



2024 AP-S Special Projects Request Form

Special-Purpose Funding

A special-purpose fund also exists to support special Chapter projects not ordinarily covered by the annual funding. Examples might include organizing a local workshop or conference that benefits Chapter members, a field trip, a Chapter-oriented research project, etc. Special-purpose financing is limited to a maximum of \$1000 for independent AP-S Chapter and a maximum of \$500 for joint Chapters. It 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 AP-S CAC (Chapter Activity Committee). This “Special-Purpose Application Form” is posted on the AP-S Chapter’s web page and can be downloaded; the filled form should be sent to the CAC Chair. If approved, the CAC chair will forward the request to the AP-S Treasurer, who will then issue funds as requested by the Chapter (i.e., check, wire transfer, concentration account, etc.).

For even larger projects (AP-S-sponsored workshops and technical events for 2-3 days of activities, targeting membership engagement, recruitment of new members, and formation of new chapters), chapters may submit proposals to CAC, which are limited to a maximum of \$3000, under special case \$5000. The proposals should contain a detailed description of the project and a budget.

Special-Purpose Application Instructions

1. If you are planning to request Chapter annual rebate funds from the Antennas and Propagation Society's Chapter budget, please file the Chapter’s Annual Report for the previous year.
 - 2.
 3. There is no need to submit a “long” proposal or justification. A one-page application is desired, but use additional pages if needed.
 4. Indicate how the funds should be sent to your chapter:
 - a. The preferred method of funds transfer by electronic means is through the IEEE Section Concentration Bank Account. Please enter the Concentration Bank Account information:
 - b. 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., Chapter Bank, account number, etc.),
 - c. If the check is to be made payable to the AP-S Chapter Bank Account, please enter complete details and mailing address.
- Note:** IEEE stopped transferring funds to the private bank account opened in the name of Chapter officers.
5. E-mail this form to the Chair of the CAC (Chapter Activity Committee), Email: akpoddar@ieee.org



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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:

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.

Concentration Banking Transfer

Concentration Banking Account Name:

Account Number (also known as HOP number):

Wire Transfer

Bank Account name (please be exact):

Bank Name:

Bank Address:

SWIFT Code:

Bank Account #

IBAN # (if applicable)

Special Instructions (include intermediary banks if applicable):

ACH Transfer

Bank Account name (please be exact):

Bank Name:

Bank Address:

ABA #

Bank Account #

Special Instructions (if applicable):