



2018-2019 TWC GRANTS

FIRST IN TEXAS GRANT AWARD PROCESS



FIRST® TECH CHALLENGE

Rookie Grants: \$1,525.00

Veteran Grants: \$525.00



Grant funds **CANNOT** be sent to *FIRST* for direct application to your national registration fee.

YOU MUST PAY THE NATIONAL REGISTRATION FEE OF \$275.00 via the Dashboard, then submit your receipt for reimbursement.

Step 1: SUBMIT YOUR APPLICATION

- Read our Grant FAQs: firstintexas.org/grants/faqs
- TO APPLY: firstintexas.submittable.com/submit
- Create your free Submittable account - make sure to remember your password!



Step 2: APPLICATIONS REVIEWED & AWARD EMAILS SENT

- See the Grant Calendar for Review Dates: firstintexas.org/grants/calendar
- Award Emails sent to the email address associated with your Submittable account

Step 3: ACCEPT THE GRANT

- Click the link in your Award Email to accept the grant



Step 4: COMPLETE THE “TWC FTC Grant Selection” FORM

- Find the link to the “TWC FTC Grant Selection” Form in your Award Email
- Upload a [W-9](#) and the [Eligibility Form](#)
- Provide mailing information for Reimbursement Checks (if applicable)
- Choose how you would like to use your grant funds - options differ for Rookie and Veteran Grants:

Rookie Grants (\$1,525)

Allocation choices include:

- Reimbursement for National Registration: \$275
- Reimbursement OR Direct Credit for Local Event Fees: \$250 maximum
- AndyMark Gift Card
- REV Robotics Store Credit (*must provide a [tax exemption form](#)*)
- Reimbursement for Allowable Expenses from Approved Vendors

Veteran Grants (\$525)

\$275 is automatically reserved to reimburse you for your National Registration Fee.

Choose how you would like to use the \$250 allocated for your Local Event Fees:

- Reimbursement
- Direct Credit to the Local Event Host

If your Local Event Fees are less than \$250, you may submit receipts for reimbursement (must be Allowable Expenses from Approved Vendors)



Step 5: SUBMIT RECEIPTS FOR REIMBURSEMENT

- After your “TWC FTC Grant Selection” form is Accepted, within 24 hours you will receive an Additional Form: “TWC Grant Documents” where you will upload acceptable proofs of payment for reimbursement
- Additional Forms show up as new tabs on each Submission in your Submittable account

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Step 6: RECEIVE YOUR REIMBURSEMENT CHECK / VENDOR CREDIT

- Grant Checks are processed once a month; receipts must be submitted 10 days before a Check Date to be included in that month's Check Run; see Due Dates and Check Dates on our [Calendar](#)
- You may continue submitting receipts via the "TWC Grant Documents" Additional Form throughout the season, until you have reached the maximum amount of your grant funds
- Vendor Credit requests are processed on 1st & 3rd Wednesdays; Vendors will contact you within 2 weeks at the email associated with your Submittable Account with instructions on using the funds



Step 7: UPLOAD VENDOR RECEIPTS (if applicable)

- Return to the "TWC Grant Documents" Additional Form tab on your Submission to upload copies of your Vendor receipts after you make purchases using the Vendor Credit
- You may continue submitting vendor receipts via this Form throughout the season



Step 8: COMPLETE THE END OF SEASON REPORT by MAY 1st 2019

- This Additional Form will be sent to all grant recipients in March 2019
- See what the Report will require at firstintexas.org/team-engagement/

Future grant eligibility is dependent on completion of the End of Season Report!



DEADLINE FOR ALL STEPS: MAY 1ST 2019



LAST DAY to submit Reimbursement Receipts: April 25th 2019

All Vendor Credit MUST be expended by May 1st 2019

Any grant funds not expended or reimbursed by May 1st 2019 will no longer be available for team use, and will be reallocated as decided by *FIRST* in Texas staff.

QUESTIONS?

Email teamgrants@firstintexas.org - include TEAM ID in Subject Line