



## **FDI WORLD DENTAL DEVELOPMENT FUND**

### **APPLICATION FOR FUNDING INFORMATION PACK**

#### **THIS INFORMATION PACK CONSISTS OF THE FOLLOWING**

**Grant Application Process**

**Aims and Objectives of the Fund**

**Criteria for Funding**

**Agreement between successful applicants and the FDI Fund**

**Application form**

The “Objectives of the Fund”, the “Criteria for Funding” and the “Agreement between successful applicants and the FDI Fund” are provided as background and for information.

The “Application Form” should be completed as comprehensively as possible and returned to:

**FDI World Dental Federation**

**13, chemin du Levant  
L'Avant Centre  
F-01210 Ferney-Voltaire  
France**

# FDI WORLD DENTAL DEVELOPMENT FUND

## GRANT APPLICATION PROCESS

1. Any individual or Organisation applying to the FDI World Dental Development Fund for financial assistance must use the official FDI Application Form. This is obtainable from:

**Dr Habib Benzian,**  
FDI World Dental Federation,  
13 chemin du Levant, l'Avant Centre,  
Ferney-Voltaire, 01210, France.  
Tel: +33 4 50 40 50 50/Fax: +33 4 50 40 55 55  
e-mail: [hbenzian@fdiworldental.org](mailto:hbenzian@fdiworldental.org)

2. All applicants will receive an information pack which will contain:
  - ⊖ Grant Application Process
  - ⊖ Aims and Objectives of the Fund
  - ⊖ Criteria for Funding
  - ⊖ Agreement between successful applicants and the FDI Fund
  - ⊖ Application form.
3. All applications received will be screened against the Criteria for Funding by Members of the FDI World Dental Development Committee.
4. Applications will be circulated to Committee Members six weeks prior to committee meetings. Committee meetings will be held biannually. The committee will select suitable projects for funding at these meetings. Recommendations in this regard will be submitted to the FDI Council for final approval.
5. All individuals and Organisations who have applied for a grant will be informed in writing by the FDI Head Office of the outcome of the selection process.

# FDI WORLD DENTAL DEVELOPMENT FUND

## CRITERIA FOR FUNDING

### 1. ELIGIBILITY OF APPLICANTS

#### 1.1 General

Individuals or organisations be they charitable, philanthropic or benevolent organisations, associations, companies, educational institutions, governmental or local health authorities, may apply.

#### 1.2 Preconditions for Eligibility

The following preconditions for eligibility apply:

1.2.1 Applications must have the written support of an FDI Regular or Associate Member Association. (See also par 2.3).

1.2.2 Applicants must have the financial capacity to:

- 🍏 Ensure the financing of aspects of the project not covered by the **Fund's** contribution.
- 🍏 Provide the financial documentation required by the **Fund**.

1.2.3 Applicants must have the capacity to be able to complete the project successfully.

### 2. ELIGIBILITY OF PROJECTS

#### 2.1 Focus

2.1.1 Projects should relate, directly or indirectly, to the improvement of oral health and the main focus should be to benefit disadvantaged people.

2.1.2 Projects should relate to local, regional or national strategic aims within the country and should have been developed in dialogue and active participation with local colleagues and authorities.

2.1.3 Projects that are in the field of education, oral health promotion, disease prevention or eradication and primary health care, are the main focus of the **Fund**. Only projects with a prominent educational component will be considered.

## **2.2 Management**

- 2.2.1 Projects should have distinct planning, implementation and evaluation stages with clearly defined aims and objectives.
- 2.2.2 The team responsible for managing the project should have acceptable expertise and experience.
- 2.2.3 There should be adequate consultation with and involvement by affected parties.
- 2.2.4 If partnerships are envisaged within the project, clear lines of responsibility and accountability should exist.

## **2.3 Support**

- 2.3.1 Applications must include a letter of support from the relevant FDI Member Association.
- 2.3.2 The relevant FDI Member Association should appoint one of its members as the FDI's Liaison Officer for the project. This person will have support and control functions. (See also par 4).
- 2.3.3 A member from the FDI World Dental Development Committee will be appointed by that Committee to show a special interest in a specific project and to grant assistance where required.

## **2.4 Sustainability**

There must be a substantial chance that the infrastructure and/or activities established by the project, will continue and progress once the project has been concluded.

## **2.5 Extensive Projects**

Applications for large, costly projects and projects extended over a long period of time should be able to demonstrate their feasibility through evidence from viable pilot studies.

## **2.6 Neutrality**

Project design should be neutral towards race, religion, gender and politics.

## **2.7 General**

In general, the **Fund** will consider support to projects which:

- 🍏 rely on careful consideration and sound analysis of the problems, and have detailed information of the needs and demands of the targeted disadvantaged people;
- 🍏 encourage innovation; and

- 🍏 Integrate with existing development work and wider development processes.

### 3. FUNDING

#### 3.1 Funding Responsibility

3.1.1 The **Fund** might financially support a project in full or in part. The applicant must provide information about all sources of funding for a project.

