



GILEAD TRANScend

Community Impact Fund

2019 U.S. Request for Proposals by Gilead Sciences, Inc.

BACKGROUND

Gilead Sciences, Inc. is a research-based biopharmaceutical company that discovers, develops and commercializes innovative medicines in areas of unmet medical need. The company strives to transform and simplify care for people with life-threatening illnesses around the world. Gilead has operations in more than 35 countries worldwide, with headquarters in Foster City, California.

Today, the goal of our HIV medicines is to help people diagnosed with HIV enjoy healthier lives — a significant percentage of whom are Trans-identified individuals. As a company, Gilead is committed to working with the Transgender community in the fight against HIV/AIDS. We believe that all people should have access to quality healthcare, regardless of their gender identity, and seek to support marginalized communities that experience obstacles to care.

Despite the ongoing efforts of Gilead and many others in the HIV/AIDS field, it remains clear that the disease continues to disproportionately affect the Transgender community. The Centers for Disease Control and Prevention (CDC) estimates that 14% of all Transgender women are living with HIV, with Black and Latina Transgender women disproportionately impacted. Several social determinants increase Transgender people's vulnerability to HIV, including social rejection and stigma, inadequate access to competent care, high rates of intimate partner violence, and barriers to accessing employment, education and housing.

Gilead is working closely with community leaders, advocates and healthcare providers across the United States to more fully address the most important needs among the Transgender community. Recently, Gilead convened a two-day advisory board meeting of key advocates focused on identifying strategies and providing recommendations to help improve the health and wellness of Transgender communities.

During the meeting, Gilead listened to advisor recommendations that were key to the development of this request for proposals. The advisors included Transgender females and males who provide direct service, advocacy and capacity building to Transgender organizations and communities. These advisors provided key recommendations on prioritizing funding for Trans-led organizations as well as the needs of these organizations to increase their sustainability.

PROGRAM AND PURPOSE

Gilead supports patient advocacy organizations, community organizations and healthcare entities around the world that work to improve people's lives. Through our TRANScend Community Impact Fund (Fund), Gilead will support partnerships with Trans-led organizations that are working to improve the safety, health and wellness of Transgender individuals. Specifically, Gilead will support strategic program development, capacity building and implementation of direct service initiatives bolstered by strong community engagement efforts to build and sustain progress in reducing the impact of HIV within Transgender communities. Funded organizations will be asked to work with Gilead's communications team to identify stories to share through various communication platforms.

Funding will be provided through three distinct programmatic areas:

- Option A – Grantmaking Partner: Selection of a lead philanthropic partner for regranting funds to a select number of grassroots organizations with total budgets of less than two hundred fifty thousand dollars (\$250,000.00) per year
- Option B – Capacity Building Partner: Selection of an intermediary organization to provide training and technical assistance services and capacity building support for Trans-led organizations
- Option C – Direct Services Grantee: A limited number of direct grants to organizations with annual budgets that are two hundred fifty thousand dollars (\$250,000.00) or more

The funding may not be used for direct medical care, e.g. paying capital costs for treatment facilities, space refurbishment, medical equipment and supplies, medical expenses, medications, personnel, healthcare professional or allied healthcare professional compensation support, laboratory fees, or other costs of providing medical care.

Organizations interested in applying for funding under this initiative may only apply for funding under one of the above options.

ROLES AND RESPONSIBILITIES

Grantmaking Partner

The Grantmaking Partner will be a direct grantee of Gilead and will be responsible for developing a grants program that seeks to address the disproportionate impact of HIV within Transgender communities with a specific focus on supporting grassroots organizations with operating budgets that are less than two hundred fifty thousand dollars (\$250,000.00) per year.

Potential programs for funding include:

- Programs that address social determinants that have a direct impact on health outcomes
- Rapid response programs that address urgent or emergency needs
- Trauma-informed approaches that address substance misuse, mental health and wellness
- Community re-entry or navigation services that assist Trans-identified individuals post incarceration
- Professional development, education and training programs
- General operating grant support for grassroots Trans-led organizations that have the capacity or strong potential to implement successful programs

- Development of strategic coalitions with other Trans-led organizations to amplify advocacy and policy efforts

The Grantmaking Partner will be eligible to apply for a maximum of one million dollars (\$1,000,000.00) over the two-year grant period and is expected to make between 10 and 15 sub-grants to eligible organizations.

