

COMMON GRANT APPLICATION FORM

GENERAL INSTRUCTIONS

- The application has three parts. Be sure to complete each part.
- Type all proposal sections.
- Provide all of the information in the order listed.
- All questions relative to the request must be completed fully.
- Submit only one copy with numbered pages.
- Do **not** include materials other than those specifically requested in this application.

COMMON GRANT APPLICATION FORM
PART ONE: GRANT AND ORGANIZATION INFORMATION

Grant Request

Total Amount Requested: \$50,000

Date Submitted: 12/11/2023

Name of Project: Accessible Care – Mobile Dental Clinic via Free Clinic Central Virginia

Duration of Project: from FY 30 Dec 2023 to FY 30 Dec 2023 When are funds needed?
FY 30 Dec 2023

Nature of Request: capital project operating program endowment
 other _____
please list

In what geographical location will the funds be used? Central Virginia; headquartered in Lynchburg, Virginia

Organization Information

Name: Free Clinic of Central Virginia

Address: 1016 Main Street

City: Lynchburg State: VA ZIP: 24504

Phone Number: (434) 847-5866 Fax Number: (434) 528-2529

Email: info@freeclinicva.org

Chief Staff Officer (Name &Title): Jen Webb, RN, MSN, CEO Phone number: (434) 847-5866

Financial Contact Person (Name &Title): Jillian Collier, RN, MSN, COO
Phone number: (434)847-5866

Board Chairperson (Name & Title): Gene Erb, PharmD, President Phone number: (434) 847-5866

Please list the organization's staff composition in numbers:

Paid full-time 1 Paid part-time 18 Volunteers 1,445 Interns None Other N/A

Total staff (both professional and volunteer) 1,464 per 2021 990 – FYE June 2022, IRS received Mar 2023

Does the organization have federal tax-exempt status? Yes X No If no, please explain on a separate sheet.

Population Served

Please check the **primary** service category of organization (check only one):

Arts/Culture Health Human Services Civil/Economic Development Education Environment

Other (specify)

Authorization

Has the organization's chief executive officer authorized this request? Yes X No

An officer of the organization's governing body (such as a board member) must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information outlined in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked, and that the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax-exempt classification as outlined in such determination letter.


Signature

Johanna L. Owens
Print Name/Title

12/11/2023
Date

Remember to enclose all required support materials with the application (see Part Three).

PART TWO: GRANT PROPOSAL NARRATIVE

Please provide the following information in the order presented below. Use no more than five pages (double-spaced) for the narrative, excluding attachments. The font must be Times New Roman at a font size of 11 points or larger. The margins must be “normal” or at least one inch on all sides. Do not use headers or footers. Do not include photos, web links, or video links. Tables and charts are allowable. Any references cited must use APA format and may be included at the end of the document. The references cited page will not count against the five-page limit. Please use the following headings for each section you write. (Do NOT include the questions in your narrative.)

Project Summary

1. Describe your organization, main programs, or activities, and what is unique about your organization.
2. Briefly describe your proposed project or program, including why it is important for your community. Define the population that will benefit by race/ethnicity, age, socioeconomic status, and geographic location.
3. Describe how the grant funds will be used. Include evidence of client or community support for the project or program.
4. Add information about your organization or project that you feel is pertinent to this application.
5. Funding Information
 - Total Project Request

Project/Program Description

1. Briefly describe the proposed program, how it relates to the organization’s mission, capacity to carry out the program, and who will benefit from it.
2. Explain the need or significance of the program and why the organization is qualified to carry it out.
 - Justify the need with source material, including websites, books, news articles, etc. Be sure to use APA in-text citations and include a reference page.
3. Describe the expected goals and objectives. These should be measurable and time-specific (i.e., SMART).
4. Outline the strategy/methodology and timeline to be used in the development and implementation of the program.

Evaluation

1. Tell us how you are defining success for this project. How will you measure it?
2. Describe the expected results by the end of the funding period.

