



## GRANT GUIDELINES AND APPLICATION

Thank you for your interest in the AGD Foundation Grant Program.

The AGD Foundation—the philanthropic arm of the AGD—is strongly committed to promoting oral cancer awareness, risk factor prevention, diagnostic training for general dentists that utilizes the best technology, and provision of oral cancer screenings/head and neck examination.

### Grant Purpose

The AGD Foundation Grant Program offers support to AGD constituents and nonprofit community-based outreach programs in the U.S. and Canada that provide complimentary programs that promote oral cancer awareness, education, and/or screening that is independent of standard dental practice.

### Eligibility

The focus of the event/project has to be oral cancer, not as an adjunct to something else. Please read the grant guidelines carefully. Nonprofit charitable organizations that are exempt from federal taxes under section 501(c)(3) of the IRS Revenue Code, and nonprofit charitable organizations in Canada can submit a grant application. All applicants must demonstrate how the grant award would provide needed support for vital community oral cancer awareness education and screening activities for the general public. Organizations previously awarded grant funding from the AGD Foundation cannot apply again until a two year period has passed.

### Compliance Discouraging Tobacco Affiliation

All applicants must complete the Statement of Compliance Discouraging Tobacco Affiliation.

### Review Criteria

All applications will be evaluated for their alignment with the mission and goals of the AGD Foundation. Programs should include at least three of the following characteristics:

- Promotes oral cancer prevention and education by offering free oral cancer screenings for the public.
- Uses technology as a means to support and enhance oral cancer risk factor prevention, including web-based public information resources and education.
- Promotes oral cancer prevention and education with a focus on raising awareness.
- Hosts fundraisers with a focus on raising awareness of oral cancer.
- Focuses on the prevention and elimination of oral cancers through counseling and educating about risk factors; e.g. tobacco products and alcohol, including education on HPV, oropharyngeal cancer link and vaccine.
- Has established community partnerships to provide referrals and follow-up care to other programs or facilities.

### Review Process

The AGD Foundation Grant Committee will assess for merit applications that are complete, clearly define the purpose of the program and are compliant with the application guidelines. The committee may request additional information. The AGD Foundation may share information from any submitted application with outside reviewers about the applicant, the affected community or the proposed work. By submitting the application, you give the AGD Foundation permission to share the enclosed information.

The AGD Foundation may change these guidelines or make grants that do not fall within the range of these guidelines at its discretion.

## **Award Process**

Funding is subject to availability of resources and approval of the AGD Foundation. Grants are limited up to a maximum of \$5,000. The AGD Foundation reserves the right to alter the award process dates as necessary.

**Application Due Date** ..... **December 1, 2020**  
Postmarked

All information and supporting materials must be provided as indicated and must be received by the AGD Foundation postmarked December 1. No exceptions.

**Notification of Decision**..... **March 2021**

Applicant will be notified via email. The grant agreement will outline the grant period, payment schedule, and reporting deadlines.

**Grant Agreement Due/Grant Payment** ..... **April 2021**

50% after submission of signed grant agreement

**Program Activities Report Due**..... **October 1, 2021**

## **Statement of Intent to Fund**

Financial support for grant funding is at the discretion of the AGD Foundation. The amount of funding for grants will vary from year to year, as will the number of grants awarded.

## **Payment and Accounting of Grant Funds**

Funds are paid directly to the grant recipient organization for accounting and tax purposes and they are sent directly to a designated official of that organization for administration and financial reporting (e.g. CFO, Controller) who is required to give a full and accurate accounting of expenditures. The grant recipient organization must use the funds awarded for the specific purpose for which they were intended. The AGD Foundation requires a written detailed accounting of how the grant funds were utilized and the overall results of the funded program. This required documentation is due no later than October 1, 2021 or 60 days following completion of use of all disbursed grant funds (whichever is sooner). Upon submission of the required documentation, the grant recipient organization will receive the remaining 50% of the grant monies. Any funds not used must be returned to the AGD Foundation. Grant funding is contingent on completion of project. If the project is not completed within the specified time, the grant money will be refunded to the AGD Foundation by October 15.

## **Funding Restrictions**

The AGD Foundation Grant Program does not fund the following:

- Capital campaigns or annual funds.
- Conferences and special events (e.g. fundraisers and receptions).
- Discretionary or emergency requests.
- General operational expenses as distinct from program costs (e.g. rent, utility bills, food).
- Individuals or individual research programs.
- Lobbying and/or political campaigns or endorsements.
- Operating budgets.
- Organization budget shortfalls.
- Goods or services purchased prior to notification of the grant award.
- Staff salaries or travel expenses.
- Grant funding cannot be used for transportation costs for volunteers or screening attendees/participants.
- Grant funding cannot be used for incentive gift cards for program participation.

## **Note the following:**

- Only one grant application submission per organization will be accepted.
- Incomplete applications will be returned, but the applicant has to submit the application within the application due date.
- Critiques of applications will not be provided.
- Due to the high volume of applications, we cannot accept inquiries regarding application review status.
- Applicant must provide the source of the educational material which they intend to present or to distribute to patients.

## **POST-AWARD REQUIREMENTS**

All grant recipients are required to submit the following:

### **Progress Report**

On a template provided by the AGD Foundation, summarize the focus of your oral cancer prevention, education or oral screening program. Specify how the results met the objectives established in your application.

### **Financial Report**

Provide an itemized breakdown of how the grant funding was used.

### **Final Payment Policy**

The AGD Foundation will hold the final 50% payment of all awarded grants until the final progress report is submitted. If the final report is not received by October 1, 2021, the AGD Foundation will withdraw the final payment; no payment will be made.

### **Authorization**

Funding of a grant award authorizes the AGD Foundation to use the grant recipient organization's name in promotional materials. The awarded grants may be featured on the AGD Foundation webpage, blog, annual report and other AGD publications.

