



2025 IEEE AP-S Special Projects Request Form

Submission due date: March 30, 2025

A special-purpose fund is available to support unique projects undertaken by Chapters that are typically not covered by the annual rebate funding. Examples of such initiatives include organizing local workshops for Chapter members, arranging field trips, or conducting Chapter-oriented research endeavors. The funding for special purposes is capped at \$1,000 for independent AP-S Chapters and \$500 for joint Chapters, with priority given to those that demonstrate membership growth. This funding is allocated on a first-come, first-served basis.

For larger initiatives, such as AP-S-sponsored workshops and technical events lasting 2-3 days, which focus on membership engagement, recruitment of new members, and the formation of new chapters or inaugural events, Chapters may submit proposals to CAC. These proposals may request a maximum of \$3,000, with the possibility of up to \$5,000 in special cases. Proposals should include a detailed project description, a budget, and the intended outcomes.

To request special-purpose funding, a Chapter Officer must complete and submit a “Special-Purpose Application Form” to the AP-S Chapter Activity Committee (CAC). This form can be downloaded from the AP-S Chapter’s webpage. Once completed, it should be sent to the CAC Chair. If the request is approved, the CAC Chair will forward it to the AP-S Treasurer, who will then arrange the disbursement of funds as specified by the Chapter (e.g., check, wire transfer, concentration account, etc.).

IEEE AP-S Special-Purpose 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. You are not required to submit a lengthy proposal or detailed justification. A one-page application is preferred, though you may include additional pages if necessary.
3. Please indicate your preferred method for the funds to be sent to your chapter:
 - The preferred method for electronically transferring funds is through the IEEE Section CB (Concentration Bank) Account. Kindly provide your local IEEE Section CB (Concentration Bank) Account information.
 - In exceptional cases where the local IEEE Section or IEEE Organizational Units are not accessible, and you wish for the IEEE AP-S Treasurer to transfer Chapter rebate funds directly to your chapter, please provide the following wire transfer details: the name of the chapter's bank account, account number, SWIFT code, IBAN, and any other relevant information.

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



2025 IEEE AP-S Special Projects Request Form

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, targeting recruitment of new AP-S members

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.

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

Cost Center:			
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

Cost Center:			
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?	Bank Name: Bank City: Bank State or Country : Bank Account name (please be exact): Bank Account No.: Bank ABA Number : Swift # (International): Bank Address: Special Instructions:

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

Eligibility & Requirements

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.



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.

Cost Center:			
R10 Indian Chapters Section/Chapter Name	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
			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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