

MSD 2023 Grants Programme

Application Form (with eligibility criteria)

Purpose of this document

At MSD, we understand that every project we are asked to support is different, so we want to give you the chance to give a full description of your proposed activity in your own words.

There are also some details which are critical to our understanding of your request and its eligibility for funding, so we have asked for these specifically in the application form, as well as your project description.

Before you complete the application:

- 1) Please familiarise yourself with the Goals and Scope and eligibility criteria of the specific grant programme that is relevant to you:
 - [HIV, Cancer, Vaccines](#)
- 2) Please read the following eligibility criteria carefully. If you have any queries, please address them to GrantsCommittee@msd.com prior to sending us your application.

Eligibility criteria

Grants recipients

1. Grants can only be paid to an organisation, not to an individual
2. Phase 1 of the 2023 Grants Programme is open specifically for Healthcare Organisations (as defined below). Phase 2 of the Grants Programme later in 2023 will welcome patient organisations as well.
 - a. **Healthcare Organisations** are defined as organisations that are:
 - **either** directly involved with patient care, treatment and management. e.g. NHS Trusts, Primary Care Networks
 - **or** an HCP membership organisation or Learned Society that is indirectly linked to patient care, treatment and management.

Financial conduct

1. Grants can only be paid to organisations with other additional sources of annual revenue (MSD will not be a 'sole funder')
2. The total value of grants plus any other payments to an individual organisation cannot exceed half of the annual income of the recipient organisation

3. Grants are project based and cannot be provided for core funding (i.e. basic running costs) or capital expenditure (e.g. buildings or vehicles) - please see further details below under 'Project Criteria'

Project criteria

1. Grants can be provided to fund costs directly to the project, including but not limited to non-clinical research, creative services, material production and distribution, website costs, advertising costs, logistics, venues and non-lavish hospitality where it is secondary to the purpose of the event.
2. Grants cannot be provided to offset routine or normal business expenses of the organisation. For example, costs described as 'overheads' and 'administration', or any staff costs relating to the day-to day running of the organisation, cannot be supported.
3. However, the cost of time spent specifically managing or delivering the project by salaried and / or contracted staff can be supported, if it is clearly set out in the project budget and is not used to increase an individual's current salary
4. Grants cannot be provided to support capital expenses (e.g. building repair, office equipment, medical equipment or vehicles)
5. Projects should be started and completed within a 12-month timeframe following approval of the grant
6. Grants can only support projects that deliver outcomes in the UK
7. Grants cannot fund direct medical care for the patient, or the purchasing or prescribing of specific medicines or medical devices
8. Where hospitality (travel, room-hire, or overnight accommodation etc) is required as part of the project, arrangements must be clearly stated
9. Hospitality must be limited to the purpose of the event and secondary to the main purpose of the meeting. As such, MSD is unable to support events which take place in luxury / five-star venues, golf clubs or health spas for example and we cannot support first class travel. We ask that requests for hospitality and travel costs include acknowledgement of this requirement.

How to submit your grant application

To submit your grant application, please complete this document and email it to

GrantsCommittee@msd.com before **5pm on March 1st, 2023**.

About your organisation

Organisation name	<i>(insert here)</i>
Named point of contact / application owner	
Contact email	
Contact phone number	
Organisation Address	
Charity / organisation registration number (if applicable)	

Additional information needed for Grants due diligence

(for organisations where these roles are covered by the same person, simply provide the same name)

Chief Executive Officer (or equivalent)	<i>(insert here)</i>
Contact email	
Contact phone number	
Chief Finance Officer (or equivalent)	
Contact email	
Contact phone number	
Organisation's last published annual revenue figure	

About your project

Therapy Area (e.g. Cancer, HIV, Vaccines.)

(insert here)

How does your project align to the **Goals and Scope** of the specific MSD Grants Programme in your therapy area?

(insert here)

Project Description

Advice for applicants

Sometimes great projects are difficult to support if the way that they are described isn't clear. So, we politely ask that you consider including the following in your project description:

- Background context and need for the project
- Scope for the project
- Project goals (preferably SMART. i.e., Specific, Measurable, Agreed, Realistic, Time-bound)
- Expected reach of the project – e.g. number of people, geographical area, etc
- Expected impact of the project
- Metrics – measures of project success
- Stakeholders involved in the project – who is doing what?

(Please provide project description here – there is no word limit)

Project Timings

(i.e. start date, end date, key milestones)

(insert here)

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About your funding request

Total amount requested (£)

(insert here)

Project Budget breakdown

Insert your own table below if you have already developed one, or complete the table provided.

(insert your own budget table here if you have already developed one)

Budget breakdown	Budget need (£)	Requested from MSD (£)	Requested from other organisations (£)	Provided by applicant organisation (£)
Insert item				
Insert item				
Insert item				
Insert item				
Insert item				
Insert item				
Insert item				
Insert item				
Insert item				
Total (£)				

If you have any questions about the programme, please send an email to: GrantsCommittee@msd.com