



City of El Paso *eCivis Grants Network User Agreement*

The City of El Paso subscribes and is licensed to eCivis Company, Inc., for use of their Grants Research Network, a search engine that provides on-line access to federal, state government and foundation grants. The City makes this search engine service available to all City departments and also provides access to up to 60 community-based (non-profit) organizations at no charge. In order to receive access to this service, your agency/organization would need to agree to the following terms. Please review and if you agree with the terms, please sign and return to our office to establish an account.

Eligibility Criteria

To be eligible to use the Grants Search Network engine, applicants must be located in the City of El Paso and must be a **Not for Profit Community Based Organization** that provides services in El Paso that are not already provided by the City.

The City reserves the right to cancel service or stop issuing access at any time based upon.....

- **the City's ability to manage the Grants Locator service**
- **non-use of eCivis is reported**
- **funding information/data is not provided to the Grants Administration Division as specified in the eCivis User Quarterly Report**
- **annual renewal of user agreement**

How to Apply

Please provide contact information on the attached form and sign. The vendor will issue you a unique user ID and password for use by your agency/organization.

Terms and Conditions

Your signature on the application page indicates your agreement not to share or release your ID or password to any one else, or change the software in any way.

- Users must maintain an on-going dialogue in order to keep the City's Grants Administration Division informed of any funding information resulting from this software through a quarterly report that should be submitted to the Grants Administration Division. The eCivis User quarterly report is due the 15th day after each quarter; Q1 Sept-Nov due on December 15, Q2 Dec-Feb due March 15, Q3 Mar-May due June 15 and Q4 Jun-Aug due September 15.
- You should be willing to partner or collaborate, whenever possible, with the City in any of the following capacity: financial, planning, implementation or service provision.
- Your agency must agree to provide the City with data that will assist them in tracking grants information.

Staff Contact Information

If you have any questions or need additional information, please contact Elda R. Hefner at (915) 212-1795 or via email: rodriguez-hefnere@elpasotexas.gov. You may also mail a hard copy to Office of the Comptroller, Grants Administration Division, Attention: Elda R. Hefner, 300 N. Campbell Avenue, El Paso, Texas 79901.



Grants Research Network Service Application

Agency/Organization

Address

City

State

Zip Code

Telephone Number

Email Address

Name of Executive Director/CEO

Name of Person(s) in your agency assigned to receive eCivis Access

Contact Phone No. and Email Address

This agreement may not be assigned or transferred to any other user, heir or successor in interest without the written consent of the City. Please notify the Grants Administrator at (915) 212-1795 of any changes regarding user access such as change in eCivis user staff.

I have read and understand the "City of El Paso eCivis Grants Research Network Users Application Agreement" attached hereto and incorporated herein by reference, and **I agree to comply with the terms and conditions outlined in the document.** Failure to comply with the terms and conditions will result in the automatic and immediate termination of this agreement, and may result in other enforcement action by the City.

If more than one user, please provide name, email address and phone number.

Name of eCivis User

email address

phone number

Exec. Director/CEO (print name)

email address

phone number

Signature of Exec. Director/CEO

Date Signed