greater access to play is accepted.*
- **HEALTH CARE RELATED** – for example, volunteering a community-based or free health clinics, volunteering that promotes general awareness and education on health topics and efforts that support disease state nonprofits like the AHA, ACS, or ADA is accepted.
- **AT RISK OR NEEDY POPULATIONS** – for example, service at soup kitchens, sorting and distributing food, assembling personal care kits, or service with homeless organization.
 - *Volunteering with a U.S.-based nonprofit (501c3 public charity), which may include or conclude with a service trip to a foreign country is accepted as long as the organization is based in the U.S. and the individual or team of colleagues has completed their 25 or 50 hours of service before the trip is taken.*
- **ENVIRONMENT** – for example, efforts which promote or support the preservation of the environment in the markets we serve, including beach or community cleanups.
- **STRENGTHENING COMMUNITIES** – for example, efforts that keep communities vibrant for our colleagues, clients and customers, and may include: workforce development, career counseling for people in transition, efforts which support housing, community-wide efforts like increasing the number of computers at a public library and efforts headed up by human societies that have a positive impact on the entire community.

What types of grants are awarded?

Individual Volunteerism Grants:

- **Up to \$500:**
 - For an individual who has **15-24.5 hours** of volunteer service at one nonprofit organization (i.e., board participation).
 - Not related to a fundraising walk, run or ride event.
 - **Up to \$1,000:**

- For an individual who has **25-99.5 hours** of volunteer service at one nonprofit organization.
- Individuals who participate in a walk/run/ride are included in this category.
- Not related to a fundraising walk, run or ride event.
- **Up to \$1,500:**
 - For an individual who has **100 or more hours** or more of volunteer service to one nonprofit organization.
 - Not related to a fundraising walk, run or ride event.

Team Volunteerism Grants:

- **Up to \$2,500:**
 - Teams must be made up of five or more CVS Health colleagues that complete 50 hours of service at one nonprofit.
 - Teams who participate in a walk/run/ride are included in this category. For those involved in walk, run or ride events, the team's 50 hours of service must include a variety of volunteer efforts that benefit the organization, not just the walk itself or personal training for the event, with a maximum of 25 hours spent participating in the walk/run/ride.

Fundraising Grants:

- **Up to \$2,500:**
 - For an individual's fundraising efforts for a walk, run or ride event to one organization, we will match the dollars the colleague donates or raises up to \$2,500 (with a minimum of \$250 raised or donated by the individual).
- **Up to \$5,000:**
 - For a team's fundraising efforts for a walk, run or ride, to one organization, we will match the dollars the colleagues donate or raise up to \$5,000 (with a minimum of \$500 raised or donated by the team).

IMPORTANT INFORMATION

- All hours of volunteer service for individuals or teams must be completed before an application is submitted. Volunteer hours must be logged on the Community Crew site, and hours will be verified. www.cvshealthcommunitycrew.com.
- Colleagues are required to upload a volunteer report from Community Crew with their application. A how-to guide for downloading this report can be found here. Colleagues requesting a team volunteer grant must also include a link to their event on Community Crew.
- Dollars raised must be validated with a letter from the nonprofit organization that you raised the funds for, or copy of your online fundraising page. This will be requested as part of the application. A template letter to provide to the nonprofit organization is available at the end of these guidelines.

How will grant decisions be made?

- Applications will be reviewed within six to eight weeks of submission through November 1, 2019.
- Colleagues and nonprofit organizations will be notified of grant awards electronically. Payment will be sent directly to the nonprofit organization, not the colleague.
- Each eligible CVS Health colleague may apply for two grants per year, however if the two grants are for the same organization, one must be in the category of volunteering and the other in the category of fundraising.
- The CVS Health Foundation shall award no more than two grants (whether in response to an individual's request or a team's request) under the Volunteer Challenge Grants program to the same organization in any calendar year.
 - The organization's tax ID number (EIN) is used to determine the number of grant requests that organization has received. Please note, many national organizations (ex. March of Dimes, Alzheimer's Association) use one, single EIN for all of its local chapters. This means that regardless of the chapter that the volunteerism/fundraising was done for, only two grants can be given out for that organization (Ex. Colleagues in RI, AZ, IL and TX all submit an application for volunteerism done for the March of Dimes in each of their local chapters, only two of the applications can be approved.)
- Completed applications are accepted through November 1, 2019 or until the annual budget is exhausted. Volunteer hours completed in the months of November and December can be rolled over to the following year and applications can be submitted once the required number of hours has been reached. Applications will be reviewed on a first-come basis. Grants will be awarded within six to eight weeks of the application's submission.
- Incomplete applications will not be considered. The organization must be a 501c3 nonprofit as determined by the IRS.
- CVS Health Volunteer Challenge Grants are made possible by the CVS Health Foundation. If you have any questions about the program, please contact CommunityCrew@CVSHealth.com.



(NONPROFIT LETTERHEAD)

Date

Colleague Name

Colleague Address

City, State, Zip Code

Dear (Colleague Name),

On behalf of (ORGANIZATION NAME), thank you for fundraising for the (NAME OF EVENT) on (DATE OF EVENT).

(NONPROFIT TO PROVIDE ORGANIZATION MISSION, GOAL AND PURPOSE OF EVENT.)

- If fundraising is for an individual, please list individual's name and total amount fundraised.
- If CVS Health/Aetna conducted team fundraising, please list team name, team leader and total amount fundraised.

Thank you,

Executive Director/CEO signature

Executive Director/CEO contact information