

## **Grant Request Checklist**

To complete the Smith+Nephew Online Support Application you will need the following information and documentation.

### ➤ **All requests should include:**

- A contact's name, phone number and email address.
- Confirmation of tax-exempt/non-profit status, if applicable.
- Confirmation the organisation/institution is not currently in a tender process (or purchasing discussion) with Smith+Nephew.
- A copy of organisation's local tax form.

### ➤ **Educational Grant Requests should include:**

- A letter of request on the organisation's letterhead.
- Copy of the agenda or draft agenda for the course.
- *If the agenda or draft agenda/program is not available, we will need the following:*
  - Copy of the agenda from the most recent course.
  - Confirmation in writing from the requesting organisation that the current course agenda will fulfill the following criteria:
    - Will feature similar topics to the past agenda.
    - The schedule will be robust and does not include large gaps in the daily schedule.
    - Any recreational or entertainment activities will be secondary to the agenda and will not occur during the same time as educational content sessions.
- For in-kind support requests:
  - A list of all product names, product codes, product descriptions, quantities, sizes and /or other goods being requested.
- If funding is requested, a copy of the cost breakdown/event budget.

### ➤ **Third-Party Sponsorship and Exhibit Requests should include:**

- A copy of the Sponsorship/Exhibitor Prospectus.
  - The prospectus should contain a breakdown of funding levels and the benefits for each level.
- A copy of the agenda or draft agenda/program. If this year's program is not available, please attach a copy of the most recent event's program.
- For in-kind support requests:
  - A list of all product names, product codes, product descriptions, quantities, sizes and/or other goods being requested.

### ➤ **Fellowship Grant Requests should include:**

- A copy of the fellowship budget.

### ➤ **Charitable Donation should include:**

- A letter of request on the organisation's letterhead.
- A copy of the event brochure/program.
- A copy of the cost breakdown/event budget.

- For in-kind support requests:
  - A list of all product names, product codes, product descriptions, quantities, sizes and/or other goods to be provided.

➤ **Humanitarian Donation should include:**

- A letter of request on the organisation's letterhead.
- A list of product names, product codes, product descriptions, quantities and sizes and/or other goods to be provided.

➤ **Delegate Support Sponsorship should include:**

- A letter of request on the organisation's letterhead.
- A copy of the agenda/program.
- A detailed budget of the delegate support request.