

**FIRST® ROBOTICS COMPETITION**  
Team Grants: \$1,000.00



Grant Funds will be sent directly to teams, unless team requests that funds go directly to *FIRST* for application to their account.

## **Step 1: SUBMIT YOUR APPLICATION**

- Read our **Grant FAQs**: [firstintexas.org/grants/faqs](http://firstintexas.org/grants/faqs)
- **TO APPLY**: [firstintexas.submittable.com/submit](http://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](http://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 “Grant Payment Information” FORM**

- Within 24 hours of accepting the grant, you will receive an Additional Form: “Grant Payment Information”
- COMPLETE the Additional Form by uploading a [W-9](#) and providing mailing information
- Additional Forms show up as new tabs on each Submission in your Submittable account

## **Step 5: RECEIVE YOUR GRANT CHECK IN THE MAIL**

- Grant Checks are processed once a month; the Additional Form must be completed 10 days before a Check Date to be included in that month’s Check Run; see Due Dates and Check Dates on our [Calendar](#)

## **Step 6: COMPLETE THE END OF SEASON REPORT by MAY 1<sup>st</sup> 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/](http://firstintexas.org/team-engagement/)

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

## **Allowable Expenses**

Teams may use these funds for any team-related expenses, including but not limited to materials and tools, travel and hotels, registration fees, and team uniforms.

## **QUESTIONS?**

**Email [teamgrants@firstintexas.org](mailto:teamgrants@firstintexas.org) - include TEAM ID in Subject Line**