### **Image Release Form**

Grant awardees will be required to submit video documentation which can be usable cell phone video that documents their progress or their event. If video documentation is not submitted with the progress report, the organization will not receive the balance of the grant funding. The grant recipient must provide high resolution images for use on the AGD Foundation webpage and in AGD print publications. Grant recipients will be required to sign a release form along with the signed grant agreement.

## **CONTACT INFORMATION**

All communication regarding the grant application process should be directed to the following:

Academy of General Dentistry Foundation  
Grant Committee  
560 W. Lake Street, 6<sup>th</sup> Floor  
Chicago, IL 60661  
Phone: 312.440.4329



560 W. Lake St. 312.440.4329  
Sixth Floor Fax: 312.335.3426  
Chicago, IL USA Toll-free: 888.243.3368  
60661-6600 agd.org/agd-foundation

# GRANT APPLICATION

Date:

Organization:

Address:

City/State/Zip:

Name and Title of contact person:

Phone:

E-mail:

Program Name:

Program Start and End Date:

Are you a nonprofit IRS 501 (c)(3) charity organization? Yes No

If yes, provide your federal ID #:

If no, please provide your status/code:

Date of incorporation:

What are your principle sources of support received in dollar amounts, to date in 2020?

\$ \_\_\_\_\_ Foundations

\$ \_\_\_\_\_ Government

\$ \_\_\_\_\_ Earned Income

\$ \_\_\_\_\_ Individual Contributions

\$ \_\_\_\_\_ Corporate Contributions

\$ \_\_\_\_\_ Fundraising

\$ \_\_\_\_\_ Other

List the names and dollar amounts of your top three (3) principal supporters to date in 2020:

Grant amount requested from AGD Foundation: \$ \_\_\_\_\_

For the program or project that you are seeking grant funding, how much of the budget is:

Administrative Cost: \$ \_\_\_\_\_ Programming Cost \$: \_\_\_\_\_

Is the grant request for a program that is: New Short-term Long-term Expansion

If needed use one separate sheet per question to answer questions 1 thru 14:

**1. Describe the mission and goals of your program or project.**

**2. If approved, how will the grant funds be used specifically?**

**3. Approximately how many people will receive free oral cancer screenings?**

4. If a suspicious lesion is found during the oral cancer examination, how will patient referrals and follow-up be managed?

5. List the names and designations of dentists, hygienists, dental students or dental schools involved with your program or project.

6. If a grant is awarded, are you able to provide all of the following from your program/event: video, digital photos, volunteer testimonials and patient testimonials?

7. If a grant is awarded, how will you recognize the AGD Foundation?

8. Indicate the status of AGD participants involved in your program.

9. Indicate donations to the AGD Foundation from participants involved in your program.

**10. Indicate if your organization has previously applied for a grant from the AGD Foundation.**

**11. Specify how you used grant funding previously awarded by the AGD Foundation.**

**12. Indicate if recognition for the AGD Foundation was provided through signage, logo, and/or video.**

**13. If you plan to use videos and/or fliers from preselected libraries, what sources are you using to purchase and distribute to their patient bases?**

**14. Include copies of videos and/or fliers to be purchased and distributed to patient bases.**

Complete required information below for person authorized to complete this grant application on behalf of your organization.

Signature

Print Name

Title

Date



560 W. Lake St. 312.440.4329  
Sixth Floor Fax: 312.335.3426  
Chicago, IL USA Toll-free: 888.243.3368  
60661-6600 agd.org/agd-foundation

# STATEMENT OF COMPLIANCE DISCOURAGING TOBACCO AFFILIATION

The AGD Foundation Grant Program discourages grant applicants from accepting funds from manufacturers of tobacco products, their subsidiaries or parent companies. However, we are aware many tobacco companies are diversified, so it may be difficult to determine what exactly is tobacco money, and thus, it could be possible to inadvertently accept tobacco funding.

Tobacco industry funding includes the receipt of funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco and/or tobacco instruments (such as e-cigarettes, hookah, pipes or rolling papers) produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products and instruments; funds from a body set up by the tobacco industry (such as a corporate foundation); or by one or more companies engaged in the manufacture of tobacco products and instruments.

It is not the intent of the AGD Foundation Grant Program to impose restrictions on your organization's funding sources. We do ask that grant applicants disclose if they knowingly accept funds from manufacturers of tobacco products, their subsidiaries or parent companies.

## Please confirm

I certify that we do not and will not knowingly accept funding from nor have any affiliation or contractual relationship with any tobacco companies, their subsidiaries or parent companies.

I also certify that we do not and will not knowingly accept funding from any companies directly involved in the production, promotion or sale of electronic nicotine delivery systems.

The staff and board members affiliated with our grant application are prohibited from receiving any funding from or affiliating with the tobacco industry, their subsidiaries or parent companies or any companies directly involved in the production or promotion of electronic nicotine delivery systems.

We are currently accepting funding from tobacco companies, manufacturers of tobacco products, their subsidiaries or parent companies (if yes, explain below).

Yes      No

## Incomplete applications will not be considered. Be sure to:

- Verify that all sections of the application are complete. Sign and date the application.
- Sign, date and attach the Statement of Compliance Discouraging Tobacco Affiliation.
- Attach a complete budget for the program or project seeking grant funding.
- Attach your most current year audited financial report or Form 990.
- If applicable, attach program or project brochure and most current annual report.
- Mail the original application and attachments plus eight (8) complete copies of the application and attachments to AGD Foundation Grant Committee, 560 W. Lake Street, 6<sup>th</sup> Floor, Chicago, IL 60661. The AGD Foundation will not make the required copies.

Name of Organization:

Signature and title of authorized representative:

Date: