



*The Colorado Dental Association Foundation believes in supporting the dental health community by improving access to dental care, supporting oral health education and statewide programs, and promoting the wellbeing of the dental profession.*

## **Grant Proposal Instructions**

Thank you for your interest in the Colorado Dental Association Foundation Grant Program. Proposals are reviewed and evaluated by the foundation board. This board meets semi-annually to review grant proposals. **Read all instructions and sections carefully. Incomplete proposals will not be considered.**

**The next grant proposal deadline is: March 15, 2017**

**The CDA Foundation gives priority to proposals that show:**

- **There is a documented need for the proposed project.** Through research, statistics, surveys, etc., there is a community need for the activity seeking funding.
- **A Colorado underserved population is the focus of the proposed project.** An underserved population is defined as a group of individuals who have no, or inadequate, access to health services due to limited financial resources, lack of health insurance, geographic isolation, or language/cultural barriers.
- **The applicant has a proven track record of working with the target population.** Individuals and organizations must be experienced, reliable and competent to successfully carry out the proposed project. If seeking funding for an existing program, it is very important to describe the program's past results and why additional financing support is needed now.
- **The results of the project will last beyond the grant term.** The project must create a lasting or sustainable change in individuals or the community. For example, a new piece of dental equipment at a clinic would benefit numerous individuals for several years, as well as help the efficiency of the clinic. In contrast, asking for funding to pay dental bills of low-income, uninsured individuals will not create a long-lasting change that benefits a large population.

## **Application Qualifications**

### **The CDA Foundation will award grants to:**

- A charitable nonprofit organization with tax-exempt classification
- A tax-supported institution such as a school or government agency
- A dental component society
- An oral health clinic for underserved populations
- A CDA initiative

### **The CDA excludes the following from funding consideration:**

- Private foundations
- For-profit entities
- General operating support
- Grant awards for an indeterminate period of time
- Membership drives / fundraising events
- Financial support for political candidates
- Research projects
- Lobbying efforts
- Screening programs without a follow-up component

## **Grant Amounts**

Grant amounts vary considerably. Amounts are determined on a case-by case basis, as evaluated by the CDA Foundation. The foundation will consider each proposal's goals, and the applicant's capacity to manage the goals and follow through with the proposal. Grant funding will typically be limited to amounts up to \$5,000.

## **Grant Application Format (Sections I-IV must NOT exceed 20 pages)**

- I. **Cover Letter.** In a one-page letter briefly describe your request, including the amount, and how it will benefit a Colorado underserved community.
  
- II. **General Information.** Using one page, include the following information in this format:
  - A. Organization Name
  - B. Full Address
  - C. Phone
  - D. E-mail
  - E. Organization Head (i.e. executive director, president, etc.)
  - F. Contact Individual (if other than organization head)
  - G. Length of Grant (over what period of time will funds be used?)
  - H. Total Project Budget
  - I. Amount Requested
  - J. Federal Tax ID Number
  - K. Geographic Region that will be Served by the Project
  - L. List Any Collaborating Organizations Participating in the Proposed Program
  - M. State Whether or not Your Organization is Using a Fiscal Agent. The most common type of fiscal agent arrangement is between a 501(c)3 tax-exempt charitable organization (fiscal agent) and a non-tax exempt group or individual. The fiscal agent has the ultimate authority and the responsibility to see that the funds are used for the purpose intended. It cannot simply be a pass-through organization.

III. **Proposal Description.** Use this section to describe the activity/program deserving of foundation funds. Include the following information in the format shown.

- A. **Organization Information:** Briefly describe the organization's history and experience addressing the oral health issue for which you are seeking funding for. Briefly describe current programs, activities and accomplishments.
- B. **Program or Project Description:**
  - 1. Describe the proposed project deserving of funding. What community need will this program or project address? Provide any pertinent data to support the proposal. The need must be quantified and measurable.
  - 2. Define the target population of your project.
  - 3. What percent of the total project budget are you submitting in this request?
  - 4. What are your long-term sources/strategies for funding at the end of the grant period?
  - 5. How will you evaluate your project? What methods will you use?  
**All grantees must provide the CDA with a final report that illustrates and measures the project's success within 60 days of the project end. In addition, a story about how funding was used including digital images/videos (with an appropriate liability release) is required. Progress reports will be required for projects exceeding six months.**

IV. **Financial Information.**

- A. Provide a detailed narrative and supporting documentation justifying the amount requested for each line item.
- B. Attach a copy of your proposed budgeted revenues and expenses for the project (be as detailed as possible).
- C. Provide a list of other funding sources for this project and include the amount each source has pledged and the amount that each source has committed to. (Pledged funds are funds that have been promised but not approved by the funding source. Committed funds are funds that have been approved for disbursement by the funding source.)

V. **Attachments.**

- A. List of names and qualifications of key program/project staff.
- B. Most recent fiscal year-end financial statement with most current 990 tax return.
- C. Year-to-date financial statements.
- D. Annual report (if available).
- E. A copy of your current IRS 501(c)3 or other tax status letter.
- F. List of the major contributors to your organization and the amounts of their contributions during the previous fiscal year.
- G. List of volunteer involvement and in-kind contributions, if applicable, for the program/project.

## **Proposal Checklist:**

The following checklist includes the items that you must have in your application in order for it to be considered for a grant. Please include this list with your application.

**IF YOUR PROPOSAL DOES NOT CONTAIN ALL OF THE FOLLOWING INFORMATION, IT IS INCOMPLETE AND WILL NOT BE CONSIDERED.**

### **Proposal**

- Cover Letter
- General Information
- Proposal Description
  - Organization Information
  - Program or Project Description
- Financial Information

### **Attachments**

- List of names and qualifications of key program/project staff
- Most recent fiscal year-end financial statement with most current 990 tax return
- Year-to-date financial statements
- Annual report (if available)
- A copy of your current IRS 501(c)3 or other tax status letter
- List of the major contributors to your organization and the amounts of their contributions during the previous fiscal year
- List of volunteer involvement and in-kind contributions, if applicable, for the program/project

## **How to Submit the Proposal**

Please email funding proposals to the CDA Foundation via Molly Pereira at [molly@cdaonline.org](mailto:molly@cdaonline.org). If you have questions, please call 303-740-6900.