**GRANT PROJECT REPORT FORM GUIDELINES**

The ICD USA Section Foundation is honored to have the opportunity to support projects which address the mission of the Foundation. A “Grant Project Report” to the ICD USA Section Foundation is required from all grant recipients.

When the ICD USA Section Foundation awards a grant, we enter into a partnership with you that we hope will provide new insights into effective ways to achieve our mutual goals. The ICD USA Section Foundation supports many missions and charities in the United States and around the Globe. Grant Project Reports are our primary tools in measuring the achievements of the projects we support and help strengthen the Foundation’s grant program by highlighting new directions and issues to address. We are interested in what contributed to the success of your project, as well as reasons that may have made goals more difficult or impossible to achieve.

Each project has its own goals and aspirations and therefore each report will vary somewhat in the reporting process. The Foundation would like to share with ICD fellows what grants were awarded and include inspirational stories and photos. A consent to publish waver or a disclaimer indicating this report may be published in ICD publications should be included in the report.

Grant Project Reports are due December 31st of the year that the grant is received. Interim Progress Reports are always welcome and encouraged. **If an additional grant request is to be considered before the December 31st deadline, an Interim Progress Report is required and is to be included with the application.**

Reports should include a summary of the project to include photographs all suitable for publication in ICD publications and on our website. Please follow the guidelines as outlined below. The ICD wishes to share with its members the many good deeds of our grantees.

“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.”

**Guidelines:**

A. **Grant Information (description of grant received):**

 Date Submitted:

 Dental Project/Project Name: Report submitted by (name and title):

 Grant Amount Received:

 Date of project:

 Matching Funds and source:

 Project Budget: How funds were spent:

B. **Summary of Project to include short narrative suitable for ICD publication:**

Include:

* + Photos (high resolution preferred) of your work in action.
	+ Number of patients served (include demographics), types (Preventive, Immediate Care,
	Restorative, etc.) and numbers of services provided.
	+ Benefits and impact to community being served.
	+ Volunteers who participated (demographics).
	+ Partnership with the entity being supported and collaborative efforts outlined.
	+ Stories to be shared and accompanied by a Waver Form if appropriate.
	+ Press releases or clippings of articles about this project.

**Disclaimer:** The stories, views and opinions expressed in this report are those of the authors and do not necessarily reflect the official policy or position of the International College of Dentists, USA Section. Authorization to publish photos, names of organization and persons included in this report has been received.

**Signature of Author:**

Organization represented:

Title:

Date:

**Please send digital copy to**:

International College of Dentist, USA Section Foundation: kylie@usa-icd.org