

## 2021 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 or fundraise on behalf of 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 October 29, 2021. The application will close at midnight PST.

### 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](http://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 (30+ hours) 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.
  - *Note: If you apply for a VCG and are on a LOA during the review process, the application will be declined. You are eligible to reapply when back from LOA.*
- Employee status is verified during the evaluation process.
- Registration on the CVS Health Community Crew site ([www.cvshealthcommunitycrew.com](http://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 and events 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, Co-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 activity 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 at 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).
- o Not related to a fundraising walk, run or ride event.
- o **Up to \$1,000:**
  - ☐ For an individual who has **25-99.5 hours** of volunteer service at one nonprofit organization.
  - ☐ Not related to a fundraising walk, run or ride event.
- o **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:**
  - o Teams must be made up of five or more CVS Health colleagues that complete 50 hours of service at one nonprofit.
  - o 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:**
  - o For an individual's fundraising efforts for a walk, run or ride event to one organization, the Foundation 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:**
  - o For a team's fundraising efforts for a walk, run or ride, to one organization, the Foundation will match the dollars the colleagues donate or raise up to \$5,000 (with a minimum of \$500 raised or donated by the team).

Virtual Fundraising Grants:

- **Up to \$2,500:**
  - o For an individual's virtual fundraising efforts, the Foundation will match the dollars the colleague donates or raises up to \$2,500 (with a minimum of \$250 raised or donated by the individual).
    - o Fundraising efforts must be for a designated event or campaign for a nonprofit organization. Fundraising must be done on a specific fundraising page and/or platform and documentation will be required when submitting a Volunteer Challenge Grant application.
- **Up to \$5,000:**
  - o For a team's virtual fundraising efforts, the Foundation will match the dollars the colleagues donate or raise up to \$5,000 (with a minimum of \$500 raised or donated by the team).

- Fundraising efforts must be for a designated event or campaign for a nonprofit organization. Fundraising must be done on a specific fundraising page and/or platform and documentation will be required when submitting a Volunteer Challenge Grant application.

## **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](https://www.cvshealthcommunitycrew.com) site, and hours will be verified. If the hours cannot be verified, the application will be declined. To visit Community Crew, please use this website: [www.cvshealthcommunitycrew.com](https://www.cvshealthcommunitycrew.com).
- Colleagues can apply for fundraising grants (individual or team) only AFTER the event has occurred. If the colleague applies prior to the event, the application will be declined and the colleague will need to reapply after the event.
- Dollars raised for all fundraising efforts, including virtual, 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.
- If there are multiple eligible applications for the same event or organization, applications will be sorted by date and time of submission.

## **How will grant decisions be made?**

- Applications will be reviewed within six to eight weeks of submission through October 29, 2021. Review time may vary depending on the amount of applications being submitted at any given time.
- 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.)

- o Completed applications are accepted through October 29, 2021 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.
- o Incomplete applications will not be considered. The organization must be a registered 501c3 nonprofit as determined by the IRS.
- o 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](mailto: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