



INTERNATIONAL COLLEGE OF DENTISTS
USA SECTION FOUNDATION

GRANT APPLICATION INSTRUCTIONS

Important: *SAVE this file to your computer before completing the application or your data will be lost.*

1. **Please read and follow all of the directions for this application. Incomplete or improperly submitted applications will not be accepted.**
2. Applications may be submitted as a Microsoft Word document or a PDF document.
3. **Email** the completed application form to: **foundation@usa-icd.org**. This electronic submission is mandatory. Facsimile submissions will **not** be accepted.
4. **DEADLINE:** To ensure consideration for funding the following year, an electronic copy of the grant must be received at the ICD USA Section Foundation office by **July 31**.



INTERNATIONAL COLLEGE OF DENTISTS
USA SECTION FOUNDATION

GRANT APPLICATION FORM

Introduction

The Mission of the ICD USA Section Foundation is to support and promote educational, scientific, literary, and humanitarian efforts of the International College of Dentists, USA Section and other collaborating organizations and individuals.

The ICD USA Section Foundation is honored to have the opportunity to support projects which address the mission of the Foundation. Project progress reports to the ICD USA Section Foundation are required of each individual or organization receiving a grant and are due July 1st and December 31st of the year that the grant is received. Additional grants will not be considered if grant reports are not received by the required deadlines of July 1st and December 31st of the award year.

ICD USA Section Foundation Funding Guidelines and Priorities are appended to the end of this grant application.

Please read the instructions carefully and complete all required sections. Incomplete or improperly submitted grant applications will **NOT** be considered for funding.

Date of submission:

Name of Organization:

Address of Organization:

Contact Person and Title:

Phone:

Fax:

Email:

Organization Website (if applicable):

Name of Project:

Proposal Abstract (to include name of the project, purpose and summary of the project including project history, objectives, project plan, amount of support requested, summary of entire budget, project timeline, and evaluation of outcomes).

Specific Project Details:

I. Organizational Information: To include a brief summary of organization's mission and history, description of current programs and accomplishments.

II. Purpose of Grant

Statement of needs/problems to be addressed; description of how community group and/or organization will benefit; description of project goals and objectives (measurable if possible); timetable for implementation (if applicable); other organizations, if any, participating in the project.

III. GRANT PROPOSAL DETAILS (Expand on Abstract): (List)

- 1. Name of the Project:**
- 2. Objectives:** (The intended impact or result a program or project is trying to produce for a specified population). Purpose and project summary including project history.

IV. FINANCIAL INFORMATION

- 1. Total Annual Organizational Budget (*Detailed*):**

2. Total Project Budget (*Detailed*):

a. Dollar Amount Requested from the Foundation:

3. Statement regarding organization's audit procedures:

4. Description of how the organization plans track grant expenditures including administrative costs:

5. List other sources of project income:

6. List any previous support from the International College of Dentists (ICD), ICD USA Section and or ICD USA Section Foundation:

V. EVALUATION

An explanation for monitoring and evaluating success. Include all outcomes measures such as economic impact, numbers of persons served, etc.

VI. REQUIRED INFORMATION

1. Anti-discrimination statement (where applicable).

2. Listing of Board of Directors and/or organizational officers.

3. Organizations Conflict of Interest Statement.

VII. ATTACHMENTS

The following attachments must be included in all Grant Applications:

1. A copy of the current IRS determination letter indication 501(c)(3) status.
 2. The previous year IRS Form 990.
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Reporting Requirements:

*****Please note:** A same calendar year July 1st and December 31st Report to the FOUNDATION is required of each grant recipient specifying project progress and how monies were used. (See separate Grant Report Form). Failure to adhere to the reporting requirements will jeopardize the receipt of future grants.

_____ Initial Here To Commit to Reporting Requirements

Signature

Signature of Executive Director
or President of organization

Date:

Please email a digital copy of the completed, signed application along with the required supporting documentation by July 31 of the year prior to requested funding.

Email: foundation@usa-icd.org

Please contact April Huber at the ICD USA Section Foundation office with any questions or concerns.

Phone: 301-251-8861
