

**CHILDREN'S MIRACLE NETWORK–EI PASO  
CLINICAL SERVICES & EQUIPMENT GRANTS  
GUIDELINES & REQUIREMENTS**

The Children's Miracle Network (CMN) of El Paso Clinical Services & Equipment grants support projects and equipment that enhance the clinical care of children at El Paso Children's Hospital (EPCH). Examples include medical equipment specific to the special needs of children not normally provided in hospital budgets, purchase of books and materials for use in the development of clinical pathways specific to the treatment of children. Other examples include child-specific medical equipment as used in the Children's Hospital Medical Transport Program, education programs to improve pediatric care, videotapes, pamphlets and other educational materials, and distribution of child care safety seats.

Maximum award up to: \$50,000

Maximum duration: 1 year

**Grant applications and attachments must be emailed in either MS Word or PDF format (application, attachments and any supporting documents should be consolidated into one file if possible).**

**E-mail application to Alexandra Velazquez at [avelazquez@umcelpaso.org](mailto:avelazquez@umcelpaso.org), paper applications will not be accepted.**

If applicants have questions regarding grant guidelines or grant application form contact:

Alexandra Velazquez  
Children's Miracle Network Program Manager  
University Medical Center Foundation  
Tel: 915/521-7229 ext. 3088  
E-mail: [AVelazquez@umcelpaso.org](mailto:AVelazquez@umcelpaso.org)

If awarded a grant CMN El Paso will require a signed letter of agreement from the applicant/project director prior to releasing funds.

### **I. Basic Requirements**

Applicants must be faculty or full-time staff of EPCH.

### **II. Review Process**

Each application will be reviewed by CMN Grant Review Panel. Proposals will be scored on the basis of:

1. Extent to which clinical services, educational materials and/or equipment meets needs for development of clinical pathways specific to the treatment of children. (50 points)
2. Will the clinical services or equipment improve pediatric care at UMC and/or the Children's Hospital? (25 points)
3. Will a grant from CMN support a clinical service, improve pediatric care or provide equipment that is not normally provided for in either the UMC or EPCH budget? (25 points)

All applications will be held in the strictest confidence and all decisions by CMN are final.

### III. Terms of the Award

1. Grant Period: One year funding period begins from the time of the award until the same time the following year (i.e. January 1, 2011 – January 1, 2012)
2. Expenditures: Grant funds may be used only for clinical services or equipment as stated in the grant application. Grant funds can not be expended for any other costs without CMN's prior written approval.
3. Reporting: The awarded applicant/project director will provide a written six-month update as well as a formal twelve-month final report with financial summary on the use of the grant funds. Each report should include a narrative account of what was accomplished by the expenditure of funds including a description of progress being made towards achieving the goals of the grant.
4. Liability: CMN-EI Paso assumes no financial or legal liability of any kind undertaken by the Applicant or the Applicant's institution.

### IV. Application Process

Use the CMN-EI Paso Clinical Services and Equipment Application with 1 inch margins and at least 11 point font to complete the following sections:

1. Project description with goals and objectives (1-4 pages)  
Applicants should discuss how the project/equipment meets needs specific to the care and treatment of children at EPCH. Will CMN funding be used to support a project or purchase equipment that will improve pediatric care? If so describe the target population including ages and approximate number of children to be served. Refer to any current research/data that shows how the project/equipment will lead to better care and treatment of children. Will the CMN grant be used for pediatric care/equipment not included in the EPCH budget? If total costs for the project/equipment exceed the amount of available through the CMN grant the applicant should state how the additional funding will be secured and how CMN funds will be leveraged.
2. Equipment Specifications (equipment grants only)  
Include as an attachment the manufacturer/supplier's price quote with model# and specifications. Include supplier's name and customer representative name and contact information.
3. Budget  
Complete the budget form in the grant application.
4. Biographical Sketch (1 page or less)  
Provide a brief biographical sketch of the Applicant/Project Director to include
  - a. Name and position.
  - b. Education/training: List in reverse chronological order (starting with most recent course of study), educational institution & location, certification or degree attained.
  - c. Employment experience/Work History: List your current and previous employment.