3.1.2 The **Fund** might support a project, but instead of providing funds, it could source a suitable partner to fund such a project.

#### 3.2 General Aspects

3.2.1 Project budgets should be accurate and comprehensive and all financial aspects should meet audit requirements.

3.2.2 Payments will be made in phases, according to the progress of the project.

3.2.3 The preferred mechanism of payment for all expenditure is that three quotations should be obtained by the beneficiary. The **Fund** and the beneficiary will jointly determine which quotation to accept. Payments will be made, as far as possible, to suppliers of goods and services, upon receipt of bona fide invoices. Should this not be possible, reimbursements will be made to the Beneficiary upon presentation of invoices.

#### 3.3 Exclusions

Grants will not be made for the following:

- 🍏 The payment of salaries, honoraria and/or the payment of commissions.
- 🍏 Contributing towards the general running costs of the aid organisation.
- 🍏 Projects that have already been completed (retrospective funding).
- 🍏 Debts incurred before payment of the grant.
- 🍏 Charges for financial services, exchange losses and insurance.

### 4. CONTROL

The FDI will, as far as possible, support approved projects and maintains the right to exercise control to ensure that the FDI Fund grant is utilised in accordance with the agreement. The following will apply:

- 🍏 The Liaison Officer appointed by the relevant Member Association will monitor progress and will assist in making recommendations regarding payments.
- 🍏 If so required, the relevant FDI Regional Organisation might be requested to render assistance.

- 🍏 All payments will be made from the FDI Head Office and all correspondence should be directed to the Executive Director.

## 5. GENERAL

The following general aspects apply:

- 🍏 An organisation may submit applications for support of more than one project, as long as the criteria are met for every project.
- 🍏 An agreement between the applicant and the **Fund** must be signed before any funds will be paid over.
- 🍏 Each application for funding should be made on the official application form.
- 🍏 Decisions of the FDI Council on the recommendation of the World Dental Development Committee are final.

# FDI WORLD DENTAL DEVELOPMENT FUND

## ANNEXURE II

### GENERAL TERMS AND CONDITIONS

[Name of project]

#### ARTICLE 1 - LIABILITY

- 1.1 The **Fund** will not, under any circumstances or for any reason whatsoever, be held liable in the event of complaints deriving from the agreement concerning damage or injury sustained by the staff or property of the **Beneficiary** while the operation is being carried out.
- 1.2 The **Beneficiary** shall assume sole liability towards third parties, including for damage of any kind caused to them by the operation.

#### ARTICLE 2 - CONFLICT OF INTEREST

The **Beneficiary** undertakes to take all necessary precautions against the risk of any conflict of interest and to inform the **Fund** immediately of any situation that constitutes or is likely to give rise to a conflict of interest.

#### ARTICLE 3 - TERMINATION OF THE AGREEMENT

- 3.1 The **Beneficiary** may terminate the agreement at any time by serving two months' formal written notice, without being required to pay compensation. In this event, the **Beneficiary** shall be entitled to payment of the grant only for the part of the operation carried out.
- 3.2 The **Fund** may terminate the agreement should the **Beneficiary**, for no valid or technical reason, fail to honour the obligations under the agreement.

In that event, the **Fund** shall pay only the costs actually borne by the **Beneficiary** at the time of termination.

- 3.3 The **Fund** may terminate the agreement, without giving notice and without paying compensation of any kind, where the **Beneficiary**:
  - is declared bankrupt, is wound up or is the subject of any similar proceeding;
  - fails to comply with the provisions of these "General Terms and Conditions";
  - makes false or incomplete statements to obtain the grant provided for in the agreement.

In that event, the **Fund** may demand full or partial repayment of amounts already paid under the agreement.

- 3.4 Termination of the agreement for financial irregularities shall be without prejudice to the application of other measures.

#### **ARTICLE 4 - CONFIDENTIALITY**

The **Fund** and the **Beneficiary** undertake to preserve the confidentiality of any document, information or other material communicated to them in confidence whose disclosure could harm the other party.

#### **ARTICLE 5 - PUBLICITY**

- 5.1 Unless the **Fund** requests otherwise, any notice or publication by the **Beneficiary** about the operation, including at a conference or seminar, must specify that the action has received funding from the FDI World Dental Development Fund.

Any notice or publication by the **Beneficiary**, in whatever form and by whatever medium, including the internet, must specify that it reflects the author's views and that the **Fund** is not liable for any use that may be made of the information contained in that notice or publication.

- 5.2 The **Fund** will have the right to publish, in whatever form and by whatever medium, including the Internet, information about the grant and the project. Articles, reports and information resulting from the **Project** shall be submitted to the FDI for possible publication in an FDI publication. Publication elsewhere may only happen with the FDI's explicit approval.

