



WPI FRC Regional Planning Committee
Robotics Resource Center – Higgins Lab
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January 30, 2010

Greetings FRC Team #358,

Thank you for taking the time to submit an application for the WPI Regional Travel Grant Program. We appreciate the opportunity to consider your team. Although we are unable to provide teams with all their requested funds, we know teams understand that every little bit makes a difference. The WPI Regional Planning Committee hopes you are able to utilize these funds to offset costs, attend an additional off-season tournament, or do something special for your team members.

Each team's need was evaluated based on the information provided in the required portion of the grant application. Teams were then placed in four tiers based on this need to determine the percentage of their need they would receive, up to a certain maximum amount associated with that tier.

Based on your application, the WPI Regional Planning Committee assigned your team to tier #3 and is awarding your team \$250 towards their travel, contingent upon arrival at and participation in the event.

In order for your team to receive these funds, you **MUST** do the following:

- Submit via mail or email a W-9 for your school or sponsoring organization (same as is required by FIRST) by 26 February. **The check will be made payable to the organization on the W-9.**
- Submit via mail or email a completed invoice for the amount listed in this letter by 26 February. You may use the sample invoice also attached to the notification email or your own.
- Arrive at the event with proof of your travel expenses. This may include items such as receipts, invoices from hotels & rental companies, gas & tolls receipts, etc. Teams who cannot show proof of travel expenses will not be able to take their check from the event.

If you have any questions or concerns, please contact us by emailing wpirobotics@wpi.edu or calling 508-831-6750.

Sincerely,

Colleen Shaver – WPI Regional Planning Committee Chair
& the entire WPI Regional Planning Committee