



TTAP Microfunding Application Guidelines

Program Goals

The long-term success of Tech Trek as a STEM program depends on its lasting impact on alums and protecting the investments already made by our members and donors. Strengthening existing Tech Trek Alum Group (TTAG) programs, creating new ones, and supporting broader alum initiatives (e.g., the Tech Trek Alum Community, TTAC) are top priorities for the AAUW California Tech Trek committee and the Tech Trek Alum Zone (TTAZ) workgroup.

The mission of TTAZ is to build a strong statewide network of California branches and groups with Tech Trek alum programs, enabling them to share resources and best practices. This collaboration fosters deeper engagement and lasting connections with Tech Trek alums, including potential membership and volunteer support.

To advance this mission, AAUW California Tech Trek is introducing a microfunding program to support these alum initiatives called Tech Trek Alum Program (TTAP) Microfunding. The following section outlines the application process and appropriate uses of this funding.

Eligibility Criteria & Available Funding

- The branch or group must have or be launching a new Tech Trek alum program.
- Proposed events and/or projects should be funded and completed by June 30, but an extension with just cause would be allowed.
- Funding requests may be up to a maximum of \$500, although higher amounts for projects such as regional events may be considered. Examples are:
 - General Administrative Costs: e.g., Zoom, emailing or postal services, registration systems, banners, SWAG, signage, etc.
 - Event or Program fees: e.g., museum, field trips to businesses, supplies for a booth at a science fair, TTAG recruitment party, etc.
- Some non-eligible expenses are: salaries, donations to other organizations, and alcohol.

Application Process & Timeline

- To apply, please complete the [TTAP Microfunding Application HERE](#).
- Microfunding applications will be reviewed on a rolling basis. Application reviews will occur quarterly—after September 30, December 31, and March 31. Applications received between April and July will be considered the following fiscal year. Funds will be awarded until depleted.
- Applications will be evaluated on their timeline, budget, feasibility, and potential outcomes and impact.
- Reviewers will be selected from AAUW members with extensive knowledge of Tech Trek and TTAG programs and alums from the TTAC Advisory Board. A rubric will be used to evaluate applications.
- Award notification will occur via email within two weeks after the end of each quarter.



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Funding Guidelines/Process

- Funds will be allocated to the group(s), not individuals, although payment may be made to either.
- Funds will be disbursed following submission of a voucher request with receipts of eligible expenses.
- Payments may be made to an individual, group, or branch. The applicant, group president(s), and treasurer(s) will be notified if their branch receives microfunding.
 - All payments to branches will be recorded as a donation and earmarked for TTAG.
 - Multi-Branch Projects – Must designate a primary branch applicant to coordinate receipt and management of funds.
- Funds must be spent by the end of the AAUW California fiscal year. Funds that are not used by the deadline will be returned to the fund.
- Funds will be disbursed in full after the final project report is submitted.

Reporting Requirements

- **Final Report Deadline** – Submit a completed report to techtrek-ttap@aauw-ca.org within **30 days** after the event/project ends.
- **Interim Report** – Required for advances or extensive projects longer than 6 months.
- **Report Content** – A link to the form will be provided in the award notification to detail:
 - Actual expenses
 - Event/project highlights
 - Success metrics (e.g., attendance numbers, survey results)
 - Photos, videos, or other materials for sharing with other branches and programs.
- **Volunteer Reimbursements** – Volunteers must submit expense reports online to receive reimbursement from the microfunds. Details and link will be provided in the award notification.
- **Receipts** – Receipts are required for all expenses.
- **Media Sharing** – AAUW CA is the Owner of all Tech Trek California intellectual property. They provide guidelines for and maintain several Tech Trek public-facing resources for all branches in California. Websites, Google drive folders, and all media and minor permission assets must be shared with AAUW California as directed. Therefore, groups receiving microfunds must make all photos, videos, collateral, and other materials available to TTAZ and AAUW California for program promotion and fundraising.

Contact Person / Email: Please send any questions to:
techtrek-ttap@aauw-ca.org