

# California Area Mini- Grant Guide

The California Area Injury Prevention Program wants to help you submit the very best application possible, so we are sharing our top 10 tips for a successful application and program.

## California Area Office

Carolyn Garcia  
Environmental Health Program  
Director  
PH: 916-930-3981 x336  
Email: [carolyn.garcia2@ihs.gov](mailto:carolyn.garcia2@ihs.gov)

## Escondido District Office

CAPT Brian Lewelling  
District Environmental Health Officer  
PH: 760-735-6891  
Email: [brian.lewelling@ihs.gov](mailto:brian.lewelling@ihs.gov)

## Redding District Office

Rinnah Wyatt  
District Environmental Health Officer  
PH: 530-246-5339 x312  
Email: [rinnah.wyatt@ihs.gov](mailto:rinnah.wyatt@ihs.gov)

## Sacramento District Office

LCDR Tim Shelhamer  
District Environmental Health Officer  
PH: 916-930-3981 x338  
Email: [tim.shelhamer@ihs.gov](mailto:tim.shelhamer@ihs.gov)

## Arcata Field Office

Aaron Alexander  
Field Environmental Health Officer  
PH: 707-822-1688 x207

## Ukiah Field Office

VACANT  
Field Environmental Health Officer  
PH: 916-930-3981 x338  
Email: [tim.shelhamer@ihs.gov](mailto:tim.shelhamer@ihs.gov)

## Clovis Field Office

Alyssa Bernido  
Field Environmental Health Officer  
PH: 559-322-7443  
Email: [alyssa.bernido@ihs.gov](mailto:alyssa.bernido@ihs.gov)

### 1. Keep track of all receipts and purchases

Failure to include receipts with your program reporting form for the helmets, smoke detectors and car seats purchased by your program will result in reduced funding.

### 2. Turn in a completed program reporting form

Programs who do not submit a completed program reporting form will not be eligible for funding during the next funding cycle and reduced funding during the following grant cycle.

### 3. Purchase regular brands items

This means no luxury items such as \$50 bike helmets or \$200 car seats.

### 4. Spend all your money

We want to be sure all the money is going toward injury prevention activities for the current year.

### 5. Become, or partner with, a Child Passenger Safety Technician

Having a certified technician as part of your program will your application's funding level.

### 6. Keep distribution lists, sign-in sheets, and flyers

Failure to include distribution lists with your program reporting form will result in reduced funding on your subsequent applications.

### 7. Document success stories

Did a parent share a story with you about an incident where injuries were prevented using the items purchased through the mini-grant? We want to hear about it!

### 8. Use the provided evaluation tools

Applicants that don't evaluate their injury prevention program/project will be subject to reduced funding.

### 9. Turn in a complete application

Partial information is difficult to score and will result in reduced or no funding.

**10. Ask us for help!** Contact your local Environmental Health Officer to get assistance with your application and more tips for making your injury prevention program successful.