IEEE APS Special Projects Request Form

Special-Purpose Funding
A special-purpose fund also exists for the intention of supporting special Chapter projects that are not ordinarily covered by the annual funding. Examples might include the organization of a local workshop or conference that benefits Chapter members, a special field trip, a Chapter-oriented research project, etc. Special-purpose funding is limited to **$1000 per Chapter annually**, and is available on a first-come, first-served basis. A Chapter Officer can request Special-Purpose funding by completing and submitting a “Special-Purpose Application Form” to the Chapter Activities Coordinator at least two months before the event. This form is posted on the AP-S Chapter’s web page; the form can also be requested from the Chapters Activities Coordinator. Awards are prioritized based on the value of the project to the AP-S Chapter and the AP-S Society. If approved, the Chapter Activities Coordinator will forward the request to the AP-S Treasurer who will then issue funds in the manner requested by the Chapter (i.e, check, wire transfer, concentration account, etc.).

For even larger projects, Chapters may submit proposals directly to the AP-S AdCom for support of up to $5000 at least three months before the project takes place. The proposals should contain, at a minimum, a detailed description of the project and a budget. Upon recommendation of the Treasurer and the Chapter Activities Coordinator, the request will be submitted to AP-S AdCom for consideration. A ballot will be conducted, if required, for timely action.

It is required that proper acknowledgement of AP Society’s financial support should be made during the event and a brief report of 1-2 pages should be submitted to Chapter Activities Coordinator within two months after the special project.

Revised November 26, 2012.

Special-Purpose Application Instructions

1. Prior to requesting any funds, be sure that your chapter’s final report has been filed for the previous year. No funds are released until a final report is received.
2. Enter the requested information below. There is no need to submit a “long” proposal or justification. A one-page application is desired, but use additional pages, if needed.
3. Indicate the manner by which the funds should be sent to your chapter:
   a. If the check is to be made payable to the chapter chair and the chair is a US citizen, then the chair should fill out a W9 form and return it, along with the chair’s complete mailing address, to the Chapter Activities Coordinator.
   b. If the check is to be made payable to the chapter chair and the chair is a Non-US citizen, then the chair should fill out a W8 form and return it, along with the chair’s complete mailing address, to the Chapter Activities Coordinator.
c. If the check is to be made payable to the Chapter, please enter a complete mailing address for the recipient.

d. If funds are to be transferred by electronic means to the chapter (the preferred method for many non-US chapters), then enter the complete wire transfer information (e.g., Bank, account number, etc.)

e. If the funds are to be placed in a concentration account, enter the concentration account information.

4. E-mail this form to the Chapter Activities Coordinator.
Special-Purpose Application

1. Has a Final Report been submitted to the AP-S Chapter Activities Coordinator (Yes/No)?

2. Chapter Classification (“AP-S Only” or “Joint”):
   a. If “Joint” list partnering societies:

3. Requested Amount:

4. Other Sources of Support (list amount and organization):
   a. Section Support:-------------
   b. Industrial:-------------
   c. Other:

5. Briefly describe the intended use of the funds:

6. Briefly describe how these funds will benefit the AP-S members:

7. Budget:

8. Fund Transfer Information (i.e., check, wire transfer, concentration account, etc.). Provide names, addresses, account numbers, bank information, etc., as applicable to the nature by which the funds are to be transferred.