

# Dental Materials & Supplies Grant Guidelines

**CDA Foundation**  
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## Purpose

The CDA Foundation Dental Materials and Supplies Grant program supports nonprofit organizations with the dental supplies and materials necessary for dental operations and oral health services. Grants are awarded as in-kind dental materials and supplies, not monetary awards, donated by Henry Schein Cares.

## Eligibility Criteria

To be eligible for the CDA Foundation Dental Materials and Supplies Grant, applicants must meet the following criteria:

- Classified as a 501(c)(3) non-profit organization by the US Internal Revenue Service.
- Provide charitable dental services to underserved people in California.

## Selection Criteria

Applications that can clearly and concisely demonstrate the following characteristics will have a greater opportunity for funding:

- Relevance to the CDA Foundation's mission to improve the oral health of all Californians by supporting the dental profession in its efforts to meet community needs;
- Community-based and/or community-driven organization;
- Dental and Health Professional Shortage Areas (HPSA locations and IDs can be found on the Health Resources and Services Administration website);
- Programs provided to underserved and diverse clients;
- Established partnerships and collaborations; and
- Ability to use and dispense a high volume of materials and supplies.

## Required Attachments

The following documents (PDF format only) must be attached to the online application:

- Organization Operating Budget for the current year;
- Dental Project Operating Budget for the current year (use template provided in the online application);
- IRS Determination Letter;
- IRS Form 990 or equivalent (most recent year; if government entity, attach brief letter indicating no tax return required);

- List of board members on organization letterhead (if government entity, attach brief letter indicating no board established); and
- Recommendation Letter from an individual not employed with or a board member of the applying organization (one page maximum)

## Disqualification

- Donated materials and supplies will not be provided to any "disqualified person," as defined in Internal Revenue Code section 4958. Such persons include: (i) any person who is in a position to exercise substantial influence over the affairs of the CDA Foundation, or who was in such a position during the preceding five years, including voting members of the CDA Foundation Board of Directors and the officers and staff of the CDA Foundation; (ii) any family members of the above class of persons, including spouses, brothers and sisters (whole or half), and their respective spouses (whole or half), ancestors, children, grandchildren, and great grandchildren; and (iii) any entity in which the above two classes of persons holds more than a 35% interest.

## Application Process

Selected recipients will be contacted directly by the Henry Schein Cares Foundation to execute a donation agreement and schedule deliveries.

The timeline for the grant cycle process is:

- January 1 – March 31: open application submission period
- November 30: grant process results announced via letters to all applicants
- January 1 the following year: two-year grant period begins for grant recipients
- Selected recipients will be contacted directly by the Henry Schein Cares Foundation to execute a donation agreement and schedule deliveries.

## Award

Selected organizations will receive between \$5,000 - \$25,000 of in-kind goods per year for two years.