



American Trauma Society, Pennsylvania Division
2 Flowers Drive
Mechanicsburg, PA 17050
(717) 766-1616
atspa@atspa.org
www.atspa.org

2023-2024 ATSPA Mini Grant Guidelines and Timeline

Guidelines

Applying for an American Trauma Society, PA Division (ATSPA) Mini Grant means that you/your organization agree to all terms and guidelines set forth by the ATSPA. ATSPA **member hospitals** may apply to implement new projects in trauma prevention education categories. Proposals must comply with all state regulations of current funding grants received by the ATSPA. The ATSPA will only review one entry per membership and will only accept the first entry received. **This is a competitive grant application.** The ATSPA Mini Grant Review Committee will review proposals for compliance of the following: grant requirements, quality of objectives, data and evidence, educational plan, target audience, geographic area, suitable timeline, anticipated results, evaluation of project, and budget. Please see the full criteria on page 2 of this document. The ATSPA will provide multiple grants with a maximum of **\$4,000 each**.

Please see the sample application and budget form that is available by clicking [here](#). These two documents detail all the information that is requested in the online application. Please use these resources to prepare your application. Additionally, a sample final report is available on our website to help awardees collect the data and information needed at the end of their project. This final report is only required to be completed by those who receive mini grant funding and must be completed by **June 1, 2024**.

Restrictions and Allowances

ATSPA Mini Grant funds **may not be used** for maintenance, clothing, food, mileage, salaries, technology (tablets, computers, etc.) or to supplement existing program funds.

Funds **can be used** for purchasing prevention products, contractor fees for outside speakers, printing materials that accompany prevention products, and advertising to support prevention initiative communication efforts. All funds must be used to support projects within the Commonwealth of Pennsylvania. Grantees are required to include the ATSPA logo on all marketing materials throughout the course of the project. **The ATSPA must approve all marketing materials in which its logo is included before production.** Please reach out to Kim Nunemaker (knunemaker@atspa.org) for logo formatting/approval or any general application questions.

Education must be delivered when providing safety items. An education component must be included in all proposals and is a required field in the application. The outreach plan of an application is evaluated and scored, and if there is no clear education indicated on the application, the proposal will not be funded.



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Review and Selection

The applications receiving the highest scores, based on the below criteria, will be selected for funding.

Maximum Points	Criteria	Questions to be Considered
10	Quality of Objectives	Are there 3 specific goals listed? Are they measurable?
15	Data and Evidence	Does the project provide relevant/recent data? Is there a reference for the evidence base of the proposed project strategy? Is there an indicated need for this project?
20	Education Plan	Does this project include partnerships, in-kind resources, etc.? Can the project be completed within the allowed timeframe? Does the education plan make sense?
5	Target Audience	Does this project target an under-resourced, underserved, or high-risk population? Is there an estimated number of people who will be impacted by the project?
5	Appropriate Geographic Area	Is this program needed in the targeted area?
5	Suitable Timeline	Does the project follow the required timeline? Does it include dates?
15	Anticipated Results	Are the results cohesive with the rest of the project? Are the results realistic?
15	Evaluation of Project	Are there informal and/or formal evaluation methods being used that are feasible? Do they relate back to the objectives?
10	Budget	Is the budget in the correct format? Is it compatible with the objectives and outreach plan?

Evidence and Data

All projects must apply evidence-based and/or evidence-informed practices and strategies in preventing injuries and deaths. Funded projects do not have to be a specific evidence-based program, but the strategy employed in the proposed activity should be one that has been proven in some way to affect positive change. Two sources for evidence-based/informed strategies include the following:

1. [Healthy People 2030 Evidence-Based Resources](#)
2. [Children’s Safety Network’s “Evidence-based and Evidence-informed Strategies for Child and Adolescent Injury Prevention”](#)
3. [National Council on Aging: An excellent source for Older Adults Falls Prevention resources.](#)
4. [Safe Kids PA or Safe Kids Worldwide for children-specific evidence-based resources](#)



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Projects should also utilize local data when appropriate. In addition to using local hospital data, community needs assessments (relevant to the service area and project application), and other related resources, one possible source for data collection comes from the following:

1. [PA Department of Health's County Injury Profile](#)
2. [EMS call data](#)
3. [PA EDDIE hospitalization and death data](#)
4. [WISQARS \(Web-based Injury Statistics Query and Reporting System\)|Injury Center|CDC](#)

The sources listed above for both evidence-based/informed strategies and for data collection are not comprehensive. Other sources may also be utilized as appropriate.

Timeline

August 23, 2023	Mini Grant Applications are due via online submission
October 2, 2023	All applicants will be notified of the award determination
October 2, 2023 - June 1, 2024	Mini Grant Implementation and Completion
June 1, 2024	Final Reports and Expenditure forms are due
June 15, 2024	Unused funds must be returned to ATSPA office

Please note that all prevention projects and final reports must be completed by June 1, 2024. Final reports will need to be submitted online and will require a final expenditure form, which will be provided to the awarded grant recipients. Any unspent funds must be returned to ATSPA prior to **June 15, 2024**. Member hospitals who are awarded mini grants will receive specific instructions on the final reporting process via email. *Failure to comply with these rules and the timeline listed above may impact future grant award opportunities.*