



## **Foundation for Endodontics & Specialized Dental Partners' Domestic Access to Care Program Guidelines**

### **Program Purpose:**

The goal of this opportunity is to aid AAE members in providing specialty-level endodontic care to underserved patients within the United States. In addition to providing a high level of care to a deserving population, the Foundation believes this work will ignite the spirit of philanthropy among endodontists across the nation while helping encourage public awareness of the specialty. The Foundation encourages applicants to work with their endodontic colleagues (including practitioners and post-graduate residents) to identify and support meaningful local projects.

The Foundation invites AAE members to apply for funding to provide free endodontic care to underserved populations. Applicants who submit a proposal detailing a well-designed project plan and all requested supplemental materials, will be reviewed and considered. This grant is awarded based on the stated criteria and is intended to fund the approved project or initiative and its stated goals and outcomes.

Proposals may be submitted to cover the costs of endodontic equipment, supplies and other materials needed exclusively for an access to care project. Use of funds is to be outlined in a submitted budget. Funds may *not* be used for the following expenses: salary stipends; indirect costs; equipment, materials and/or supplies to be used outside of the project; and/or to recoup an organization's/institution's lost revenue from providing free services.

Funding is intended to support a program on a one-time basis. If a program is interested in continued funding, the project lead/applicant must apply for new funding each year. Programs are eligible for funding up to three times.

### **Eligibility:**

- Applications must be submitted by the project lead
- The project lead must be an active AAE member
- The project must take place in the United States.
- The project lead and all participating volunteers performing endodontic treatment are required to be a graduate of or currently enrolled in an accredited endodontic program in the United States
- Start-up projects are not eligible. Applicants must be able to demonstrate the success of the program.

### **For funding consideration, applicants are required to submit:**

- Completed application form (per guidelines)

- 2–3 page statement outlining the project, the need, the patient population it will benefit, the endodontists involved and details about how the project will operate. The following questions should be clearly addressed within the statement of intent:
  - Have you participated in this project before? Describe your previous participation.
  - Reason you selected this project
  - Describe the treatment facility and clinical resources provided
  - Are additional instruments/resources needed to provide high quality care?
  - What do you hope to gain from the experience?
  - How will your participation impact the population served?
  - How many patients will be served through this grant?
- If working with an outside clinic or organization, a signed letter of intent from every partnering organization stating their support of the project and partnership and acknowledging their role in the project
- Detailed budget (using the provided Excel [template](#)), listing all equipment (quantities, specifics, etc.) needed
- A copy of the applicant's current dental license
- Detailed description of how patients will be sourced and triaged, how patients will receive restorative treatment, and how patient follow-up will be managed
- Detailed description of who will administer the project and the roles of everyone involved
- A projection of the impact on the community served. (How many patients will be seen? How many root canals will be performed?)
- A five-year operational/financial plan showing annual income and expenses
- An optional letter of recommendation from a mentor or colleague, including contact information
- What has been the overall impact of this project so far? (How many patients have been seen? How many root canals have been performed?)

### **Other considerations:**

*The Foundation encourages applicants to investigate the following considerations prior to applying for funding. It is the responsibility of the project lead to secure these logistics.*

- Is a legal agreement between yourself (other participants) and a partner institution (if working with one) necessary?
- If partnering with another organization (community clinic, non-profit organization, etc.) does that organization require credentialing?
- If residents are involved in the project: Are they covered by malpractice insurance? Is the school administration comfortable with the residents practicing outside of the dental school clinic?
- Where will you get your patients, how will they be triaged and how will they be treated in the future?
- If your project takes place within a school dental clinic, you must submit a letter from the dean that clearly demonstrates the school's understanding and support of a project that does not charge these patients and funding that does not allow for indirect expenses.
- This support does not allow for any indirect costs.
- No single award shall exceed \$11,250
- Any unused funds, or funds used for ineligible expenses, must be returned to the Foundation.

### **Timeline:**

The deadline for applications to be considered for funding is June 30 of each year. Applicants should apply for projects that will begin on or after the start of the next calendar year. The Foundation's Outreach Committee will meet by conference call to review applications and select the candidate(s) for funding. The Foundation Board of Trustees will consider the committee's recommendation in the Fall and applicants will be notified of their status at that time.

Funds are expected to be disbursed in November or December each year for projects beginning after the start of the following year. Disbursal requires that the applicant sign and return an acceptance form. Failure to sign and return that form in a timely manner puts the project at risk of funding forfeiture.

### **During the Project:**

Throughout the duration of the project, you will be expected to share updates. Include all relevant social media handles within the application form and tag the Foundation in your posts. Funded projects will be given a media release form for use in collecting patient testimonials and outcomes. You are encouraged to collect and share data for the life of the project and in your final report.

### **Reporting Requirements:**

Once a program has been awarded funding, reporting requirements must be fulfilled in order to maintain good standing. Please remember that within 30 days of the conclusion of this project, you are required to submit a final outcomes report to the Foundation. For ongoing projects, on the first day of each quarter (April 1, July 1, October 1, January 1), the funded project lead must provide a [progress report](#) to Foundation staff.

Progress and final reports require the following details:

- Number of patients treated (projected vs. actual)
- Number of procedures (listed by insurance code)
- Hours spent in the clinic
- Names, title, and clinic schedules of all project volunteers
- HIPAA-compliant photographs, testimonials and any other supporting material collected throughout the duration of the project are requested and should accompany the final report
- Financial update (itemized list of funds used)
- All paid invoices and receipts, accounting for use of all grant money for approved purchases.
- Projects encountering obstacles that impede completion within one year may request an extension via an [online request form](#).