

# Charitable Donations

## Program Overview



## Our Goal

Vertex supports certified nonprofit organizations with activities and programs that enhance the following:

- STEM (Science, Technology, Engineering, Math) initiatives and health education
- CF advocacy, community groups, academic institutions and medical societies
- The local community, particularly by supporting organizations that aid underserved or disadvantaged populations

We do not provide grants to individuals. No grant provided by Vertex is conditioned in any way on the use, purchase, prescription, or recommendation of any current or future Vertex product.

## Submitting a Funding Request

Funding and/or drug support may be available for the following categories of research:

- All requests should be submitted through Vertex's online grant system at [vrtxgrants.com](http://vrtxgrants.com)
- All applications must be complete in order to be considered for support
- All submissions and supporting documents must be in English
- All applications must be submitted a minimum of 60 days prior to the activity or event that the grant will support taking place
- Please see checklist at the end of this document for complete application requirements

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## The Steps

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### Review and Contracting Process



All applications are reviewed on a monthly basis and must be unanimously approved by the review committee. Once a decision has been made, the requestor will be notified by email. If the request is approved, we require the organization to sign our contract agreement before the start date of the event.

### Payment Information

In order to receive payment associated with a donation, you must submit an invoice to our Accounts Payable department and reference your purchase order number. Invoices can be submitted via email to:

[Accounts\\_Payable@vrtx.com](mailto:Accounts_Payable@vrtx.com)

Please note that payments will be made within 45 days. For inquiries on payment status, please send an email to:

[AP\\_Inquiry@vrtx.com](mailto:AP_Inquiry@vrtx.com)

### Reconciliation and Closeout Requirements

At the conclusion of the supported activity, Vertex requires a reconciliation with a financial reconciliation of funds provided and documentation of program outcomes. Note that reconciliations must be completed within 90 days of the grant end date.

### Application Assistance

For questions regarding the Vertex grant program, please send an email to: [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com)

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### Charitable Application Checklist



1. Contact Information
  - o Contact name, address, telephone number and email address
2. Organization Information
  - o Organization name, address, and telephone number
  - o Organization tax identification number
  - o Type of organization
  - o Charitable objective (STEM and health education, disease-specific programs, underserved local community)
  - o Organization website (if applicable)
3. Organization Principal Purposes and Services
  - o Brief overview of the principal purposes and services of the organization
  - o Number of employees and volunteers
  - o Total annual operating budget amount
4. Program Info
  - o Project title, start and end dates
  - o Program summary
  - o Number of participants
  - o List of previous Vertex funding (if applicable)
  - o Requested amount in local currency and total project budget amount
5. Required attachments
  - o Executive summary of planned activities
  - o Itemized budget for proposed project
  - o Names of board members or trustees and their affiliations
  - o Annual organizational operating budget
  - o Organization's IRS 501(c)(3) tax designation letter or equivalent
  - o W8 or W9 (as applicable)