

Below is a list of tips to walk you through the various steps of the application process:

Things to Think about – Getting your ducks in a row before you apply:

- Write down your ideas for projects/ideas to be funded – talk to people within your organization and potential partners about feasibility and interest in your ideas
- Understand there are many different types of grants and awards available to fund innovations and ideas
 - o Different types of grants/awards (i.e. research oriented, federally funded, privately funded, etc) will have different requirements to qualify
- Have specific **local/state data** on-hand that will strengthen your application – having data on-hand will save time once a grant is posted
 - Some examples of types of data that may be helpful:
 - o **Workforce data and Population Statistics :**
 - HPSA/DHPSA listings for your area (www.hrsa.gov)
 - State board of dentistry
 - Professional organizations
 - Bureau of Labor Statistics (www.bls.gov)
 - US Census Bureau (www.census.gov)
 - o **Access data**
 - State oral health coalition websites for information on access/need
 - State and Local Department of Health
 - Foundations (like Kellogg, Pew, and Kaiser)
 - Peer reviewed journals/data – PubMed search
 - Center for Disease Control and Prevention (www.cdc.gov)
 - Centers for Medicare and Medicaid Services (www.cms.gov)/State Medicaid agencies
 - Organizations (e.g. Safety Net providers, hospitals, FQHCs)
 - o **Misc Supplemental Information**
 - Curriculum vitae (CV)/resume
 - Organizational chart
 - Contact information for potential partners
- If applying for a grant/award on behalf of an organization, understand the internal approval process for submitting an application (e.g. approval for budget, who must sign/approve, etc)
- Consider how potential partners can strengthen your project/idea

Writing the Application - Crossing your “T”s and Dotting your “I”s

- Carefully read the grant application and guidance(instructions) completely, if not twice, to ensure you are eligible and your project is consistent with the funding requirements
- Review how grant applications will be scored and prioritized
- Learn the “lingo”– use the same key terms in your application as used in the guidance
- Keep in mind that grant reviewers cannot interpret or draw conclusions about your answers, be specific about needs, objectives and outcomes – do not imply, explain
- Be thorough – tell your story of what your project will achieve - answer every question posed in the guidance to ensure your application is scored as highly as possible (consider that partial credit may not be given for incomplete applications)
- Highlight partnerships and collaborators
- Be realistic with objectives, timeframe, and how you will evaluate your progress - consider duration of funding and project sustainability
- Project evaluation, if required, is a vital component of an application

Final Considerations before Hitting “Send”:

- Develop template letters for partners who you will ask to support your application or collaborate – a template developed by you will help supporters understand what their role is in your effort and will expedite the process for soliciting letters
- Get copies of any partner support letters
- Have others read/review your application to check for errors and to determine whether or not the intent has come through in the application

Follow-up – If at First you don’t Succeed...

- Solicit feedback from the grantor after you have submitted your application – ask for grant score or specific feedback about strengths and weaknesses in application to better prepare you for future submissions
- Continually look for grant opportunities that may the project

Websites containing Grant Money Opportunities:

- ADHA Institute of Oral Health (www.ADHA.org)
- Federal Government (www.Grants.gov)
- Dental Trade Alliance, (www.dentaltradealliance.org)
- Foundation Center, (<http://foundationcenter.org/getstarted/nonprofits>)



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