

**Oral Health Education Grants
And
Access to Care Grants**

Guidelines for Applicants

Grant Administration Committee

General Information

Proposals for support must be submitted to the Michigan Dental Foundation by June 1st of each year. They should be in letter format, addressed to the Foundation's Grant Administration Committee, indicating whether the request is to be considered as an Oral Health Education or as an Access to Care project. Proposals must be submitted either by accredited educational institutions or by non-profit organizations with 501(c)(3) status (an Internal Revenue Service number verifying such status *must* be furnished with the proposal). Individuals are not eligible for support under either of these two programs.

Applicants must be located within the State of Michigan, as must the proposed activity. Applicants who have received support from the Foundation within the past three calendar years will not be eligible for additional support within that period, but otherwise previous support from the Foundation will not affect judgments of the applicant's eligibility or merit. Only one application will be considered per applicant per year. The time period for which the Foundation will provide support will not exceed 12 months. Successful applicant's are required to submit two reports: (1) a brief progress report midway during the grant period, and (2) a final report describing how the recipient met his/her objectives. The final report is due no later than 18 months from the date that the award goes into effect.

The letter proposal should not exceed four pages, not including the attached form. They must be signed by an authorized official of the institution or organization. They should present the proposed activity's Objectives, Procedures, Evaluation and Budget. Caution: state objectives in measurable terms, e.g., "to increase the number of residents of the _____ neighborhood with access to oral health care from _____ to _____, or by _____%."

An original and four copies of the proposal are required.

Use the format on the next page to display the itemized budget as an addition to the narrative of your proposal.

The Foundation asks all applicants to share a portion (at least 10%) of the total costs to be incurred by the proposed activity, but in-kind cost-sharing (space rentals, equipment, materials, part-time salaries and benefits) as well as auditable funds are both acceptable. The Foundation will not pay indirect costs, nor may such costs be used to meet the in-kind requirements.

Awards will range from \$500 to \$5,000. The number of annual awards may vary.

Supplementary Materials

Generally, supplementary materials should be restricted to documents such as the IRS letter indicating 501(c)(3) status to verify the applicant's eligibility. If an applicant believes that other materials--maps, transportation routes, statistical data, and illustrations--are necessary to strengthen his or her proposal, he or she may write the Grant Awards Committee to obtain its advice.

Budget Format (no cents; round off to nearest dollar)

Time Period: From _____ to _____ (exact dates)

<u>Item</u>	<u>Requested from</u> Michigan Dental Foundation	<u>Contributed by</u> Applicant or Other Sources	<u>Total</u>
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Salaries @ Wages

(List names, positions,
% time, pay rate)

Benefits @ ___% of S&W

Consultants
(Names, # of days, \$/day)

Equipment
(Itemize major pieces)

Supplies, materials,
communications,
travel and meeting expenses

Other (specify)

Totals: