



American Trauma Society, Pennsylvania Division  
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## **2019-2020 ATSPA Micro Grant Guidelines and Timeline**

### **Guidelines**

Applying for an ATSPA Micro Grant means that you/your organization agree to all terms and guidelines set forth by the ATSPA. All American Trauma Society, Pennsylvania **EMS member groups and member community groups** may apply to implement new projects in trauma prevention education categories. Proposals must comply with all federal and state regulations of current funding grants received by the ATSPA. ATSPA will only review one entry per membership and will only accept the first entry received. The ATSPA Micro Grant Review Committee will review proposals for compliance of the following: grant requirements, feasibility of project, cost-effectiveness, involvement of the community and other organizations, and anticipated project results. The ATSPA will provide multiple grants with a maximum of \$1,000 each.

Please see the application sample and budget form that is available at [www.atspa.org/microgrants](http://www.atspa.org/microgrants). These two documents detail all the information that is requested in the online application. Please use these resources to prepare your application.

ATSPA Micro 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 state of Pennsylvania. If you have any questions regarding what micro grant funds can support, please reach out to Kim Nunemaker ([knunemaker@atspa.org](mailto:knunemaker@atspa.org)).

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](mailto:knunemaker@atspa.org)) for logo formatting and approval.

**Please note that all prevention projects and final reports must be completed by June 1, 2020.** Final reports will need to be submitted online and will require a final expenditure form. Any unspent funds must be returned to ATSPA prior to June 15, 2020. Member groups who are awarded micro grants will receive specific instructions on the final reporting process via email. *Failure to comply with these rules and the timeline listed below may impact future grant award opportunities.*

<b>Micro Grant Timeline</b>	
<i>November 15, 2019</i>	Micro Grant Applications are due via online submission.
<i>December 18, 2019</i>	Awarded Micro Grants applicants will be notified.
<i>December-June 1, 2020</i>	Micro Grant Implementation and Completion.
<i>June 1, 2020</i>	Final Reports and Expenditure forms are due.
<i>June 15, 2020</i>	Any remaining funds from a Micro grant are due back to the ATSPA office.