



Rules for Abarca's "Better Care Community Program"

Eligibility: To be eligible to receive this program's cash donation and partnership with Abarca, the participating entity must, at the date of the request, be duly registered with the State Department of Puerto Rico as a non-profit organization and have an exemption certificate tax rate of the Department of the Treasury. This entity must be included in the list of Non-Profit Organizations approved by the Department of Treasury. In addition, the organization must be located in Puerto Rico and offer services mainly to the population of the island that is of the most need.

1. In order for your organization to be considered, an authorized member of the organization must complete the participation application online ("participation") in all its parts and include the requested documentation, on or before the deadline: **Thursday, March 14, 2019, before midnight.** This document can be accessed at: www.abarcahealth.com/bettercare-en
2. On the application, it is important to detail the project that will be implemented with Abarca's financial support (donation), which must be related to offering services or health education to the community. Implementation must begin no later than six months from the application date. You will also need to provide the organizational information that is required for the selection process, such as the official name as it appears registered in the Department of State, the employer identification number, physical address of the headquarters or main office, telephone number and mailing address of the requesting entity, and the name, position and number of years of service of each member of the board of directors, officers, councilors, trustees, and others who are part of the governing body of the entity.
3. In addition, the organization must submit the budget for the project that will be funded by Abarca's donation. In this documentation you must include other donations and alternate monetary sources that subsidize the project.
4. Of all the entries received, an Abarca committee will select up to ten (10) semi-finalists to present a short video of no more than one (1) minute in duration. The video will provide finalists an opportunity to describe their project and explain why they should be selected as a winner. These finalists will be announced on **March 22, 2019.**

5. Once selected, the finalists will have until midnight on **March 29, 2019** to post their videos on YouTube and send the link to Abarca's selection committee.
6. The videos of the semi-finalist entities will be made available to the employees of Abarca, who will have five (5) days to vote and select the three (3) entities whom they recommend receive the donation. After 5 days, the committee will tabulate the results to select the finalists or winning entities.
7. The committee will announce the winning entities on **April 11, 2019**.
8. As a condition of receiving the donation, the winning entities must consent to having their names, brand registrations or logos, images, designs and/or photographs published on Abarca's website, as well as in any press or media communication, television, radio, websites, and social networks (digital world in general).
9. Organizations that receive a donation from this program must deliver a detailed report to Abarca that describes the investments made with the donation, and the results of the project one year after receiving the sum. The entity will take fiscal control measures that allow for adequate identification of the donation funds at all times and provide proof of their use. For these purposes, you must comply with the following additional rules:
 - a. Keep a system of control and accounting of the donation funds in accordance to recognized public accounting standards.
 - b. Designate a fiscal agent who will be in charge of receiving, accounting and making the disbursements of money; as well as keeping all the receipts and related documents. The sitting director and/or administrator of the entity may not act as fiscal agent.
 - c. Send a report of expenses incurred monthly.
 - d. The entity will not write a bearer check or make cash payments at a charge to the donation.
 - e. The entity will keep an updated and properly filed tracking of all checks, invoices, purchase orders and payments for services, payroll, records, minutes, inventory of equipment, documents related to the acquisition of movable or immovable property and any other documents related to the donation during the three (3) year partnership period. Likewise, the entity will keep a book of the minutes of the meetings of its boards or governing bodies which summarize, among others, decisions or resolutions on institutional policy regarding the use and disposition of Abarca's donation.
 - f. With Abarca's authorization, the entity will manage any change in the use programmed for the received donations, both in the concepts and amount, prior to incurring obligations or any commitment. We will only consider changes for expenses directly related to the activities and services specified in the proposal submitted to Abarca.
 - g. The entity agrees to cooperate with Abarca and provide it with any information requested or required by the Department of the Treasury.
10. Any receiving entity that dissolves for any reason or condition, inactivates or changes their non-pecuniary purposes for some with profit motive shall:

- Immediately deliver any remaining unused quantity of the donation to Abarca, by certified check endorsed in the name of Abarca Health; as well as all invoices, documents and files related to the donation.
 - Deliver all the equipment and materials that have been acquired with Abarca's donation,
 - as well as all invoices, documents, inventories, and records related to them to Abarca.
 - Submit a final fiscal report on the use and disposition of Abarca's donation.
11. Donations must be requested only through the medium described here and in no case through a particular employee or member of the Abarca committee.
12. The entities will disclose to the Abarca committee any current or potential conflict of interest that may arise between any member of your organization and any member of Abarca in connection with participation in this program.
13. All Rights Reserved: Participation in this program is entirely voluntary and at the discretion of the organizations that wish to participate. Participation shall be governed solely by the terms and conditions established by Abarca. These terms and conditions are subject to change at any time. Abarca reserves the exclusive right to amend or cancel this program, as well as to exclude or disqualify any participant, for any or no reason whatsoever, at any moment. In no way or at any time will such donations constitute Abarca's obligation to its participants, even when an organization is a semifinalist or the finalists. Abarca is not responsible for any physical, mental, emotional, intellectual, special or any other damage that the participants could suffer in relation to their participation in this program. As a condition of participation in this program, participants grant Abarca complete relief of any action that could be taken against them in connection with this program.
14. In the execution of its project with Abarca's donation, the entity will not be able to discriminate for reasons of race, color, age, birth, sex, sexual orientation, identity of gender, origin, religious beliefs, social status, or political ideas, or any other discriminatory cause recognized by the state or federal legal system.