

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

Ms. Carolyn Garcia
DEHS Director
PH: 916-930-3981 x336
Email: carolyn.garcia2@ihs.gov

Escondido District Office

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

Redding District Office

VACANT
District Environmental Health Officer
PH: 530-246-5339 x302
Email: molly.madson@ihs.gov

Sacramento District Office

CDR Tim Shelhamer
District Environmental Health Officer
PH: 916-930-3981 x338

Arcata Field Office

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

Ukiah Field Office

VACANT
Field Environmental Health Officer
PH: 707-462-5314 x103
Email: tim.shelhamer@ihs.gov

Clovis Field Office

Ms. Alyssa Bernido
Field Environmental Health Officer
PH: 559-322-7443
Email: alyssa.bernido@ihs.gov

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

Attach all receipts for the helmets, smoke detectors and car seats to the program reporting form.

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.

3. **Purchase regular brands items**

This means no luxury items such as \$50 bike helmets or \$300 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 increase your points and lead to more funding.

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

We want to see that not only have the items been purchased, but also distributed in the community.

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**

Incorporating program evaluation into your program will increase your funding.

9. **Turn in a completed application**

Partial information is difficult to score and often results in reduced funding.

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