#### **ARTICLE 6 - OWNERSHIP/USE OF RESULTS**

- 6.1 Unless provided otherwise in the agreement or its annexes, ownership, title and industrial and intellectual property rights in the results of the operation and the reports and other documents relating to it shall vest in the **Beneficiary**.
- 6.2 Notwithstanding the provisions of the first paragraph, the **Beneficiary** grants the **Fund** the right to use freely and as it sees fit the results deriving from the project, subject to any confidentiality arrangements agreed between them and the industrial and intellectual property rights already existing.

#### **ARTICLE 7 - EVALUATION OF THE OPERATION**

Where the Fund undertakes an interim or *ex post* evaluation, the **Beneficiary** undertakes to provide it and/or the persons designated by it any document or information which will assist with this evaluation.



# FDI WORLD DENTAL DEVELOPMENT FUND

## AGREEMENT BETWEEN SUCCESSFUL APPLICANTS AND THE FDI

### AGREEMENT BETWEEN

**FDI World Dental Education Ltd**, on behalf of the FDI World Dental Development Fund ("**Fund**"), Suite 211, Trocoll House, Wakering Road, Barking, Essex 1G11 8PD, UK.

represented by **Dr Johannes T Barnard, Executive Director of the FDI**

and

Legal name of Beneficiary: \_\_\_\_\_  
(**"Beneficiary"**)

of address: \_\_\_\_\_

\_\_\_\_\_  
(address of the main office of the body)

Represented by: \_\_\_\_\_  
(Name and position of the signatory, which should be a person duly authorised to act legally on behalf of the **Beneficiary**)

### The above mentioned parties agree as follows:

#### ARTICLE 1: THE PROJECT

1.1 The FDI World Dental Development Committee has approved a grant on the terms set out in this agreement, which the beneficiary hereby declares it has taken note of and accepts, for the project entitled:

\_\_\_\_\_  
(**"Project"**)

1.2 The beneficiary accepts the grant and undertakes to carry out the **Project** under its own responsibility.

A detailed description of the **Project** as reflected in the Application Form is attached as Annexure I, which is an integral part of this agreement.

#### ARTICLE 2: DURATION

- 2.1 The project shall last for \_\_\_\_\_ months from the date this agreement has been signed by the last contracting party. (“**Starting date**”)
- 2.2 The agreement shall end upon receipt of the final report from the **Beneficiary** by the **Fund**.

### **ARTICLE 3: FINANCING THE PROJECT**

- 3.1 The total cost of the **Project** is estimated at \_\_\_\_\_.

Ineligible costs under this **Agreement** include: Interest paid, Debts owned, Doubtful debts, Exchange losses, Contributions in kind, Salaries, or Honoraria.

- 3.2 The **Fund** shall provide a **maximum amount of** \_\_\_\_\_, equivalent to \_\_\_\_\_ % of the total cost specified in paragraph 3.1 above.
- 3.3 Should the real costs on completion of the **Project** turn out to be lower than the estimated total costs (paragraph 3.1), The **Fund’s** contribution will be limited to applying the above percentage to real costs.

The **Beneficiary** undertakes to repay the **Fund** any sums paid in excess of this amount.

- 3.4 The **Beneficiary** agrees that the grant may not, in any circumstance, give rise to profits and that it must be restricted to the amount required to balance revenue and expenditure of the operation.
- 3.5 The **Beneficiary** understands that the grant does not constitute a claim on the **Fund** and may therefore not be assigned to another body or transferred to a third party without the **Fund’s** prior consent.

### **ARTICLE 4: PAYMENT ARRANGEMENTS**

- 4.1 The **Fund** will make payments as follows:

- 4.1.1 Two quotations from different suppliers/providers of materiel and services to be submitted by the **Beneficiary**, together with a recommendation regarding the provider of choice.

- 4.1.2 Payments will, wherever possible, be made directly to suppliers on submission of invoices.

- 4.1.3 No payment will be made unless this agreement had been fully completed and signed by both parties.

- 4.2 The **Fund** shall make payments in Pound Sterling. Real costs shall be converted into Pounds, using the official exchange rate on the day that payment is made.

Exchange losses are not covered by this agreement and shall be borne by the **Beneficiary**.

**ARTICLE 5: REPORTS AND OTHER DOCUMENTS**

5.1 The following reports and documents shall be provided to the **Fund** by the **Beneficiary**:

5.1.1 An interim report six months after commencement of the project.

5.1.2 A final report within two months following completion of the project as specified in article 2.1.

5.1.3 Reports and documents as might be requested by the **Fund**.

5.2 Reports and documents shall be provided in English.

**ARTICLE 6: FINAL PROVISIONS**

The following documents are annexed to this agreement and are an integral part of it:

Annexure I: Description of the **Project (Application Form)**

Annexure II: General Terms and Conditions

**On behalf of Beneficiary**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
on behalf of the **Beneficiary**

\_\_\_\_\_  
Signature of representative of **Beneficiary** as specified on page 1

**On behalf of Funder**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
on behalf of the **Fund**

\_\_\_\_\_  
Dr JT Barnard  
Executive Director: FDI