

## Charitable Contributions at a Glance – Effective April 2008

“... We are responsible to the communities in which we live and work and to the world community as well...”

-Our Credo

We are committed to fulfilling Our Credo by promoting the well-being of our communities, both locally and nationally, primarily through the support of 501(c)(3) non-profit organizations.

From our headquarters located in Titusville and Raritan, NJ we administer a direct giving program that supports 501(c)(3) non-profit organizations in our local region (Mercer, Somerset, and Hunterdon Counties in New Jersey and Bucks County in Pennsylvania) in the following areas:

- Health & Welfare
- Education
- Culture & Arts
- Social & Economic Issues

Outside of our headquarters area, our charitable giving is focused on supporting programs and services aimed at improving the quality of life for individuals and their families impacted by the following diseases:

- Attention-Deficit/ Hyperactivity Disorder
- Bacterial Infectious Diseases
- Bipolar Mania
- Epilepsy
- Schizophrenia
- Thromboembolic Disease

We also support efforts surrounding the following:

- Access to Health Care

- Appropriate Treatment of Pain
- Women’s Health

Initiatives assisting the underserved or addressing healthcare disparities across ethnic groups are of particular interest to our organization.

Our guidelines discourage contributions for the following:

- Organizations that do not have a valid 501(c)(3) tax status
- Individuals
- Capital campaigns (building funds, etc.)
- Endowment funds
- Political organizations
- Sectarian or religious organizations that do not serve the general public on a non-denominational basis
- Loans
- Trips and tours
- Organizations whose missions/objectives do not meet our contributions guidelines
- International programs and services

In addition, our guidelines also discourage our giving a cash donation to organizations that have received funds from another member of the Johnson & Johnson Family of Companies.

Requests for charitable contributions should be submitted as a signed, written proposal on the charitable organization’s letterhead and should include the following information:

- Organization’s name
- Mailing and email addresses
- Phone and fax numbers
- Name and title of appropriate contact person
- Organization’s tax ID number
- A description of the contribution/sponsorship being requested

(including dollar amount, nature of the program/event, timing and any other useful information)

Excluding attachments, your request should not exceed **three** pages. Requests should be inclusive of all support you would like in the current calendar year.

The following additional information should also be included within your proposal or as an attachment. **For request amounts up to \$10,000.00, only the bold items are required.** For request amounts \$10,000.00 or greater, include all items listed.

### Organization Information:

- **IRS Determination Letter showing 501(c)(3) status**
- **W-9 Form**
- **Mission statement**
- **Geographic area and population served**
- **Percent of spending on administration costs, fundraising, and program services**
- **Number of individuals served each year**
- **Percentage breakdown of total revenue sources by category (% individual, government, corporate, etc.)**
- **Listing of top ten prior year corporate donors and individual amounts contributed**
- **Number of paid full-time staff, paid part-time staff, number of volunteers**
- **Overall fundraising goal for this year**
- Most recent audited financial statements and statement of non-discrimination
- Listing of board of directors, trustees, and key staff

## Project Information:

- **Detailed description of project, including objectives, expected outcomes, and how you will measure success**
- **Indication of whether project is existing or is a new program (or for your general support)**
- **Line item budget**
- **Estimated number of clients to be served**
- **Total amount of request and how this contribution will be used**
- **Listing of other funders and amount they are funding**
- **Indication of how you will acknowledge our contribution**

All information should be submitted as one package. Please note the cycle time from when you have submitted a request to when you will receive notification of its disposition is approximately 8-10 weeks. Requests should be submitted as early as possible, but no less than **two months** prior to when the desired contribution is needed.

Any charitable contribution should be considered as a one-time donation. While we consider request for support in subsequent years, we do not make multi-year commitments and there is no guarantee that any donation will be renewed from year-to-year.

Before using our name or corporate logo in any promotional materials, beyond what is specified in the request, recipients must provide us with the opportunity to review such material. The use of our name or corporate logo, or other trademarks or copyrighted materials, is not permitted without our prior written approval.

All matters related to charitable contributions must be sent directly to our Charitable Contributions Department.

Please note that our company may choose to post on a website accessible to the public, information regarding donations made, whether or not required by law. This may include the identity of the recipient, the monetary value of the funding, the purposes for such funding, and other information that the company determines is appropriate.

### We can be reached at:

#### Mailing Address:

Contributions & Community Affairs Department  
Ortho-McNeil-Janssen Pharmaceuticals, Inc.  
1125 Trenton-Harbourton Road  
PO Box 200  
Titusville, NJ 08560-0200

#### Telephone Number:

908-218-6095

#### Email Address:

contributions@janus.jnj.com

#### Fax Number:

609-730-2378

#### **Educational Grants:**

Requests for the following should be submitted through our education grants process:

- Educational programs for healthcare providers
- Patient or provider disease-related educational materials (i.e. pamphlets)
- Fellowships and scholarships
- Grand rounds

To learn more about the educational grants program, please contact us at 866-447-2687 or Edgrants@ompus.jnj.com.

# Charitable Contributions Giving Guidelines



**ORTHO-MCNEIL-JANSSEN™**  
PHARMACEUTICALS, INC.

