



Frequently Asked Questions for TTAP Microfunding

Q. What are the goals of the TTAP (Tech Trek Alum Program) Microfunding Grant?

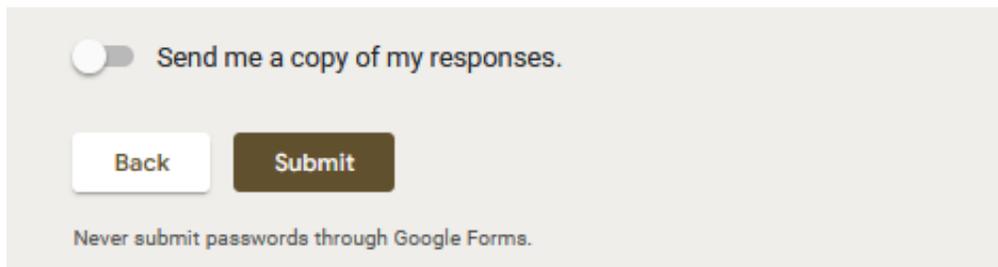
- Encourage and support the launch of branch-level Tech Trek alum initiatives.
- Strengthen and assist the expansion of established Tech Trek Alum Groups (TTAG) and state-level Tech Trek Alum Community (TTAC) in their activities.
- Support all alum-focused programs and activities, including STEM, leadership skill development, education, and networking.
- Collect, document, and share best practices across programs.

Q. What do I need to do to apply for Microfunding?

1. Read the [Microfunding Guidelines](#).
2. Plan the project you want to propose.
3. Submit your application using the [TTAP Microfunding Request Form](#).
4. The TTAP selection committee will review your application.
5. Award notifications are sent two weeks after the end of each quarter.

Q. What is critical to know before submitting the TTAP Microfunding Request?

- Before submitting the Google Form, **make sure to select “Send me a copy of my responses”** at the very end of the form. You will receive an email copy of your submission and, importantly, a **link back to the form** in case you need to make edits later.



Q. What are the eligibility criteria?

- The branch must be in the process of launching or enhancing a Tech Trek alum initiative during the current fiscal year (ending June 30).
- Funding requests may be up to \$500; larger amounts may be considered for broader projects such as collaboration or regional events.
- Funds must be spent and the event/project completed before June 30.
- The branch or TTAC microfunding project must include at least one adult advisor and at least one Tech Trek alum.



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Q. What are the non-eligible expenses?

- Non-eligible expenses include salaries, consulting fees, donations to other organizations, and alcohol. If you're unsure whether something qualifies, please contact the TTAP Committee at techtrek-ttap@aauw-ca.org

Q. Who do I contact with questions about the application?

- Please email techtrek-ttap@aauw-ca.org

Q. Do you have examples of what previous Microfunding applicants requested?

- This is a new program and we don't yet have examples from prior applicants. Please refer to the [Microfunding Guidelines](#) for sample project ideas. You can also find additional activity suggestions in the [TTAG Toolkit](#)—see page 10 under *Program Ideas*.

Q. Can I just request \$500 to start a TTAG Group?

- No. A \$500 request should be specific and tied to a project or event. Your application should include itemized cost details. For example:
 - Transportation for 10 students at \$10 each, plus 4 advisors at \$15 each, to attend Science Fair and Planetarium field trips at ___ (location) on ___ (date): **\$160**
 - Food for 20 people for 4 events per year at \$50 per event: **\$200**
 - Three Arduino kits (to be used in the Science Fair event) at \$40 each: **\$120**
 - **Total: \$480**, leaving a small buffer in case additional students participate.

Q. How is transportation handled for events such as museum visits or other field trips?

- Transportation can be arranged in several ways: bus rentals, AAUW member or parent drivers, or public transportation such as trains, buses, and ferries. In all cases, parental permission is required for any minor traveling under AAUW arrangements. A sample form can be found in the [TTAG Toolkit](#) (page 32).
- Please note: the Media Release and Permission & General Release forms are required **only** for non-Tech Trek participants in Tech Trek-sponsored activities. Tech Trek parents have already signed these forms when applying to camp, and they remain valid until the participant turns 18. After age 18, parental permission is no longer required.



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Q. TTAG girls have suggested activities like Sky Zone or a hike with snacks. Can we submit these?

- Yes, these activities are acceptable. Including a STEM component—such as identifying plants during a hike—can strengthen your application, but STEM does not need to be the primary focus. Social events are also an important part of TTAG programming. Activities that help alums develop leadership, planning, and communication skills provide valuable lifelong benefits.

