



Mini Grant Application Tip Sheet

The ATSPA staff values and appreciates the dedication of our members. We recognize that even modest funding can make a meaningful impact on your institution's educational initiatives. Each year, the American Trauma Society, Pennsylvania Division offers members the opportunity to apply for a competitive fall prevention grant. To support your success, our team is pleased to share tips and guidance to help strengthen future applications.

Preparing for Your Fall Prevention Grant Application

A strong application takes planning and attention to detail. Follow these tips to give yourself the best chance for success:

✓ Start Early

- Give yourself plenty of time to gather information, review requirements, and prepare thoughtful responses.

✓ Read Everything Carefully

- **Read the grant application thoroughly.**
- **Review all attachments** included with the grant materials. (Tip: Many applicants find it helpful to print them out for easier reference.)

✓ Be Clear, Specific, and Aligned with the Guidelines

Refer to **Page 2** of the **Mini Grant Guidelines and Timeline** document (Review & Selection) to understand how your application will be scored. Focus on:

- **Developing a program or initiative that meets a specific need in your community**
- **Considering under-resourced or underserved populations**
- **Forming partnerships** with other institutions or organizations
- **Providing a detailed and realistic timeline** for implementation



✔ **Use a Drafting Platform**

- **Write your answers in a program like Microsoft Word or Google Docs** before entering them into the online application platform. This prevents accidental data loss and makes reviewing easier.

✔ **Proof and Polish**

- ✔ **Check grammar and spelling carefully**
- ✔ **Re-read your entire application** before submitting
- ✔ **Have a colleague review your application** for clarity and completeness

Incomplete Applications Will Not Be Reviewed

- Ensure all required fields are completed and attachments included before submitting.

If you have any questions, please feel free to contact Kim Nunemaker at **knunemaker@atspa.org** or by phone at **717-766-1616, ext. 109**. She is happy to assist you.