

Corporate Giving Guidelines

Submitting a Request for a Charitable Contribution

All proposals must be submitted on the applicant organization's letterhead and must include the following information: A brief description of the organization including information about services or initiatives in locations where Cephalon has a major presence; The nature of the request and specific use of the funding requested; A project budget, and the specific amount of funding requested from Cephalon; A list of major sources of funding with amounts received in each category; Expectations for other Cephalon involvement beyond funds provided; Governance and executive staff structure of the applicant; Name, mailing address, daytime telephone number and e-mail address of a contact person; Official letter designating charitable (notfor- profit), tax exempt status recognized under IRS tax code section 501(c)(3) or the international equivalent; Date when a progress report on the use of the funding and impact of the programs will be provided to Cephalon; The methods by which Cephalon's support will be acknowledged.

Proposals may be submitted to:

Corporate Contributions Manager

Cephalon, Inc., 41 Moores Road, PO Box 4011, Frazer, PA 19355

No phone calls please. An invitation to submit a grant application does not guarantee that a grant will be awarded. Multiple or repeat requests within a 12-month period are discouraged. Unsolicited grant requests cannot be acknowledged.

Cephalon's Evaluation Process

The Cephalon Corporate Contributions budget is established annually and is administered by Cephalon employees. Requests are evaluated on an ongoing basis against Cephalon's areas of focus, company priorities, available budget, and eligible activities/restrictions. The process for receiving, evaluating and responding to a grant request may take from four to eight weeks to be completed. Grants are made throughout the year. In evaluating proposals, we will look for promising or proven-effective, quality programs that provide services directly to residents in Cephalon communities. Funding decisions will be based, in part, on criteria such as the following:

- How well the program meets Cephalon areas of focus and criteria for contributions.
- How well the proposed services match local community needs.
- How many individuals the program will reach.
- The organization's capacity to sustain the program.
- Plans for measuring the success of the initiative.
- Capacity to sustain the program once Cephalon support has ended.



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Restrictions

Cephalon generally does not provide support for the following:

- Advertising journals or booklets, political organizations, alumni drive, professional sports events or athletes,
- capital improvement or building projects, religious organizations or sectarian,
- emergency or year-end operating support programs,
- individuals, scholarships or yearbooks,
- loans of any kind, talent contests,
- memorial funds, veterans and labor organizations.
- Cephalon does not provide funding to any organizations that discriminate on the basis of age, race, national origin, ethnicity, gender or disability.