



Corporate Funding Guide & Checklists

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Corporate Funding Guide

The following Corporate Funding Checklists provide tools to ensure supporting documentation and related information is supplied by those seeking Corporate Funding from SpringWorks Therapeutics, Inc. (SpringWorks). Funding requests are submitted electronically using the online SpringWorks' [Grants Portal](#) as described at the following link [Medical Education and Grants](#). The following Checklists are not exhaustive and are intended to provide a general overview of key information considered by SpringWorks when determining whether to approve a request for Corporate Funding and are subject to change. Submission of the documentation and related information listed in the following checklists is not a guarantee of funding or that any requests for Corporate Funding will be approved.

For purposes of these Checklists, "Corporate Funding" means any request from a third party for funding/monetary support from SpringWorks, including, without limitation, sponsorship requests (e.g., funding to support an event or program in exchange for a tangible benefit to SpringWorks such as SpringWorks or product advertising, promotion and/or exhibit space), corporate memberships (e.g., in a Professional Organization, Advocacy Organization, or Trade Organization publicly offered to commercial organizations for which a reasonable fee is assessed for membership status and benefits), charitable contributions/donations (e.g., where the support is used to directly further a non-profit organization's charitable mission without any benefit in return) and medical educational grants, including accredited medical education (e.g., an unrestricted award of funds by SpringWorks to a third party in support of a medical education program consistent with SpringWorks' educations, medical and scientific goals).

Please note that institutional, local, and/or regional guidelines for Corporate Funding may supersede the guidance contained in these Corporate Funding Checklists, so additional consideration is given prior to approving a request. Please also note that SpringWorks may require additional information and/or documentation for requests for Corporate Funding which have been approved, such as, by way of example, a grant agreement or similar letter of agreement.

Corporate Sponsorship: Requests for monetary support that funds an event or program in exchange for a tangible benefit to SpringWorks, such as SpringWorks or product advertising, promotion, or exhibit space.

- Organization legal name and description
- Identify the specific purpose of the request for Corporate Sponsorship funding.
- Date of the request
- Date(s) of the activity for which funding is requested
- Whether the activity relating to the Corporate Sponsorship request will be held within the U.S. or outside the U.S. If outside the U.S., please specify the country.
- A concise description of the amount of funding requested and how the funds and/or support will be used. For example: "This request is for \$10,000 for a Gold Level Sponsorship at the XYZ meeting in City, State. Gold Level Sponsorship benefits include..."
- Whether the funding request reflects a discount to SpringWorks compared to the cost to others in the industry, and if so, the reason for the discount.
- Whether SpringWorks provided funding to the organization in the past, and if so, when and in what amount.
- 501(c)(3), (c)(4), or (c)(6) IRS determination letter, if applicable
- W-9 or relevant equivalent if non-US request (i.e., W-8)

Corporate Membership: A Membership in a Professional Organization, Advocacy Organization, or Trade Organization is publicly offered to commercial organizations for which a reasonable fee is assessed for membership status and benefits.

- Organization information, including purpose or mission statement, and website.
- Benefits of membership
- Cost of membership
- Whether SpringWorks was a member in past years, and if so, when.
- Description of the various membership levels, if offered.
- Statement that SpringWorks will be recognized for its support.
- Whether SpringWorks provided other funding to the organization in the past, and if so, when and in what amount.
- 501(c)(3), (c)(4), or (c)(6) IRS determination letter, if applicable
- W-9 or relevant equivalent if non-US request (i.e., W-8)

Charitable Contribution: Support made to a qualified Charitable Organization where the support is used to directly further the organization’s charitable mission.

- Organization information, including purpose or mission statement, and website.
- Charitable purpose of the donation
- Description of the charitable program and/or objectives
- Proposed amount of the Charitable Contribution
- Program agenda or brochure, if applicable
- 501(c)(3), (c)(4), or (c)(6) IRS determination letter
- W-9 or relevant equivalent if non-US request (i.e., W-8)

Medical Education and Independent Medical Education: An unrestricted award of funds by SpringWorks to a third party supporting a medical education program consistent with SpringWorks' educational, medical, or scientific goals. Requests for Medical Education funding must come in the form of an electronic submission using the online SpringWorks' [Grants Portal](#).

- Documentation of the recipient organization's tax-exempt status (if applicable) and accreditation status (if applicable).
- Request letter on grant requestor organization letterhead.
- Program proposal, including needs assessment, medical education program description, and program agenda.
- Program budget, including a reasonable and appropriate level of detail regarding the estimated fees and expenses associated with the medical education program.
- Medical education program outcomes assessment and measurement plan.
- 501(c)(3), (c)(4), or (c)(6) IRS determination letter, if applicable
- W-9 or relevant equivalent if non-US request (i.e., W-8)