Funding Considerations

1. Describe plans for obtaining other funding needed for the project/program or organizational goals, including amounts requested by other funders.
2. If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding afterward.

GRANT PROPOSAL NARRATIVE

In addressing the pressing challenge of limited accessible dental care in Central Virginia, the Free Clinic of Central Virginia (FCCV) in Lynchburg has developed a strategic plan rooted in its longstanding commitment to providing quality healthcare to underserved populations. FCCV, founded in 1995, has tirelessly served over 50,000 patients, demonstrating its relentless dedication to bridging healthcare disparities, especially in dental care (FCCV Annual Report, 2022).

Multiple sources, including the Centers for Disease Control and Prevention (CDC), substantiate the need for this program, highlighting dental health issues in low-income families (CDC, 2023). This need, centered primarily in Lynchburg, is critical and multifaceted. High rates of dental health issues in low-income families, limited availability of affordable dental services, and inadequate dental health awareness and education characterize this need (CDC, 2023; Data USA, 2023; Bersell, 2017; Geiger et al., 2019; King et al., 2023). Vulnerable groups, such as children and the elderly, face a scarcity of specialized dental care (Hannan, 2021), and the region grapples with a shortage of emergency dental care services (McIntyre, 2023). Further compounding these challenges are geographic barriers, language and cultural differences impacting dental service utilization (Asmussen, 2020; Paisi et al., 2019), and the limited operating hours of existing dental clinics (Malone et al., 2020). These issues contribute to broader social and economic inequalities and affect overall community health and productivity (ADA.org, 2023; Garvin, 2021).

FCCV's goals directly align with these identified deficiencies. The primary purpose is to improve dental health access in Central Virginia by providing free, accessible, quality dental care to underserved populations and increasing dental health awareness and education. This approach addresses the critical shortage of dental services, especially for low-income families and marginalized populations (CDC, 2023; Data USA, 2023). Additionally, FCCV aims to build sustainable dental care infrastructure by establishing a mobile dental clinic to reach remote and underserved areas and developing long-term partnerships with local health organizations and schools. This goal is motivated by the need to establish enduring solutions for dental care accessibility in remote and disadvantaged areas (Malone et al., 2020). Lastly, FCCV seeks

to advocate for dental health policy changes to influence local and state policies, thereby increasing funding and support for dental health services and raising public awareness about the importance of dental care and its impact on overall health (Vujicic et al., 2021; Wehby et al., 2019).

To realize these goals, FCCV has established specific, measurable, achievable, relevant, and time-bound objectives. For improving dental health access, FCCV plans to conduct bi-monthly dental health workshops in local communities within the first six months and provide dental services to at least 1,000 underserved individuals within a year (CDC, 2023; Data USA, 2023; King et al., 2023). These activities aim to directly provide services and education to address immediate needs and raise awareness. Regarding building a sustainable dental care infrastructure, FCCV intends to formulate at least three partnerships with local health organizations and schools within one year and launch a fully equipped mobile dental clinic within 18 months (Malone et al., 2020; Hannan, 2021). These efforts will ensure long-term access and collaboration for sustained impact.

The proposed program involves the establishment of a mobile dental clinic, which serves as an extension of FCCV's commitment to providing quality healthcare to the underserved. This mobile clinic will provide dental services to needy communities, ensuring that vulnerable populations can access essential oral healthcare services. A study by Geiger et al. (2019) underscores the disparities in delivering preventive oral health services in rural areas, emphasizing the need for initiatives like FCCV's mobile dental clinic. FCCV is uniquely qualified to carry out this program, given its extensive experience providing healthcare to underserved communities and its track record of successful healthcare initiatives (FCCV Annual Report, 2022).

