



## **2025 IEEE AP-S Annual Chapter Support Request Form**

**Submission due date: April 01, 2025**

The Antennas and Propagation Society offers funding to assist individual Chapters with legitimate expenses that exceed the financial support provided by their local IEEE Section. Eligible expenses must be directly related to AP-S activities, including costs for food and beverages, printing and mailing, and extraordinary travel expenses for speakers. Prior approval from the CAC (Chapter Activity Committee) Chair is required for speakers' travel and hotel accommodation expenses. The maximum funding available to a Chapter each year varies depending on whether it is exclusively affiliated with AP-S or a joint Chapter with other Societies. Chapters solely affiliated with AP-S can receive up to \$1,300, contingent on the number of technical events organized in the previous year and the growth of AP-S membership. Conversely, joint Chapters with multiple Society affiliations are eligible for a maximum of \$650, based on the number of technical events held and the growth of AP-S memberships.

Before seeking support from AP-S, a Chapter Officer should coordinate with their local IEEE Section Chair and Local Section Treasurer to explore the financial support options available through IEEE MGA. If the required funds exceed what the Section can provide, the Chapter Officer may request additional funding from the AP-S CAC (Chapter Activity Committee) budget by completing and submitting the “Annual Support Special Project Application Form” to the CAC. This form can be located on the IEEE AP-S Chapter’s web page (<https://ieeeps.org/chapters/chapters>) or can be obtained from the Chapter Activities Coordinator. Annual funding decisions are based on the timing of the request and the justification provided. The CAC will then forward the request to the AP-S Treasurer, who will issue the funds as requested by the Chapter, whether through wire transfer, or an IEEE Section Concentration bank account.

### **Annual Support Application Instructions**

- 1. If you intend to request 2025 Chapter annual rebate funds from the Antennas and Propagation Society's Chapter budget, please ensure that you file the Chapter's Annual Report for the previous year, 2024.**
2. There is no requirement to submit a lengthy proposal or detailed justification. A one-page application is preferred, though you may include additional pages if necessary.

Please note: IEEE has ceased transferring funds to private bank accounts held in the names of Chapter officers. E-mail this form to the Chair of the CAC (Chapter Activity Committee), Email: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)



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

2. IEEE Section Name:

3. Chapter Name, Chapter Classification (“AP-S Only” or “Joint”):

a. Chapter Name:

b. If “Joint” list partnering societies:

3. Requested Amount:

4. Other Sources of Support (list amount and organization):-

a. IEEE Section Support:

b. IEEE Chapter Support (if Joint Chapter)

c. Industrial:

c. Other:

3. Briefly describe the intended use of the funds:

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

a. Membership Drive Initiatives

b. Technical Meetings and Workshops

c. Student Design Contest

d. STEAM Activities

e. Humanitarian Project and engagement with local community for the benefit of society

7. Fund Transfer Information and Instructions for chapter support requests:

To request funding from the Antennas and Propagation Society (AP-S), please provide the required details in the table below. This ensures we can process your request efficiently.

Make sure it includes: (i) Chapter name/section, (ii) Funding amount (in USD), (iii) Purpose/description of the funding. (iv) Wire transfer or Concentration Bank (CB) Transfer details



**(A) Instructions for fund transfer to Non-Indian Chapters:**

For IEEE CB (Concentration Bank) transfer

<b>Cost Center:</b>			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Concentration Banking Transfer :  Concentration Banking Account Name:  Account Number (also known as HOP number):

**For a Wire transfer**

<b>Cost Center:</b>			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	<b>Bank Name:</b> <b>Bank City:</b> <b>Bank State or Country :</b> <b>Bank Account name</b> (please be exact): <b>Bank Account No.:</b> <b>Bank ABA Number :</b> <b>Swift # (International):</b> <b>Bank Address:</b> Special Instructions:

Once you have completed the table, please send it back to me ([akpoddar@ieee.org](mailto:akpoddar@ieee.org)) for approval and processing.

**Eligibility & Requirements**

- Annual Funding Limits:

- AP-S-only Chapters: Up to \$1,300 per year
- Joint Chapters: Up to \$650 per year

(Amounts depend on the number of technical events held last year and growth of AP-S Membership.)

- Ensure Your Chapter’s Annual Report for the Previous Year Has Been Filed.

- Consult Your Local IEEE Section Chair to explore available Section funding before applying.

If Additional Funds Are Needed:

- Complete an “[IEEE AP-S 2025 Special Project Request Form.docx](#)”
- Submit it to the Chapter Activity Committee (CAC) at [akpoddar@ieee.org](mailto:akpoddar@ieee.org)



(B) **Instructions for fund transfer to Indian Chapters:** IEEE office in Piscataway, New Jersey electronically transfer the approved Chapter funds to IEEE Bangalore Office in India, Bangalore, and thereafter funds are electronically transferred to local Indian IEEE Section and Indian Chapters Bank Account.

<b>Cost Center:</b>			
R10 Indian Chapters	Funding Amount	(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Bank Details
Section/Chapter Name			
			Bank Name: Bank branch: Bank Account name (please be exact): Bank Account No.: IFSC Code: MICR Code: SWIFT Code: Bank Address: Special Instructions:

**\*\*Please note - Chapter funding requests are submitted on a monthly basis, and can take up to 8 weeks to be deposited.**

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