Grantmaking Partner's Roles and Responsibilities:

- Direct grantee of Gilead, reporting to Gilead on grant program progress, impact and fiscal oversight of grant funding
- Develops governance structure to manage the grants application and selection process
- Develops operating plans and administrative procedures to efficiently and effectively manage the grant-making program
- Central grants management role in identifying strong grassroots Trans-led organizations within the Transgender community to serve as sub-grantees, as well as administering and monitoring the grants to these organizations

Capacity Building Partner

The Capacity Building Partner will be a direct grantee of Gilead and will be responsible for providing capacity building, training and technical assistance to Trans-led organizations that request capacity building regardless of funding source. The Capacity Building Partner is eligible to apply for a maximum of one million dollars (\$1,000,000.00) over the two-year grant period. The Capacity Building Partner will work with organizations to identify training needs that will increase impact and sustainability. In addition to training and technical assistance, the Capacity Building Partner will identify opportunities to develop coalitions among Trans-led organizations as well as provide opportunities to share knowledge. The Capacity Building Partner will develop a suite of trainings based on the needs of the organizations.

The Capacity Building Partner will develop trainings in collaboration with the Grantmaking Partner and Trans-led organizations to ensure organizational sustainability.

Potential capacity building trainings include:

- Organizational Management & Sustainability Training
 - Leadership and staff development
 - Data management tracking and analysis
 - Human resources management
 - Fiscal management
 - Organizational and infrastructure development
- Program Management & Implementation Training
 - Program development and management
 - Trauma-informed approaches
 - Program evaluation
 - Knowledge sharing across Trans-led organizations

Capacity Building Partner's Roles and Responsibilities:

- Direct grantee of Gilead, reporting to Gilead on program progress, impact and fiscal oversight of grant funding
- Develops, in collaboration with the Grantmaking Partner and directly funded grantees described in the section below, training and technical assistance programs to ensure organizational sustainability
- Develops internal operating and administrative procedures to efficiently and effectively manage the work as the Capacity Building Partner
- Critical training role assisting in the development of training plans for Trans-led organizations, featuring both leadership and program management training

Direct Service Grantees

Gilead will provide a limited number of direct grants to Trans-led organizations that have operating budgets greater than two hundred fifty thousand dollars (\$250,000.00) and have been providing services for at least three years. Direct Service Grantees will implement a wide range of programs to improve the health and well-being of Transgender communities. Priority will be given to Trans-led organizations that have a proven track record of providing services in the community.

Direct Service grants will be awarded to a cohort of organizations working to address the HIV burden among Transgender communities with a specific focus on Trans-led organizations with operating budgets of two hundred fifty thousand dollars (\$250,000.00) and above per year.

Potential Direct Service Grantee programs include:

- Programs that address social determinants that have a direct impact on health outcomes
- Professional development and skills building programs for Transgender communities
 - Trauma-informed supportive services inclusive of mental health and substance abuse programs
 - Leadership development and empowerment programs for Transgender communities
 - Navigation or case management services that may assist across the care continuum with a specific focus on re-entry services
- Emergency housing services for Trans-identified individuals
- Community mobilization programs for Transgender communities
- Identify opportunities to develop strategic coalitions with other Trans-led organizations to develop a policy agenda for Transgender communities.

Direct Service Grantees Roles and Responsibilities:

- Direct grantees of Gilead via the TRANScend Community Impact Fund
- Lead the development and implementation of strategic programs and services for Transgender communities
- Evaluate individual organizations program and services for effectiveness and submit findings to Gilead and collaborative partners

PROGRAM MANAGEMENT MODEL

Grantee Type	Minimum Operating Budget	Grant Request Maximum	Key Responsibility
Grantmaking Partner	\$1,000,000.00	\$1,000,000.00	Re-granting to Trans Organizations
Capacity Building Partner	\$500,000.00	\$1,000,000.00	Trainings & Technical Assistance
Direct Service Grantee	\$250,000.00	\$200,000.00	Direct Service Programs

ELIGIBILITY CRITERIA

General qualifications for applicant organizations include:

- Nonprofit status: IRS determination letter confirming current 501(c)3 tax status
- Submission of previous two (2) fiscal years operating budget
- Submission of previous two (2) IRS 990 forms
- Diversity table of Staff and Board of Directors
- Letters of support from three (3) Trans-led organizations or community members
- Proven track record of sound financial stewardship and ability to deliver impactful programming
- Communications plan to acknowledge grant funding
- Institutional infrastructure, including administrative capacities
- Core content expertise and a strong grounding in existing data and methodologies
- Knowledge of social change approaches
- Strong network and partnership capacity and ability to collaborate effectively
- Ability to identify leverage points for action and broaden stakeholder base

Key capabilities required to operate a complex multiyear program for Grantmaking and Capacity Building Partners:

- Experience in the field of HIV and social determinants
- Grantmaking or technical assistance experience with Trans-led organizations
- Ability to provide technical assistance to local grantees
- Track record of soliciting input and participation from local advocates
- Management capacity and key staff credentials
- Success in development, replication or expansion of successful approaches to HIV care, prevention, policy and advocacy
- Strong communications and outreach strategies to reach the community as well as to educate decision makers at the state and federal level

SELECTION CRITERIA

An organization may only apply to one of the options under this initiative. Successful proposals will clearly reflect:

- An understanding of the state of the field and how the proposed approach can make a unique and important contribution to decreasing the incidence of HIV within Transgender communities
- Original, innovative ideas and proven excellence in program development and implementation
- Clear logic to guide governance structure, operating and management plans
- Staff expertise and experience in line with proposed project scope
- Appropriate and practical resourcing and budgets with a clear articulation of Grantmaking Partner or Capacity Building Partner operating budget over two-year grant period, including budgets to support sub-grantee organizations
- Robust dissemination plan to share learning from grant-funded activities

Key principles to guide the work of the three programmatic areas include:

- **Engage stakeholders and leverage local knowledge**
 - Work with local organizations within the Transgender community to sustain and increase the progress in reducing HIV incidence within Transgender communities.
 - Assess each organization to determine its level of sophistication, infrastructure, and talent within their organizations. This will inform a tailored set of capacity building needs, training and resources to support local organizations doing work on the ground in the Transgender communities.
- **Leverage existing models of intervention and success**
 - Often, what communities need most is replication or adaptation of existing models of intervention or best practices.
- **Evidence-based solutions**
 - Support evidence-based, practical strategies and ideas that have already demonstrated or have the potential to demonstrate real impact in the community.
- **Data collection, knowledge sharing and convening**
 - Opportunities to share information, best practices and other learnings will be offered to grantees through convening opportunities created in partnership with the Grantmaking Partner and local sub-grantees.

EVALUATION AND REPORTING

Grantee organizations will be required to submit narrative and financial reports to Gilead for the purposes of monitoring progress toward project goals and ensuring budget adherence. Through both the reporting process and related data collection, Gilead hopes to create opportunities to learn from both the successes and challenges faced by our partners and to assess ways to increase the impact of future programs.

Gilead may engage a third-party evaluation firm to include formative evaluation elements to allow for course corrections as necessary with the goal of continuous improvement.

USE OF GRANT FUNDS

Gilead funding may be used for:

- Replication or expansion of successful interventions
- Policy and statistical analysis in line with programmatic goals
- Strategic communications, including education
- Community engagement and coalition-building
- Program research and evaluation
- Re-granting funds to eligible organizations within the Transgender community

Gilead funding cannot support:

- Medications or purchasing of medications
- Direct medical treatment or expenses, including labs
- Existing deficits
- Basic biomedical research, Gilead-sponsored clinical research or clinical trials
- Projects that directly influence or advance Gilead's business, including purchase, utilization, prescribing, formulary position, pricing, reimbursement, referral, recommendation or payment for products
- Individuals, individual health care providers or physician group practices
- Events or programs that have already occurred
- Government lobbying activities
- Organizations that discriminate on the basis of race, color, gender, religion, disability, sexual orientation, or gender identity or expression

HOW TO APPLY

Grant proposals must be submitted online; the application can be found at <http://www.gilead.com/responsibility/corporate-contributions/north-america/how-to-apply>.

When submitting your application, please include "TRANScend: [Project Title]" in the program title.

GRANT AWARDS

- The grant period for this award will be a two-year grant period.
- The Grantmaking Partner is eligible to apply for a maximum of one million dollars (\$1,000,000.00), inclusive of indirect costs at a maximum of 10% (see Appendix A for more information). An expected minimum of 80% will be regranted to grassroots organizations. Budgets should be based on actual program need and the reasonableness of proposed administrative budget relative to grantmaking budget.
- The Capacity Building Partner will be eligible to apply for a maximum of one million dollars (\$1,000,000.00), inclusive of indirect costs at a maximum of 10% (see Appendix A for more information). An expected minimum of 80% will be direct program costs for trainings and convenings. Budgets should be based on actual program need and the reasonableness of proposed administrative budget.
- Direct Service grantees will be eligible to apply for a maximum of two hundred thousand dollars (\$200,000.00), inclusive of indirect costs at a maximum of 10% (see Appendix A for more information). Budgets should be based on actual program need and the

reasonableness of proposed budgets relative to program scope and impact will be a factor in final awards.