To improve dental health access, FCCV plans to conduct dental health workshops informed by the glaring need for increased dental health awareness and education (CDC, 2023; King et al., 2023). Additionally, FCCV aims to provide dental services to at least 1,000 underserved individuals within a year, addressing the region's gross dental services shortage (CDC, 2023; Data USA, 2023). These activities will provide services and education to address immediate needs and raise awareness. Regarding building a sustainable dental care infrastructure, FCCV intends to formulate partnerships with local health

organizations and schools to ensure long-term access and collaboration (Malone et al., 2020). These efforts will provide long-term access and cooperation for sustained impact.

The strategy involves conducting dental health workshops to raise awareness and the immediate needs of the region. These workshops will launch within the first six months of the project. The clinic and mobile clinic project in tandem will continue to initiate varied partnerships with local health organizations and schools within its inaugural project year to ensure long-term access and collaboration. Lastly, advocacy efforts to influence dental health policy changes will be ongoing, with four public support events and engagement with local, state, and national policymakers scheduled annually.

In our detailed request to Centra Health, Inc. for a **\$50,000** cash grant, we emphasize that this funding is critical to cover specific budgetary needs. This financial plan includes personnel expenses such as partial salaries of our dental health team—\$15,000 for Dr. Sally Owens, \$7,500 for Judy Smith, \$3,500 for Bob Jones, and \$5,000 for Suzie Que. Additionally, \$9,300 is allocated for employee benefits, ensuring our team is well-supported. Your award will further support vital non-personnel expenses such as \$10,000 for an electronic health record (EHR) implementation and training, \$30,000 for all travel-related costs, including fuel and maintenance for our mobile unit, and \$25,000 for dental supplies. Other crucial expenses include but are not limited to, partnership development, policy advocacy, and operational costs such as utilities, rent, and emergency funds, totaling \$995,400.

For future funding, our strategy is both robust and comprehensive. We aim to continue forming partnerships and securing grants, demonstrating our capacity for sustainability and growth. Our existing revenue sources, including substantial in-kind and cash contributions with only a single pending grant, are evidence of our success in these endeavors. This approach, underscored by our track record of securing significant contributions from various local organizations, ensures our dental health initiative's continued impact and longevity as we remain committed to building strong community partnerships and engaging in continuous fundraising efforts.

This initiative, focused primarily in the Greater Lynchburg area, is critical and intricate. High rates of dental health issues in low-income families, limited availability of affordable dental services, and

inadequate dental health awareness and education characterize the community's needs. Vulnerable groups such as children and the elderly face a scarcity of specialized dental care while the region grapples with a shortage of emergency dental care services and providers.

FCCV's goals therefore align squarely with these identified deficiencies. Their primary purpose is to improve dental health access by providing accessible, quality dental care to underserved populations while increasing dental health awareness and education. Additionally, FCCV aims to build sustainable dental care infrastructure by establishing a mobile dental clinic and developing long-term partnerships with local health organizations and schools.

Thus, with emphasis, FCCV plans to establish a diversified funding base to ensure long-term sustainability beyond the grant period. This strategy includes building sustainable and reciprocal partnerships with local businesses and philanthropic organizations, pursuing government health grants, and organizing community fundraising events. FCCV will also explore revenue-generating activities aligned with its mission, such as providing training and consultancy services in dental care.

Improved dental health access, increased awareness, and policy changes that positively impact dental healthcare delivery in Central Virginia define the success of this project. The project team will measure these indicators by tracking the number of individuals served, assessing the impact of workshops on dental health knowledge and behaviors (King et al., 2023), and implementing policy changes at the local and state levels. By the end of the funding period (December 2024, fiscal year-end), FCCV expects to have provided dental services to at least 1,000 underserved individuals, established partnerships with local health organizations and schools, and initiated advocacy efforts to influence dental health policy changes,

