

FIRST® TECH CHALLENGE

Rookie Grants: \$1,000.00

Veteran Grants: \$400.00



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/grant-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: CHOOSE HOW TO USE YOUR FUNDS - Due March 7th

- Once you are awarded the grant, you will see a new Tab pop up on your Application: "GET TWC \$"
- You must complete the "GET TWC \$" form and upload your [TWC Roster](#)
- **Complete this form no later than March 7th to claim your grant. Unclaimed grants will be withdrawn.**
- The form allows you to choose options on how to access / receive your grant funds:

Rookie Grants (\$1,000)

Options Include:

- Reimbursement for National Registration: \$275
- Reimbursement for Local Event Fee(s)
- Direct Payment of Local Event Fee(s)
- Reimbursement for Allowable Expenses from Approved Vendors
- AndyMark Gift Card *
- REV Robotics Store Credit *

**(requires a [tax exemption form](#))*

Veteran Grants (\$400)

Options Include:

- Reimbursement for National Registration: \$275
- Reimbursement for Local Event Fee(s)
- Direct Payment of Local Event Fee(s)
- Reimbursement for Allowable Expenses from Approved Vendors
- AndyMark Gift Card *
- REV Robotics Store Credit *

**(requires a [tax exemption form](#))*



Step 5: SUBMIT RECEIPTS FOR REIMBURSEMENT

- If you choose any of the Reimbursement Options above, submit your receipt(s) via our Reimbursement Request form: <http://bit.ly/twc-reimbursement>

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2020-2021 TWC GRANTS

FIRST IN TEXAS GRANT AWARD PROCESS



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Step 6: RECEIVE YOUR REIMBURSEMENT CHECK / VENDOR CREDIT

- Grant Reimbursement Checks are processed once a month; requests must be submitted and approved in order to be included in a monthly check batch. Find all Check Dates on our [Calendar](#)
- 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
- If you place orders with AndyMark or REV Robotics before receiving their instructions, you may have to cancel and resubmit the order if you wish to use the grant funds

Step 7: UPLOAD VENDOR RECEIPTS (if applicable)

- If you choose one or both of the Vendor Credit options, you will see a new Tab pop up on your application (“AM RECEIPTS” and/or “REV RECEIPTS”)
- Upload your receipt(s) to these form(s) showing that your grant credit was used with the Vendor

Step 8: COMPLETE THE END OF SEASON REPORT by MAY 2, 2021

- The End of Season Report form will be sent to all grant recipients in March 2021 and posted on our website
- 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 2, 2021



LAST DAY to submit Reimbursement Requests: April 25, 2021

All Vendor Credit MUST be expended by May 2, 2021

Any grant funds not expended or reimbursed by May 2, 2021 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