



ENDOWED FACULTY MATCHING GRANT GUIDELINES

DEADLINE FOR APPLICATION: October 1

Endowed Faculty Matching Grants are open to any U.S. or Canadian dental school that is accredited by or has a reciprocal agreement with the Commission on Dental Accreditation of the American Dental Association and is seeking to endow a permanent academic or research position in endodontics. Any institution that has been funded with the Endowed Faculty Matching Grant cannot reapply for 10 years. Should an institution choose to re-apply for an additional grant after the 10-year period, the Foundation for Endodontics will only consider supporting a separate and unique endowment opportunity rather than the original fund previously granted.

The purpose of this grant is to strengthen endodontic education by ensuring that endodontics is taught by endodontists and that the specialty is highly visible and well represented in dental schools.

Requests will be considered for *up to* 10% of the amount required for the applicant schools' endowed position, not to exceed \$200,000. Applications for the Endowed Faculty Matching Grant will be considered when the applicant institution has 60% of the money in hand, required to fund the faculty position (minus the total of the requested Endowed Faculty Matching Grant). For example, if the total funding needed to endow the faculty position is \$1,000,000, and the school is applying for 10%, or \$100,000 then, the applicant institution should have already raised 60% of \$900,000 or \$540,000.

Grants will be paid upon the institution's completion of agreed upon fundraising goals. In the event that the institution is unable to endow a faculty position in endodontics, the Foundation must be notified within 14 days of that decision. Any portion of the grant that has been paid must be refunded to the Foundation with interest at the prime rate within 30 days.

How to Apply for a Grant

The deadline for application is October 1. Applications will be reviewed by a special committee of the Foundation. Their recommendations will be ratified at the Interim Meeting, and if approved, funding will be included in the next fiscal years' budget. Applicants for grants must be AAE members. Applicants will be notified of their status following the Board meeting. The committee may request a site visit or request that an applicant prepare a formal presentation.

How to prepare a proposal

All documents must be submitted through the Foundation's online submission site, which includes a questionnaire. The attached documents should be uploaded as PDFs.

Supporting Documents

1. Three letters of support from individuals who are involved with the project. One letter must be from a volunteer/alumnus who will be participating in the fundraising effort. One must be from the applicant's immediate supervisor, if applicable, and the other from the dean of the dental school.
2. An itemized fundraising budget and budget justification. All current or anticipated sources of funding should be included in the revenue section of the budget. An explanation of the other funding sources and a timeline for receiving the funds should be provided in the budget justification.
3. A copy of the department's current fiscal year budget
4. Biographies of key academic staff involved in the project

Proposal

Proposals should be no more than 5 pages. Please include specific information regarding each of the following topics.

1. The proposed endowed position and amount of the request
 - 1-1 Need for the position. Is this a current position or will it be a newly created position?
 - 1-2 Responsibilities of the position
 - 1-3 Organizational chart – i.e., how does this position fit into the department or program
 - 1-4 Projected salary and total amount needed to endow the position
 - 1-5 If funds have already been raised, provide the total amount
 - 1-6 Amount requested from the Foundation
2. Fundraising plan
 - 2-1 Overall goals, structure, implementation plan and timeline for the campaign
 - 2-2 Total number of alumni and residents. Anticipated or current number of alumni volunteers and their responsibilities. Anticipated amount of giving at each of the identified giving levels.
 - 2-3 List of current volunteers
 - 2-4 List of current contributors and amount of their gifts, if applicable
 - 2-5 Number of professional support staff and their titles and responsibilities
3. Description of how the Foundation's assistance will contribute to fundraising success
4. Experience or information demonstrating that the applicant has the ability to meet the campaign goals
5. Relevant statistics, analysis or reports

To ensure consideration, each of these topics must be fully addressed.

Selection Criteria

The special committee will be looking for proposals that meet the application criteria and ones that have:

- All requested documentation is prepared according to the instructions and is well written.
- A thorough and well-organized fundraising plan which includes an analysis of prospective donors and their potential giving levels. It must also have an appropriate budget with justified expenses.
- Probability that the campaign goals are achievable.
- Level of institutional support for the campaign.
- Level of volunteer and alumni support.
- Level of professional fundraising support (staff or consultants).
- Amount of experience in fundraising
- Appropriate portion of the campaign goal already achieved.
- Impact the Foundation's endorsement will have on the campaign.
- Institutional level of involvement with the Foundation and AAE.

All funding decisions are the sole discretion of the Board of Trustees.