

# **Wisconsin Dental Association Foundation, Inc.**

## **Grant Guidelines, Criteria and Timetable**

The Wisconsin Dental Association Foundation was established in 1957 as a charitable subsidiary of the Wisconsin Dental Association. It is a qualified, tax-exempt corporation. Please refer to the guidelines for grant requests below.

### **Objectives:**

The grant offers financial support to Wisconsin-based efforts that provide dental care to the underserved and to other philanthropic endeavors related to dentistry in Wisconsin. The program's goal is to increase access to, and education relating to, oral health care and to encourage volunteerism in the dental health community.

### **Eligibility Criteria:**

Proposals by community-based, not-for-profit, oral health promotion programs located and operating in the state of Wisconsin will be considered. Organizations must be 501(c)(3) status or government agency that is headquartered in Wisconsin. Funds must be used within the state of Wisconsin. **Submission of a grant application does not guarantee full or partial funding.**

Examples of qualified oral health promotions include:

- dental supplies, equipment and other operating expenses for low-income dental clinics
- dental health education conducted at schools, health fairs and social agencies via mobile dental clinics or outreach programs
- dental health education programs in conjunction with preventive programs such as fluoride and dental sealant application programs
- other philanthropic endeavors relating to dentistry in Wisconsin

Grants will not be awarded to support:

- individuals
- salary and other staff/volunteer compensation
- travel
- endowments, fundraising campaigns or general operating expenses
- lobbying support of any type
- major capital expenses (purchasing, remodeling, or furnishing of facilities)
- grants to organizations located or operated outside of Wisconsin
- Federally Qualified Health Centers (FQHC)

### **Evaluation of Proposals:**

The WDA Foundation Finance & Allocation Committee will evaluate all proposals, with additional review and final approval by the Foundation's Board of Directors. The decision of the evaluation committee and board of directors is final. Submission of a grant application does not guarantee full or partial funding.

Grants will be awarded based on:

- potential impact on the target audience and/or community
- potential for, or history of, continuous program operation
- community involvement including volunteer support
- provision of actual restorative, preventive and dental education services
- oral health awareness education and promotion content
- originality, creativity and innovation of program/project

**Submission Guidelines:**

Submitted proposals **must** include the following information – placed in stated order. Applications missing any of the following components will not be considered:

1. **Grant Application Cover Page – completed and hand-signed**
2. **Executive Summary**
3. **Narrative (four page maximum)**
4. **Additional Required Documents as stated in application**
5. **Letter of Endorsement from an officer of the component dental society in your region.**

**Please Note:**

- Only one proposal submission per organization per year will be accepted.
- Do not submit additional materials such as videos, brochures or promotional gifts as these items will not be reviewed or considered
- Please submit the signed application and all supporting materials via e-mail to [pyerke@wda.org](mailto:pyerke@wda.org) with the subject line:

**2025 WDA Foundation Grant – *Your Organization Name***

**Program Timetable:**

- Applications for the following calendar year will be available on the WDA Foundation web page beginning no later than July 1.
- Completed proposals must be **e-mailed** by 11:59 pm on **September 15**. Paper applications will not be accepted.
- Proposal applicants will be notified of decision by letter no later than **January 10, 2025**.
- If a grant is approved, the notification letter will include a Grant Agreement that **must be signed and returned** by the receiving organization to accept the funding.
- **The full Grant Agreement with the original signature must be returned to the WDA Foundation via the US Postal Service. Photocopies and/or emails will not be accepted.**
- **A completed W-9 form must be included with the Grant Agreement. Failure to include a completed W-9 will affect receipt of grant funds.**
- Please keep a copy of the signed agreement for your files before you submit the material to the WDA Foundation.
- The Grant Agreement and W-9 form must be postmarked no later than **January 31** of the funding year
- Grant checks will be mailed to the approved organizations by March 31.
- **Funding will not be released until the signed Grant Agreement and W-9 form are received by the WDA Foundation. Invoices and proof of fund usage is no longer required.**
- **A written Mid-Year Report of no more than one page in length is required by the WDA Foundation no later than 11:59 p.m. on June 30 of the grant year.**
- The Mid-Year Report Form will be available on the WDA Foundation's Grant pages in April.
- The report should be sent via email to [pyerke@wda.org](mailto:pyerke@wda.org) The Mid-Year Report should provide an update on the function of the program/organization funded and an overview of grant fund usage. If this report is not received by the stated deadline, applications for the following grant year will not be accepted or considered.
- **Other mid-year requirements will be listed in your Award Letter and Grant Agreement.**

**Additional Information:**

If you have any questions or need additional information, please contact the WDA Foundation through one of the avenues listed below.

**Contact Information:** Wisconsin Dental Association Foundation  
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