Q: What is the Microfunding Grant Application, Award Decision and Reporting Timeline?

TTAG Microfunding — Application, Award, and Completion Timeline

| Application Quarter | Application Period | Approximate Decision Date | Project Completion & Final Reporting Deadline |
|---------------------|-------------------------|---------------------------|---|
| Q1 (FY1) | July 1 – September 30 | October 14 (FY1 Q2) | June 30 (FY1 Q4) |
| Q2 (FY1) | October 1 – December 31 | January 14 (FY1 Q3) | June 30 (FY1 Q4) |
| Q3 (FY1) | January 1 – March 31 | April 14 (FY1 Q4) | June 30 (FY1 Q4) |
| Q4 (FY1) | April 1 – June 30 | July 14 (FY2 Q1) | June 30 (FY2 Q4) |

- **Footnote:**
*The AAUW fiscal year runs from **July 1 through June 30**. “FY1” refers to the fiscal year in which the application is submitted. “FY2” refers to the subsequent fiscal year.*
- Applications are reviewed on a **quarterly basis**.
- Grant decisions are made approximately **two weeks following the close of the application quarter**.
- Approved projects begin in the **quarter immediately following** application submission.
- A Microfunding Application submitted during **Q4 (e.g., April 1–June 30, 2026)** will be awarded at the start of the next fiscal year and must be completed by the end of that fiscal year (**e.g., June 30, 2027**.)



Frequently Asked Questions for TTAP Microfunding

Q. Can a branch receive more than one Microfunding Grant per year?

- Yes. A branch may receive multiple grants per year. However, you can only apply for one project grant per quarter. We expect the first project to be completed before a second grant is awarded.

Q. If the application is not accepted, can I reapply?

- If your request was not approved in a previous quarter, please review the comments provided in your application review outcome letter. When you reapply, be sure to incorporate your responses into your updated application. Each quarter, all newly submitted applications are reviewed with a fresh evaluation.

Q. What do I need to submit upon project completion to receive the funds?

- Within 30 days of project completion, you must:
 - First bundle all receipts for a given type of expense together (e.g., all food receipts).
 - Submit all receipts with the [Tech Trek California Expense Reimbursement Request Form](#).
 - Note the total amount on the Expense Reimbursement Request Form to use in the TTAP Microfunding Report Form.
 - Then complete the [TTAP Microfunding Report Form](#) using the Final Report Section.

Q. Is it possible to receive funds before the project is completed?

- Early project payments may be allowed, especially for long-term projects with significant upfront costs. The following two documents must be submitted:
 - [Tech Trek California Expense Reimbursement Request Form](#) to request payment.
 - The Interim Report Section of the [TTAP Microfunding Report Form](#) to update the TTAP Microfunding Committee about your progress.
- For projects involving only short-term planning and minor expenses, we recommend waiting until the project is complete and submitting all required forms and receipts at that time.



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Q. Can a Microfunding Grant be used for expenses incurred before the grant is approved?

- Yes, retroactive expenses are allowed for the current fiscal year (between July 1 and June 30) and must be a budget item in the submitted TTAP Microfunding Request Form.

Q. What happens if we don't complete the project?

- If your project cannot be completed by June 30, you must request an extension by emailing techtrek-ttap@aauw-ca.org. If appropriate, an extension into the next fiscal year may be granted. The extension request must include:
 - An explanation of why the project could not be completed as scheduled
 - A revised project timeline
- The revised timeline is subject to approval by the committee.

Q. What happens if we don't spend all the microfunding?

- TTAP Microfunding is a **reimbursable grant**, so you will only be reimbursed for expenses actually incurred.

Q. What are examples of collaboration?

- Examples of collaboration include, but are not limited to:
 - Other AAUW branches or TTAC
 - Local Society of Women Engineers (SWE)
 - County Office of Education
 - Community College
 - Organizations providing speakers and volunteers
 - Local service organizations

Important Links

[TTAG Toolkit](#)

[Microfunding Guidelines](#)

[TTAP Microfunding Request Form](#)

[Tech Trek California Expense Reimbursement Request Form](#)

[TTAP Microfunding Report Google Form](#)



Frequently Asked Questions for TTAP Microfunding

Life After Tech Trek can be found by scrolling down the [Tech Trek web site](#)

Please send **additional questions** regarding the Microfunding Grants to techtrek-ttap@aauw-ca.org