



## Seattle-King County Dental Foundation Grant Giving Guidelines

### **General Information**

The Seattle-King County Dental Foundation was established in 1992. It is the philanthropic arm of the Seattle-King County Dental Society. Since its inception, it has awarded grants totaling over \$1,100,000 to over 40 organizations. The Foundation reserves the right to modify these guidelines as necessary.

### **Funding Priorities**

The selection of funding priorities has recently been a major focus of study by the Board. In 2009, the Board changed the mission to the organization to the following:

*The Seattle-King County Dental Foundation is dedicated to proactively eliminating dental infection and pain in the King County population that lacks resources and/or access to dental care.*

*We do this by:*

- *Advocating and facilitating access for the underserved;*
- *Increasing awareness of and resources for new and existing programs;*
- *Partnering with others that can help; and,*
- *Demonstrating responsible use of our resources to our donors.*

The Foundation will only consider grant applications that assist in achieving the mission above. Because of limited resources and the large number of requests, the Seattle-King County Dental Foundation chooses to support organizations that operate in King County, Washington and expects that any grants awarded to these organizations be used to fund efforts in this geographic area.

### **Categories of Giving**

We concentrate our giving within King County and fund programs or projects that:

- aid the economically disadvantaged or underserved;
- eliminate dental infection and pain with particular focus on uninsured or underinsured individuals; and
- provide treatment for “day of” dental emergencies.

Within these areas, we prefer programs or projects that meet the following criteria:

- affect significant numbers of people;
- empower people to improve their oral health;
- encourage cooperation among organizations and institutions;

### **Grants Range**

Grants from the Dental Foundation normally range from \$10,000 - \$50,000.

## **Grants Requirements**

All organizations who receive grants will be required to report how funds were spent and to evaluate the effectiveness of the funded project or program. The Foundation requests that a confirmation of receipt of funds be sent immediately upon disbursement.

## **Restrictions**

The Seattle-King County Dental Foundation only awards grants to organizations that have been determined to be tax exempt under section 501(c)(3) of the Internal Revenue Code, and that are not private foundations as defined in section 509(a) of the code. We do not award grants to individuals.

Grants will not be awarded for: special events; fundraising activities or advertising; sectarian religious activities; political or lobbying activities; annual campaigns; endowments; deficit or debt reduction; loans; individual scholarships; or medical or scientific research.

## **Review Policy**

The Foundation will accept grant applications until December 31st each year. At the following Board meeting in the next calendar year, the Directors will review grant applications to determine if additional information is required. Organizations may be asked to submit additional information and/or materials at that time. A final determination on the grants awarded will be made at the Board's subsequent meeting. Grant requestors will be notified shortly thereafter of the decisions, and funds will be distributed to the successful applicants as soon as possible.

## **Requirements for Application**

Please submit an application through the Seattle-King County Dental Foundation Grant Submission Portal, found here: <https://www.skcds.org/our-foundation/grant-application>. You may either fill out the information within the portal itself or upload a completed application in a .PDF format.

### **The following information should be submitted:**

1. Cover letter. Provide a short letter which includes the following:
  - (a) The organization's name, address, Federal Tax ID #, project manager name, and the preferred method of contact information for the project manager.
  - (b) Briefly state the purpose of the program, the amount of funding being requested, and when it is needed. The organization must also briefly identify how the program's reduction of dental infection and pain will be measured.
  - (c) The letter should be signed by the project manager.
  
2. Proposal. Enclose the formal proposal covering the following points:
  - (a) Name and description of project – how will it eliminate dental infection and/or pain?
  - (b) How will your project accommodate “day of” dental emergencies that present?
  - (c) Budget for the project in broad detail, and existing sources of support, if any.
  - (d) Objectives of the project, how your outcomes will be measured, and how our funding will impact the elimination of dental infection or pain for King County residents
  - (e) State whether aid is presently sought from other sources. If so, from whom and for how much.
  - (f) What is the method of financing beyond the period of Foundation support?
  - (g) Current balance sheet for the organization.

- (h) If the organization has received a grant from the Foundation in the past year, how the impact of the current grant application will be different or will build upon previous efforts.
- (i) Any additional information considered pertinent to the application.

Questions to be addressed by the Board:

1. Will we award grants for both start-up and continuing special projects?
2. Will we award grants for ongoing general operational expenses so long as the entire program falls within our guidelines? General operational expenses are things like overhead, rent, etc. We could say we do if the grants are made on the basis of clear organizational objectives, including future financial goals.
3. Do we want to limit our grants to program support (e.g., supplies, etc.), special projects and small capital needs (like a piece of dental equipment)?
4. Would we give a grant as a part of a capital campaign (e.g., a building, etc.)?
5. Would we consider multiple year awards, after a careful review of a grantee's performance? If yes, we can make a multiple-year commitment, with the future year payment or payments subject to careful review of grantee performance.
6. Do we want our grants to focus on preventing or solving persistent problems, rather than meeting basic needs like dental treatment?
7. Do we care if the organization has a small budget and limited access to other funding sources so long as they demonstrate an ability to secure current and future support?