KEY DATES & DEADLINES

- **Request for Proposals released: September 4, 2019**
- **Deadline to submit grant proposals: October 11, 2019**
- **Intent to fund announcement by: November 20, 2019**
- **Grant period begins: January 1, 2020**
- **Mid-year reports due: June 30, 2020**

INQUIRIES

Questions related to this Request for Proposals should be directed to Darwin Thompson at Darwin.Thompson@gilead.com.

DISCLAIMER STATEMENT

- Gilead reserves the right to approve or disapprove any application for any reason in its sole discretion.
- Award of a previous Gilead grant does not imply that a subsequent grant will be awarded without further review and approval.
- Application to the Corporate Grants program is not a promise of funding.

ABOUT GILEAD SCIENCES

Gilead Sciences, Inc. is a research-based biopharmaceutical company that discovers, develops and commercializes innovative medicines in areas of unmet medical need. The company strives to transform and simplify care for people with life-threatening illnesses around the world. Gilead has operations in more than 35 countries worldwide, with headquarters in Foster City, California.

APPENDIX A — Indirect Cost Guidelines

Indirect costs are overhead expenses incurred by the applicant organization as a result of the project but that are not easily identified with the specific project. Generally, indirect costs are defined as administrative or other expenses that are not directly allocable to a particular activity or project; rather, they are related to overall general infrastructure operations. Indirect costs are sometimes referred to as “overhead costs” and more recently by the government as “facilities and administrative costs.” Examples include executive oversight, accounting, grants management, legal expenses, utilities, technology support, and facility maintenance.

Gilead prefers, whenever possible, that specific allocable costs of an applicant organization’s project should be requested and justified in the proposal as direct costs, including those for dedicated ongoing project management, facilities and support (further definitions are provided below).

As a company, we seek to fund the actual cost of the proposed project, and to support the efficiency and effectiveness needed for improving the care of patients living with life-threatening diseases around the world. Gilead will consider supporting a consolidated indirect cost fee on a case-by-case basis, provided that it constitutes 10% or less of the total proposed project cost. For the purpose of funding the grants, Gilead has established basic definitions and guidance to be used by our applicants and prospective applicants (see below).

Through our philanthropy and grants programs, Gilead does not match the indirect-cost rates that the federal government may pay to its applicants and contractors. We recognize that this means that our applicants may need to engage in cost-sharing between projects, tap into unrestricted funds, or conduct other fundraising activities to cover unbudgeted operation costs.

Direct & Indirect Cost Definitions

Direct Costs	Indirect Costs
<ul style="list-style-type: none"> ⇒ Salaries of employees directly attributable to the execution of the project <ul style="list-style-type: none"> ○ Includes project management ○ Includes administrative support solely dedicated to the project ⇒ Fringe benefits of employees directly attributable to the execution of the project <ul style="list-style-type: none"> ○ Includes project management ○ Includes administrative support solely dedicated to the project ⇒ Travel for employees directly attributable to the execution of the project ⇒ Consultants whose work is directly attributable to the execution of the project ⇒ Supplies directly attributable to the execution of the project ⇒ Sub-awards directly attributable to the execution of the project ⇒ Sub-contracts directly attributable to the execution of the project ⇒ Equipment acquired for and directly attributable to the execution of the project ⇒ Facilities newly acquired and specifically used for the grant project (excludes existing facilities). Examples include: <ul style="list-style-type: none"> ○ A new field clinic ○ New testing laboratories ○ Project implementation unit office ⇒ Utilities for facilities acquired for and directly attributable to the execution of the project ⇒ Information technology acquired for and directly attributable to the execution of the project ⇒ Internal legal and or accounting staff and/or external legal counsel or accountants directly attributable to the project 	<ul style="list-style-type: none"> ⇒ Facilities not acquired specifically and exclusively for the project (e.g., Foundation, Institute, or University headquarters) ⇒ Utilities for facilities not acquired for and not directly attributable to the project ⇒ Information technology equipment and support not directly attributable to the project ⇒ General administrative support not directly attributable to the project. Examples are as follows: <ul style="list-style-type: none"> ○ Executive administrators ○ General ledger accounting ○ Grants accounting ○ General financial management ○ Internal audit function ○ IT support personnel ○ Facilities support personnel ○ Scientific support functions (not attributable to the project) ○ Environment health and safety personnel ○ Human resources ○ Library & information support ○ Shared procurement resources ○ General logistics support ○ Material management ○ Executive management ○ Other shared resources not directly attributable to the project ○ Institutional legal support ○ Research management costs ⇒ Depreciation on equipment ⇒ Insurance not directly attributable to a given project

