



## ENDOWED FACULTY MATCHING GRANT

### **DEADLINE FOR APPLICATION: January 1 and August 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 that 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 AAE Foundation 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 \$100,000. Applications for the Endowed Faculty Matching Grant will be considered when the applicant institution has 60% of the money required to fund the faculty position, in hand (minus the \$100,000 Opportunity Grant). For example, if the total funding needed is \$500,000. Then, applicants should have already raised at least 60% of \$400,000 or \$240,000.

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 with 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.

### **Mission**

The Foundation for Endodontics seeks to improve oral health by securing contributions, shepherding resources and sharing grant funds that support research, generate new knowledge and enhance endodontic education.

### **How to Apply for a Grant**

The deadlines for applications are **August 1** and **January 1**. Applications will be reviewed by a special committee of the Foundation. Their recommendations will be ratified at either the Interim or Annual Meeting. 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 on a CD. The proposal must be in Microsoft Word. Budgets must be in Microsoft Excel. Supporting documents such as letters of recommendation must be scanned and included on the CD.

### **Supporting Documents**

1. Proposal cover sheet.
2. 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.

3. 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 timeline for receiving the funds should be provided in the budget justification.
4. A copy of the department's current fiscal year budget.
5. 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 AAE 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.



# foundation for endodontics

## ENDOWED FACULTY MATCHING GRANT COVER SHEET

Name: \_\_\_\_\_

- DDS
- DMD
- Other: \_\_\_\_\_

Academic Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicants' Academic Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Endowed Position Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Amount Raised to Date: \_\_\_\_\_

Campaign Start Date: \_\_\_\_\_ Projected Campaign End Date: \_\_\_\_\_

Number of Alumni: \_\_\_\_\_ Number of Residents: \_\_\_\_\_

Estimated/Current Number Campaign Volunteers: \_\_\_\_\_

Other financial assistance you are receiving or will receive in support of this proposal:

Source	Amount
1.	
2.	
3.	
4.	

**I have read the guidelines for the Endowed Faculty Matching Grant and agree to be bound by its terms.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ENDOWED CHAIRS EVALUATION WORKSHEET**

**THIS FORM IS INCLUDED FOR INFORMATION ONLY. IT IS NOT TO BE COMPLETED BY APPLICANTS.**

**Evaluation Process**

For consideration, applications must be received by August 1 and January 1. Applications are reviewed and scored by a special committee of the Foundation. Each committee member scores the proposals individually. The committee meets via conference call to discuss the proposals, then each member provides a final score and the proposals are ranked. Proposals are recommended for funding in rank order up to the level of funding available. Proposals that are not recommended for funding are not scored. Recommendations are presented to the Board for a vote at either the Interim or Annual Board meeting.

The committee may request a site visit or request that an applicant prepare a formal presentation.

The committee uses the following general criteria to evaluate the applications. Other criteria may be applied depending on the circumstances outlined in individual proposals. A score of 5 is the highest. A score of 1 lowest.

	CRITERIA	SCORE
1	Proposal meets the application criteria.	
2	Quality of proposal. <ul style="list-style-type: none"> <li>• Includes all requested documentation</li> <li>• Is prepared according to the instructions</li> <li>• Is well written</li> </ul>	
3	Strength of the fundraising plan: <ul style="list-style-type: none"> <li>• Thorough</li> <li>• Well organized</li> <li>• Includes an analysis of prospective donors and their potential giving levels</li> <li>• Budgets are appropriate and expenses are justified</li> </ul>	
4	Probability that the campaign goals are achievable.	
5	Level of institutional support for the campaign.	
6	Level of volunteer and alumni support.	
7	Level of professional fundraising support (staff or consultants).	
8	Amount of experience in fundraising.	
9	Portion of campaign goal that is already achieved.	
10	Impact the Foundation’s endorsement will have on the campaign.	
11	Institution’s level of involvement with the AAE and the Foundation	

Proposal strengths:

Proposal weaknesses: