

FIRST in Michigan

2018-2019 Upper Elementary School FLL Grants and Application Procedures

[*FIRST* in Michigan Progression of Programs Overview - single page](#) (link)

Participation in a *FIRST* in Michigan official qualifying event in the 2018-2019 season is a requirement for teams accepting *FIRST*, *FIRST* in Michigan, MDE State, and/or sponsor specific grants.

Grants:

➤ [FIRST in Michigan FLL Rookie Team Grant \(reimbursement style grant\) - OPEN](#)

➤ [Michigan Dept. of Education \(MDE\) FIRST Robotics State Grant - OPEN.](#)

➤ [Ford Motor Co. Employee Mentored Team Grant - Closes Sept. 30](#)

➤ *FIRST* in Michigan FLL Rookie Team Grant (reimbursement style grant) - OPEN

**FIRST* in Michigan FLL Team Grants cannot be remit to individuals. The purchaser listed on the team's uploaded LEGO order confirmation must match the payee name listed on the grant application

ROOKIE TEAM GRANT

The intent of the FiM FLL Rookie Team grant is to provide one time funding to a school or youth enrichment 501c3 organization to establish a new upper elementary school team (which includes a team number and Kit of Parts) that is then "owned" by the team's affiliated entity (school/501c3) for reuse year to year. The MDE FIRST Robotics State grant further solidifies the relationship between team and school. Team members and coaches may move through the program but the team number/Kit of Parts stays with the affiliated entity. Work with your team's affiliated organization as to the usage terms of the Kit of Parts and the replacement policy on consumed/damaged/lost parts.

This grant is made possible by the generous support of our *FIRST* in Michigan FLL Rookie Team Grant sponsors:

- General Motors
- FCA

Please recognize these grant sponsors (team shirts, pit bling, etc.) and make your team aware of their gift. Sponsors often serve as volunteers at events and will be visiting the teams that accept their funding. Logos are available for download on the *FIRST* in Michigan site: <http://www.firstinmichigan.org/ftc/downloads.php>.

Teams are responsible for following the *FIRST* in Michigan FLL grant instructions, parameters and requirements listed below. Especially key to note is **Section 1.B.2** regarding multiple teams from one school/organization. Any questions, please email michiganfll@gmail.com.

The grant form link is at the end of this section - please read the instructions/parameters/requirements before filling out the form.

MUST READ! *FIRST* in Michigan FLL Grant Instructions, Parameters, Requirements:

I. WHO MAY APPLY:

- A. *FIRST* in Michigan aligned upper elementary school FLL team **comprised entirely of 4th and 5th graders (and 6th graders in a K-6 elementary) only**. Elementary grade designation is as defined by the local school district where the team is located. If you have a question about eligible grades in your school, email michiganfll@gmail.com before registering your team for clarification.
- B. Teams must be affiliated with and recognized by an entity such as a school (public or private) or a youth enrichment 501c3 type of organization (scouts, 4-H, etc.) that agrees to serve as the team's fiscal partner and owner of the team number/kit of parts. The intent is to have teams affiliated with a sustainable entity for ongoing team support and to keep the reusable team number and kit of parts "in play" year to year. The "Payee" name for the reimbursement check should be the team's fiscal partner (school, 501c3 organization). Grant checks cannot be remit to individuals. Payment to an individual results in the grant being considered taxable income to the person receiving the funds which is not the sponsor's intent.
- C. Multiple teams from one school/organization:
 1. If your school/organization did not participate in the past, each of the teams you register this season may apply for a grant.
 2. If your school/organization participated in FLL in the past, and the number of registered teams from your school/organization this season will exceed the highest number of teams registered in past seasons - the **additional incremental teams** may each apply for a grant.
 - a) EXAMPLE: School/organization with 1 existing team which re-registers for 2018-19 season, 2 rookie (new) teams in that school/organization register for 2018-19 season, making 3 total. The two new teams may apply for the rookie grants.
 - b) EXAMPLE: School/organization with 1 existing team which does not re-register for 2018-19 season, 1 rookie (new) team in that school/organization registers for 2018-19 season. The new team is not eligible for the rookie grants.
 3. School/organization with an existing FLL team which does not re-register for the 2018-19 season and a "Jumpstart" team (registered after 2/1/18 but before 4/1/18) that accepted grant funds, the spring team must return the kit of parts to *FIRST* in Michigan or refund the grant funds.

II. WHEN TO APPLY:

- A. All of the following must have occurred before a grant form can be submitted:
 1. The team is registered for the 2018-2019 season on the *FIRST* website:
<http://www.firstinspires.org/>
 2. Two Lead Coach/Mentors have been identified and are working towards completing the team profile, electronically signing *FIRST* & *FIRST* in Michigan Consent/Release forms, and completing the background screening process (YPP)
 3. Rookies:
 - a) The team has a permanent team number. Applications with temporary team numbers will not be processed.
 4. The team's fiscal partner has completed the purchase of the FLL Kit of Parts through the FLL Storefront (or if completed before August 1, through the LEGO Education site). Note that the payee name entered on the grant form must match the purchaser name on the submitted Purchase Confirmation.
 - a) The FiM FLL Team Grant is a reimbursement-style grant. If it presents a hardship to the team's affiliate to front the money, email michiganfll@gmail.com to work out an alternative arrangement.
 5. Teams must upload their Proof of Purchase confirmation as part of the grant application submission.
 - a) Downloading Purchase Confirmation
 - (1) [before August 1] The Purchase Confirmation can be downloaded from the LEGO Education site. Or, create a pdf from the emailed confirmation sent to the individual that executed the initial kit of parts purchase on behalf of the team.
 - (2) [after August 1] The Purchase Confirmation can be downloaded from the FLL

Storefront after the team completes their Kit of Part purchase (do not send the quote version nor screenshots). Or, create a pdf from the emailed confirmation sent to the individual that executed the initial kit of parts purchase on behalf of the team.

- b) If the purchaser pays by PO, the PO payment confirmation must also be provided as part of the file upload showing the PO paid in full.
 - c) Have document(s) in pdf format for uploading. **File naming convention:**
FiMGrant_FLL+<Team Number>. Example: FiMGrant_FLL88888.
6. Please have the following information ready to share: Ensure that the information in these fields is input accurately and conforms to formats accepted by mailing/shipping services. FIRST in MI will not verify this information. Any inaccuracies could result in delays or lost checks/equipment.
- a) Payee name for reimbursement check (team's fiscal partner, cannot be an individual)
 - b) Mailing Name (max 40 characters; i.e. school/organization)
 - c) Mailing Address 1 (max 40 characters)
 - d) Mailing Address 2 (if needed, max 40 characters)
 - e) Mailing City (max 25 characters)
 - f) Mailing State (max 2 characters i.e. MI)
 - g) Mailing Zip (xxxxx or xxxxx-xxxx format)
 - h) ATTN First Name (optional; max 25 characters)
 - i) ATTN Last Name (optional; max 25 characters)

III. TERMS OF THE GRANT:

- A. Team that receive a grant are required to build a robot from the kit of parts and participate in at least one official *FIRST* in Michigan FLL competition during the 2018-2019 season.
- B. Grants are restricted for use in support of the receiving *FIRST* in Michigan Middle School FLL team and their current FLL season related expenses. Teams must keep record of how grant funds are used and be able to provide proof of fund usage upon request.
- C. Grant recipients agree to recognize sponsor(s) support and agree to provide photos and stories of their season upon request.
- D. Reimbursement award amount could be adjusted lower based on the team's submitted proof of purchase confirmation/receipt. Purchasing significantly less equipment than recommended or not providing required receipts could result in a lesser award or a declined grant.
- E. Rookie Team Grant: Payout amount will cover the team's submitted initial Kit of Parts purchase confirmation (via LEGO Education or the FLL Storefront) and Registration, amount not to exceed \$1,300.
- F. The FLL Kit of Parts, made possible through the grant, is reusable year to year. The FLL Kit of Parts and corresponding FLL Team Number are the property of the team's affiliated school or 501c3 organization. Please work with your team's affiliated organization as to the usage terms of this property and the replacement policy on consumed/damaged/lost parts.
- G. Teams and their affiliates that accept these grant funds agree to sustain the team for at least 3 seasons.
- H. As grants are limited in number and the FLL Kit of Parts is reusable year to year - *FIRST* in Michigan FLL retains the right to request a team's sustainability plan prior to approval.
- I. If the team accepts a grant award and fails to comply with the terms and requirements of the grant, the team must return all equipment purchased with the grant to *FIRST* in Michigan or reimburse *FIRST* in Michigan for the full amount of received grants.

IV. TIMING:

- A. Teams approved for grants will receive the funds when team registration is verified and kit of parts proof of purchase is received. Grant applications will be reviewed on a monthly basis.

V. ACCEPTANCE OF TERMS:

- A. By submitting the grant form, the FLL team and their affiliate (henceforth referred to as "they") understand that they are required to build a robot from the kit of parts and compete in an official *FIRST* in Michigan FLL event in the 2018-19 season. They understand that the FLL Team Number and FLL Kit of Parts is reusable year to year and they agree to sustain the team for at least 3 seasons. They understand that if they do not comply with these requirements, the kit of parts will have to be returned to *FIRST* in Michigan or the team/affiliate invoiced for the value of the grants.

VI. TO APPLY:

- A. Apply for *FIRST* in Michigan FLL rookie team grants at this link:

[FIRST in Michigan FLL Grant Application.](#)

➤ **Michigan Dept. of Education (MDE) FIRST Robotics State Grant - Open**

FIRST in Michigan upper elementary school FLL teams affiliated with a MDE recognized (public or private) school/charter/academy are eligible for a rookie team grant of \$450 or a veteran team grant of \$200 and coach stipend of \$1,000. Payout is made incrementally as part of the school's monthly state aid payout. The grant is available for application on the MDE's MEGS+ system which is accessible by the Level 5 employee (usually someone in finance) for the school or district.

Teams applying for this grant must show their school affiliation on their Team Profile. The Team Profile can be edited via the team's Dashboard accessible from the *FIRST* Account of the Lead Coach/Mentor 1 & 2.

What information to share with your Level 5:

- **FIRST Program:** Our program is FIRST Tech Challenge (FLL).
- **FIRST Team Number:** Please make sure it's accurate.
- **Team Name:** If you don't have a team name yet, just make one up (ex. "XYZ School team 1"). Don't let this part hold up the application.
- **School Building:** Team's affiliated school.
- **Coach Name, email, phone number**
- **Grant website:** <http://www.techplan.org/rdi/>
- **Grant FAQs:** http://www.techplan.org/downloads/pdfs/2017-18_mde_first_robotics_faqs_1.pdf. These are really helpful.
- **Other resources on the grant site:** Step-by-step application guide, Spending Plan template, etc.

[Step-by-Step Instructions on registering a team and applying for the MDE grant.](#) (link).

Participation in a sanctioned *FIRST* in Michigan FLL event in the 2018-19 season is a requirement of teams that receive the MDE *FIRST* Robotics grant award.

The MDE *FIRST* Robotics grant has FLL Jr, FTC, and FRC award and coach stipend components in addition to the FLL awards/coach stipends. Teams must be aligned with the Michigan *FIRST* Progression of Programs (FLL Jr.: K-3; FLL: Upper Elementary; FTC:Middle School; FRC:High School) and formed out of MDE recognized (public or private) schools, charters, and academies to be eligible.

➤ **Ford Motor Co. Employee Mentored Team Grant - Closes Sept. 30**

FIRST® teams (Jr.FLL/FLL/FTC/FRC) with a Ford Motor Co. employee mentor can apply for a Ford FIRST Robotics team grant. The grant amount for FLL teams that meet the criteria is \$300.

Please note:

- Only one person per team should apply.
- If you are a returning team, you will need the email and password that you used during last year's application process. If you have forgotten the password there is a link to have it reset.
- Team must have a Ford Motor Co. employee as an active mentor for the team.

- [FAQs](#) on the grants.

Instructions for applying for returning teams:

1. The process is all on-line. Go to: <http://www.stem.ford.com/STEM/RoboticsOverview>
2. Click on the link at the bottom of the page that either says, "Learn more about Ford support for FRC® program" or "Learn more about Ford support for Jr.FLL®, FLL® and FTC® programs."
3. Click "Submit your preliminary request for FIRST® FRC® team support" or "Submit your preliminary request for team support."
4. At this page, click on "Already a user? > [Login here](#)" **Use the email and password that you used during last year's application process.**
5. This will begin a short process in which you fill out the preliminary application.

Instructions for applying for new teams:

1. The process is all on-line. Go to: <http://www.stem.ford.com/STEM/RoboticsOverview>
2. Click on the link at the bottom of the page that either says, "Learn more about Ford support for FRC® program" or "Learn more about Ford support for Jr.FLL®, FLL® and FTC® programs."
3. Click "Submit your preliminary request for FIRST® FRC® team support" or "Submit your preliminary request for team support."
4. At this page, begin to fill out the preliminary application.

The "Remit to" information for the grant is captured under the "FIRST School" name/address areas of the form. Use the team's fiscal partner information (school or 501c3 organization) in these input areas. The school name/affiliated org. should be included in the "Affiliation" area. Grant checks cannot be made out to an individual.
