



## Mini Grant Application Tip Sheet

The ATSPA staff values our members. We know that every little bit of funding can help enrich your institution's educational initiatives. Each year, the American Trauma Society, PA Division offers our members the opportunity to apply for a competitive grant. Our staff wants to offer applicants tips to help them succeed during the application process.

### Preparing for your application:

- Start early!
- Read the grant application thoroughly and then read it AGAIN.
- Review all attachments to the grant. (Some people like to print the attachments for their review.)
- Be as specific and clear as possible when answering the grant application questions. Refer to page 2 (Review and Selection) on the Mini Grant Guidelines and Timeline document. This page shows you the maximum point value assigned to each category.
  - Develop a program/initiative that is needed in your community.
  - Consider your under-resourced and underserved population.
  - Consider a partnership with another institution or organization.
  - Be very specific when listing your timeline for the proposed initiative.
- Always answer the grant questions on a platform like MS Word or Google Doc. Avoid using the actual application platform as the only copy of your answers.
- Check grammar and spelling.
- Re-read your full application prior to submission! If possible, have someone else review your work before submission to the ATSPA.
- Ensure application is thorough and complete. Incomplete applications will not be reviewed for funding consideration.