

Kids Care Grant Instructions

Each year a portion of the net proceeds from the Duke Children's Miracle Network are allocated to the KIDS CARE Fund. This Fund awards Kids Care Grants to support patient/family needs, child advocacy programs, entertainment and educational activities directed at the patients and families receiving care at Duke Children's.

Applications for Kids Care Grant are reviewed by the Kids Care Grant Committee which is composed of physicians, nurses, allied health personnel and administrators from the Duke Children's community. The charge to the Committee is to maximize the impact of the funds to insure that as many patients and families are benefited as possible. Special consideration is given to those meritorious applications for which there is no other obvious source of funding.

Kids Care Grants will be awarded for a period of one year. **The maximum amount of an individual grant must not exceed \$10,000.** Please note that Kids Care Grants do not support research projects, staff travel, marketing brochures, personnel, CME/Conference fees and patient care expenses. If you want to request funding for research projects, you can apply to the Duke Children's Miracle Network Research Fund. Please contact Ms. Karen McClure for additional information about this fund.

The deadline for applications for the next funding cycle for Kids Care Grants is Midnight, September 10, 2007. The completed application as a Word Document should be submitted to Karen McClure (mcclu002@mc.duke.edu). **All applications must be accompanied by a budget and be submitted as electronic word document.** The signature page should be delivered or faxed to Ms. McClure at 667-0309. If you have questions, please call Ms. McClure at 667-2574.

Applications will be reviewed promptly and the Committee's decisions will be communicated to all applicants.

Post-Award Kids Care Grant Management

The responsible individual for the awarded applications should contact Ms. Diane Crayton (919-681-3260) for directions regarding the transfer of dollars.

At the end of the funding period, the responsible individual must submit a report to the Kids Care Grant Committee that summarizes the accomplishments of the grant and details the amount of any unexpended funds. This report is important for several reasons, including acknowledging our donor support, development of future philanthropic efforts and for reporting to the Children's Miracle Network. If the responsible individual wishes to retain any unexpended funds, the responsible individual should include a request to use the remainder of the funds and the rationale for this request. The Kids Grant Committee will review this request. If the Committee feels that continuation of the project is not justified, the unexpended balance will be returned to the Kids Grant Fund for redistribution by the Committee at the subsequent funding cycle.