



## 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. Strengthening existing Tech Trek Alum Group (TTAG) programs, creating new opportunities at the branch level, 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 TTAG programs, which enables them to share resources and best practices. This collaboration fosters deeper engagement and lasting AAUW connections with Tech Trek alums, including possible membership in the future.

To advance this mission, AAUW California Tech Trek has established Tech Trek Alum Program (TTAP) microfunding to help branches and alum groups launch or grow their initiatives. 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 in the AAUW fiscal year (July 1 - June 30) as the microfunding request.
- Collaborative projects and projects that receive additional funding from other sources are eligible and encouraged.
- 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 submitted for a maximum of \$500; however, higher amounts may be considered for larger projects that include collaborations and regional branch events. Examples include, but are not limited to, the following:
  - General Administrative Costs: e.g., Zoom, emailing or postal services, registration systems, banners, flyers, signage, SWAG, etc.
  - Event or Program fees: e.g., field trips to museums, businesses, college campuses; transportation; supplies for a booth at a science fair and hands on activities; venue rentals; TTAG recruitment party food and decorations, etc.
  - Stipends to Tech Trek Alums as needed for the project
- Some non-eligible expenses are: salaries, consulting fees, donations to other organizations, and alcohol.

### Application Process & Timeline

- To apply, please complete the [TTAP Microfunding Application HERE](#).



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### TTAG Microfunding — Application, Award, and Completion Timeline

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

- **Footnotes:**

- *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**.)*
- More than one microfunding submission per FY and per Applicant will be accepted.
- Applications will be evaluated on their timeline, budget, feasibility, and potential outcomes and impact.
- Reviewers will be selected from AAUW members and the TTAC Advisory Board with extensive knowledge of Tech Trek and TTAG programs, drawn from branches not included in the applicant pool.
- Award notification will occur via email within two weeks after the end of each quarter.

### Funding Guidelines/Process

- Funds will be allocated to the group(s), not individuals, although payment may be made to either.



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- 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.
  - Multibranch Projects – Must designate a primary branch applicant to coordinate receipt and management of funds.
- Funds will be disbursed in full after the final project report ([TTAP Microfunding Report Form](#) using the Final Report Section) is submitted together with the [Tech Trek California Expense Reimbursement Request Form](#) and all receipts of eligible expenses.
- Funds may be disbursed in part, especially for long-term projects, following submission of an expense request [Tech Trek California Expense Reimbursement Request Form](#) with receipts of eligible expenses together with the [TTAP Microfunding Report Form](#) using the Interim Report Section.
- Funds must be spent by the end of the AAUW California FY. Funds that are not used by the deadline will be returned to the fund unless an extension with just cause is allowed by the TTAP Microfunding Committee.

### Reporting Requirements

- A **Final Report** must be submitted within **30 days** after the event/project is completed, using [TTAP Microfunding Report Form](#), Final Report Section
- An **Interim Report** will be required for advances or extensive projects longer than 6 months, using [TTAP Microfunding Report Form](#), Interim Report Section
- **Report Content** – The provided form will request:
  - Actual expense report
  - Event/project highlights
  - Success metrics (e.g., attendance numbers, survey results)
  - Photos, videos, or other materials for possible sharing with other branches and programs.
- **Receipts** – Receipts are required for all expenses included on the [Tech Trek California Expense Reimbursement Request Form](#)
- **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.

**For any questions and concerns, please consult the [FAQ](#) or Contact us at [techtrek-ttap@aauw-ca.org](mailto:techtrek-ttap@aauw-ca.org)**