

Helpful Hints for Filling out Office of Oral Health (OOH) FY 2015 Dental Sealant Program Grant Application

General Tips for Filling out the Application

- Applications are expected to be filled out completely and thoughtfully. If required information is left blank, it will be returned to you.
 - Please see below for guidelines to complete the RFA
 - If you need clarification of what information might result in a returned application or any further assistance, please do not hesitate to contact by emailing kelly.carulli@maryland.gov.

Section I: Program Description

A. Narrative and Description Guidelines:

- Include a thorough description of your current program.
 - Who does it target?
 - What are the goals of the program?
 - When will the program begin and when will program milestones be met?
 - Where will the services be provided?
 - How will the program be measured?
 - Include supporting data for best practices from previous years (if applicable)
- If applicable, provide a description of what your current grant is supporting, such as:
 - Infrastructure
 - Supplies
 - Salaries, etc.
 - How might this change in the coming year?

B. Programmatic Goals

(Note: some of the following material is borrowed from CDC guidelines)

Applications will be returned if this section is incomplete, not thought through, and/or does not relate to indicated evaluation measures in Section III.

- Objectives are intended to help applicant think strategically, be accountable, communicate effectively, consider obstacles, and think outside the box.
- Clear objectives will also facilitate the evaluation process for the applicants and the OOH.
- It is recommended that objectives follow the SMART formula:
 1. Smart
 2. Measurable
 3. Acceptable
 4. Realistic
 5. Time Bound
- Objectives can be found in:
 1. Performance indicators
 2. Strategic plans
 3. Program goals
 4. Budget documents
- Objectives should be contained to one clear sentence (i.e. “By October 1st, initiate a dental sealant pilot program for screening a total of 500 children at five (5) Title I schools”).

C. Define your target population.

Section II: Budget

- A. This refers to any funding sources for your program received outside of the Office of Oral Health, including funding from the Community Transformation Grant.
- B. See attached Budget Instructions to complete Budget Justification Form.

Section III: Data Collection Method & Evaluation Measures

Applications will be returned if values in “Anticipated Number” are unrealistic or do not relate to programs indicated in earlier sections (i.e. do not include an estimate for oral cancer screenings if you only plan to visit schools for fluoride varnish applications).

- A. This refers to any database or system you use to collect data for your program; for instance, Excel or SoftDent.
 - B. Annual Anticipated Reach*
 - School-Based/School-Linked /Mobile – anticipated total number of children the program will serve in school-based/school-linked/Mobile programs in fiscal year 2015.
 - Clinic – anticipated total number of children the clinical program will serve in fiscal year 2015.
- *All measures refer to total number of children rather than unduplicated count, as not all programs are capable of discerning previously seen patients.
- C. The Office of Oral Health is aware that there are going to be several challenges associated with either launching a new dental sealant program or adjusting the data collection requirements for existing programs. Additionally, these challenges will vary by program and each local health department’s capacity. Therefore, a realistic assessment of these challenges will prepare the OOH to determine how it can better assist each program for successful implementation.

Additional Questions

- Can funds be used for travel to out-of-state meetings?
No, grants are exclusively intended to assist local programs in providing direct education, prevention, and treatment services to constituents.

Attachments

- Title I Schools