



Dental Trade Alliance Foundation
Grant Submission Guidelines

Submitted proposals should be accompanied by the completed grant proposal summary form. We ask that the descriptive portion of the project grant request **not exceed seven pages**. Vitae, IRS documentation, letters of support and information about the grantee organization should be included in a separate section and should **not exceed five pages**.

The completed grant application should include the following:

- Project description that includes:
 - Demonstration of need
 - Program scope
 - Anticipated impact of project, paying particular attention to the funding's impact on program sustainability in future years.
 - Population(s) served
 - Project budget with specific rationale on how total budget and DTAF grant will be used.
- Description of how this project could grow, attract larger-scale funding
- Possible community or private sector collaboration
- Vitae of Key Personnel
- Information about the grantee organization
- IRS documentation of tax-exempt status, i.e. 501(c)(3); 501(c)(6); 509(a); or governmental agency status
- Details of how DTA Foundation logo/acknowledgement will be featured in program communications, brochures, etc.
- Where applicable, letter(s) of support from confirmed co-sponsors, including level of commitment. Endorsement letters from dental societies, institutions would be appreciated.
- Prior grantees should include a "previous year update," outlining the accomplishments directly connected to prior DTAF funding.

An application form is available at www.dtafoundation.org.

Please Note:

- Do not submit additional materials such as videos, brochures or promotional gifts because these items will not be forwarded to the Grant Review Committee
- The Foundation does not provide funds for indirect costs, endowments/fundraising campaigns. Any requests for funding of personnel (labor) must be justified as to its impact on the success of the project.
- Proposals must be **RECEIVED** no later than **June 30, 2010**

**Submit 3 complete sets of
your Proposal to:**

DTA Foundation – Grant Requests
2300 Clarendon Boulevard, Suite 1003
Arlington, VA 22201

Program Timetable

- Annual Request for Proposals will be posted on the DTA Foundation website at www.dtafoundation.org.
- Proposals must be **RECEIVED** no later than **June 30, 2010**.
- Qualified proposals will be notified before the end of **August, 2010** of the Foundation's action regarding their request.
- Program funding will begin after **September 1, 2010**.
- A written progress report to the DTA Foundation summarizing the program's progress and accomplishments will be due by **May 15, 2011**. In that brief summary we ask that you detail program successes, challenges, visibility of DTAF logo/support and any other facts that would be of interest to our supporting members. Additional dates may be named depending on the program duration.
- Final report will be due on the anniversary date of the project's funding.

Additional Information

If you have any questions, or need additional information, please contact the Dental Trade Alliance Foundation at 703-379-7755 or via email at info@dtafoundation.org.