The Free Clinic of Central Virginia (FCCV) stands at a pivotal juncture in its mission to mitigate the profound challenges of dental healthcare accessibility in Central Virginia. Our comprehensive proposal, bolstered by a deep understanding of the community's needs and a proven track record of impactful service, reflects a strategic vision that transcends mere intervention. It embodies a commitment to transformative change, elevating dental health from a privilege to a right accessible to all. As we seek

support through this grant, we are not just requesting funds; we are inviting you to be part of a noble endeavor that promises to reshape the landscape of dental health in our community. This initiative is more than a project; it is a beacon of hope, symbolizing our collective resolve to bridge gaps, empower lives, and foster a healthier, more equitable society. With your partnership, FCCV will not only achieve its immediate objectives but will also lay the groundwork for a sustainable model of dental care that can be emulated across regions facing similar challenges. Together, we can turn the tide against dental health disparities and chart a course toward a future where quality dental care is a reality for every resident of Central Virginia.

References

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- Annual report on free clinic of central virginia's revenue, growth, swot analysis & competitor intelligence—Incfact.* (2023). Retrieved December 7, 2023, from <https://incfact.com/company/freecliniccentralvirginia-lynchburg-va/>.
- Centers for Disease Control and Prevention. (2023). Dental health issues in low-income families. Retrieved from <https://www.cdc.gov>.
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- Malone, N. C., Williams, M. M., Smith Fawzi, M. C., Bennet, J., Hill, C., Katz, J. N., & Oriol, N. E. (2020). Mobile health clinics in the United States. *International Journal for Equity in Health*, *19*(1), 40.
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- Northridge, M. E., Kumar, A., & Kaur, R. (2020). Disparities in access to oral health care. *Annual Review of Public Health*, *41*(1), 513–535.
- Paisi, M., Kay, E., Plessas, A., Burns, L., Quinn, C., Brennan, N., & White, S. (2019). Barriers to accessing dental services for people experiencing homelessness. *Community Dentistry and Oral Epidemiology*, *47*(2), 103–111.
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- VA Health Catalyst. (2023). Importance of dental health for overall well-being. Retrieved from <https://vahealthcatalyst.org>.

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Wehby, G. L., Liu, W., & Shane, D. M. (2019). The impact of the ACA Medicaid expansions on dental visits. *Medical Care*, 57(10), 781–787.

PART THREE:

REQUIRED ATTACHMENTS

Submit the following attachments (in the order listed) with the completed proposal:

- 1) Complete list of the organization's officers and/or senior leadership (one page).
- 2) Complete list of the organization's board of directors (one page).
- 3) Program Budget (Required: Use Template Provided)
 - a. Minimum Request \$30,000 and Maximum Request \$150,000
 - b. Expenses must be divided into two broad categories
 - Personnel
 - Non-Personnel
 - c. The budget must demonstrate financial support from other funding sources, either in-kind or additional funders.
 - d. Insert Project Dates (maximum -12 months)

NOTE: This is the end of the Common Grant Application Form. Make sure you have completed **each** section of the application.

Organization Name: Free Clinic of Central Virginia
Project Name: Accessible Care – Mobile Dental Clinic via Free Clinic Central Virginia
Project Dates: 30 Dec 2023 to 30 Dec 2024

Administration:

Jen Webb, RN, MSN - Chief Executive Officer
Jillian Collier, RN, MSN - Chief Operating Officer
Lori B. - Executive Operations Coordinator.
Resource Development:
Julie - Volunteer Coordinator
Katie - Outreach Coordinator

Patient Care:

Sante Perez Morris, CPht - Patient Navigation Manager
Susan - Front Desk Receptionist
Ashley - Front Desk Receptionist

Medical Clinic:

Sumer, RMA - Medical Assistant

Dental Clinic:

Dr. Emma Hoffman - Dentist
Marie - Dental Clinic Coordinator
Kaitlyn - Dental Assistant
Aliyah - Dental Assistant
Chelsea - Dental Assistant
Janae - Dental Assistant.

