2017 Keystone Grant Program Contribution Request

Deadline for Applications – October 1, 2017

BACKGROUND
The Foundation is committed to advocating for and raising awareness of the necessity of dental laboratory technology education for dental technicians and other members of the dental team. Each year the Foundation provides financial support, in the form of grants, to various qualifying organizations.

CONTRIBUTION GUIDELINES
In considering contributions, the Foundation evaluates each application on its own merits. It considers the programs in which the organization is engaged, the constituencies it serves, the services it offers, its accountability and its fundraising practices, and the level of local community support it attracts.

- Keystone Grant winner(s) will be awarded up to $5,000.
- Grants must be dedicated to educational institutions with a dental laboratory technology program or those educational institutions who wish to add a dental laboratory technology program.
- A school can submit more than one grant application for different projects.
- Winner(s) will be required to complete a Keystone Grant Fund Request Form in order for funds to be released. Keystone Grant funds will be paid directly to the vendor(s) or reimbursed to the applicant upon completion of the form.
- Funds will only be released for areas within the scope of the original Keystone Grant application. Requests for funds outside of the scope of the original approved use will not be considered.
- The Keystone Grant winner(s) will be required to provide the Foundation with testimonial (web video submission or typed submission on letterhead paper) about receiving the grant and how this experience will positively impact the DLT program, the students, and the profession, prior to funds being released.
- Funds must be used by December 31, 2018. After that time, the ability to use the Keystone Grant funds will expire. No extensions will be given.

PROGRAMS/PROJECTS CONSIDERED
The Foundation provides support to programs or projects that help develop and heighten dental laboratory technology awareness among the dental community and those that offer dental laboratory technology education. Careful consideration is given to each request. Each request is reviewed in terms of its general eligibility and conformity with Foundation guidelines, the available funds, the amount needed to achieve the desired results, and program priority.

LIMITATIONS
Grants will not be awarded for the following:

Capital campaigns, overhead/administrative expenses, endowments, advertising, or fundraising activities; Individuals; Organizations that discriminate by race, religion, color, creed, gender, age, or national origin; Political organizations or campaigns; Loans; Projects developed for commercial and proprietary purposes.

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INSTRUCTIONS

1) Please type or print all answers clearly in ink.
2) Use extra sheets of paper if you need more space for requested information.
3) Be honest, accurate and thorough in completing all sections of this application. The Keystone Grant is awarded at the sole discretion of the FDLT Board. The FDLT reserves the right to reject any application if the Board has evidence that the applicant has made a false or misleading statement in the application or any supporting document.
4) Applications must be received by October 1 to be considered.

I. Application Information

Name of Organization: ____________________________________________________________
Mailing Address: ________________________________________________________________ City: ___________ St: __________ Zip: __________
Street Address: ________________________________________________________________ City: ___________ St: __________ Zip: __________
Telephone: ___________________________ E-mail: ____________________________________
Applicant Name: ___________________ Applicant Title: ____________________________
Program Title: ________________________
Provide Your Federal Employer Identification Number: ________________________________
Total Cost of Program: $___________ Amount Requested: $________________________
Are you seeking other funds elsewhere?  □ Yes  □ No
If yes, please list them:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Is your organization providing any of the funding for this program?  □ Yes  □ No
If yes, please indicate the amount: ______________________________________________________

Is this program for:
  a. Existing Dental Laboratory Programs?  □ Yes  □ No
  b. Accredited Dental Schools?  □ Yes  □ No
  c. Improving communication between the dental team?  □ Yes  □ No
  d. Online Education?  □ Yes  □ No
  e. Other?  □ Yes  □ No

Is this an on-going program?  □ Yes  □ No

Please indicate period of time this program will cover: ________________________________

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II. Program Information
   a. Is the DLT Program, or its institution, a member of NADL?
      ☐ Yes ☐ No
      If yes, please list your NADL Member #: ________________________________
   b. Is the DLT program CDL certified?
      ☐ Yes ☐ No
      If yes, please list your CDL #: ________________________________________
   c. Does the faculty/staff hold a current CDT/RG certification?
      ☐ Yes ☐ No
      If yes, please list CDT/RG #s: _________________________________________

III. Accreditation & Faculty/Staff Education
   a. Is the DLT program a CODA accredited program?
      ☐ Yes ☐ No
   b. Does the faculty/staff hold a college degree higher than the one being taught; or completed specialized training or certification (i.e. MDT or have PTC/Pankey/Dawson/LVI training)?
      ☐ Yes, higher degree ☐ Yes, specialized training/certification program ☐ No
      If yes, please describe:
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
   c. Does the faculty/staff engage in DLT continuing education?
      ☐ Yes ☐ No
      If yes, please describe:
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
   d. Does the faculty/staff engage in a variety of teaching methodologies?
      ☐ Yes ☐ No
      If yes, please describe:
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
   e. What is the placement/employment rate of recent graduates in the field for the 2016-2017 school year?
      ______________________________________________________________________
   f. Proposed use of Keystone Grant funds will be utilized for (may select more than one):
      ☐ Program Advancement ☐ Student Advancement
      ☐ Faculty Advancement ☐ DLT Community/Profession Advancement
      ☐ Addressing Market Trends in the DLT industry
      Please Describe (use additional pages if necessary):
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
      ______________________________________________________________________
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IV. **Volunteer Information**
a. Does faculty/staff serve as a volunteer in a professional association/organization?
   - Yes  
   - No
   If yes, please check all that apply and briefly describe:
   - Committee Chair/President ______________________________________________________
   - Committee Member _____________________________________________________________
   - Volunteer in local/state associations/organizations/providing DLT community with professional events ___________________________________________________________
   - Other ______________________________________________________________________

V. **Letter of Interest**
On a separate sheet, please complete a letter of interest. The letter should:

a. Specify required information included in the above questionnaire.
b. Describe the program for which funds are requested.
c. Explain what is unique about your program and why the Keystone Grant should be given to your DLT program.
d. Contain additional information regarding the institution, the purpose of the proposed program, and the specific use of funds within the program.
e. Explain how your grant request will address the following areas: analog vs. digital transition in the dental laboratory industry; enhancing applied skill of program graduates in addition to theoretical knowledge instruction.

Please also provide IRS documentation if applicable (IRS public charity classification, a.k.a., reason for non-private foundation status).

VI. **Applicant’s Affidavit**
I understand that by submitting this application, I am expressing my interest in the Foundation’s Keystone Grant and that submitting this application does not guarantee I will be awarded the grant.

I understand the Foundation reserves the right to determine the grant winners based on specific criteria and that should I be selected, I will comply with the grant parameters as set forth by the Foundation.

I understand that by submitting this application, I am giving permission for the Foundation to use any or all of the information contained in my letter of interest, or in my written or video testimonial on their website and other marketing channels.

Applicant Signature: ________________________________ Date: __________________

VII. **Checklist**
Make sure you check the following list before submitting your application to FDLT:
- Completed Application
- Completed Letter of Interest
- Signed Application Affidavit
- Submitted before deadline of October 1, 2017 to FDLT

Questions? Contact Lindsey Rowan at (866) 627-3990 or by email at foundation@dentallabfoundation.org.

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