Organization Name: Free Clinic of Central Virginia
Project Name: Accessible Care – Mobile Dental Clinic via Free Clinic Central Virginia
Project Dates: 30 Dec 2023 to 30 Dec 2024

Board of Directors:

Gene Erb, PharmD - President

Jenna Rolfs, DMSc - Vice-President

James W. Wright, MD - Immediate Past President

Dave Henderson - Secretary

Kathleen Graves - Treasurer

Lori Nelson-Madison, MD - Medical Director

Augustus Petticolas, Jr. DDS - Dental Director

Linda Edwards, LCSW

Paul Fitzgerald, MD

Luke Mallloy

Karin Truitte

Robert L. Flint

Mark Johnson

Charles Haney

Ron Hendricksen, DDS

Jay Hopkins, MD

John “Dan” Johnson, DO

Jenna Lloyd, DNP

Helen Lundeen

Bryan Moody

Kristen Nolen, MSW

Daniel Savage, DDS

Sterling A. Wilder

Organization Name: Free Clinic of Central Virginia
Program Name: Accessible Care – Mobile Dental Clinic via Free Clinic Central Virginia
Project Dates: 30 Dec 2023 FYE to 30 Dec 2024 FYE

	Project Budget
Personnel Expenses	
Sally Owens, DMD – Project and Clinical Lead FTE (10% of \$150,000 salary allocation to CENTRA HEALTH, INC. = \$15,000)	\$150,000
Judy Smith, R.D.H. - Project and Clinical Co-Lead FTE (10% of \$75,000 salary allocation to CENTRA HEALTH, INC. = \$7,500)	\$75,00
Bob Jones, DA – Project and Dental Assistant FTE (10% of \$35,000 salary allocation to CENTRA HEALTH, INC. = \$3,500)	\$35,00
Suzie Que, PMP - Project Manager FTE (10% of \$50,000 salary allocation to CENTRA HEALTH, INC. = \$5,000)	\$50,000
Employee Benefits @ 30% of total gross salary for each FTE = \$93,000 (10% of \$93,000 benefit allocation to CENTRA HEALTH, INC.= \$9,300)	\$93,000
Sub-Total Personnel Expenses	\$403,000
Non-Personnel Expenses (Centra Health, Inc. 10% budget allocation)	
EHR (electronic health record) implementation and office/equipment training	\$10,000
Travel:	
Fuel and Maintenance for Mobile Unit	\$20,000
Staff Travel for Training, partnership development, and policy advocacy	\$10,000
Materials and Supplies:	
Dental Supplies	\$25,000
General Office Supplies	\$8,000
Partnership Development (communication and materials)	\$10,000
Policy Advocacy (communication, promotional materials, event organization costs)	\$10,000
Data Analysis Tools/Subscriptions	\$5,000
Utilities	\$10,000
Rent for Storage Space	\$2,400
Research and Analysis/End of Project Costs	\$5,000
Computers and Software	\$10,000
Emergency Contingency Fund	\$20,000
Sub-Total Non-Personnel Expenses	\$995,400
Total Direct Expenses (Personnel + Non-Personnel Expenses)	\$1,398,400
Other Funding Sources	
Berglund Toyota/Mission Mobile Medical (Received) IN-KIND	\$425,000
Greater Lynchburg Community Foundation Grant (Received)	\$30,828
Virginia Assn of Free and Charitable Clinics Grant (Received)	\$282,482
Virginia Department of Health (Received) IN-KIND	\$100,000
The Health Wagon (Central VA) (Received) IN-KIND	\$15,000
Charlottesville Free Clinic (Received) IN-KIND	\$22,000
Mission of Mercy Central VA Grant (Pending)	\$20,900
VA Dental Assn Foundation (Received) IN-KIND	\$200,000
Central Virginia Community College IN-KIND	\$100,000
Liberty University (50/50 CASH/IN-KIND SPLIT)	\$100,000
Old Dominion University (50/50 CASH/IN-KIND SPLIT)	\$100,000
Total Other Revenue Sources	\$1,396,210
Total Direct Expenses – Total Other Revenue Sources = Total Funding Request	\$50,000