



## 2026 IEEE AP-S Special Projects Request Form

**Submission deadline: March 31, 2026**

An AP-S Special Project purpose fund is available to support unique initiatives undertaken by Chapters that are not typically covered under the annual rebate program. Such initiatives may include organizing local workshops for Chapter members, arranging technical or educational field trips, or conducting Chapter-focused research and outreach activities. Special-purpose funding is available up to **USD 1,000** for independent AP-S Chapters and up to **USD 500** for joint Chapters, with priority given to Chapters that demonstrate sustained membership growth. To be eligible for AP-S Special Project funding, a Chapter must have a minimum membership of **30**. Funding requests are reviewed and approved on a **first-come, first-served** basis, subject to availability.

For larger-scale initiatives—such as AP-S-sponsored workshops and multi-day (2–3 days) technical events focusing on workshops, student design contests, humanitarian project activities, membership engagement, recruitment of new members, and the formation of new Chapters or inaugural Chapter events—Chapters may submit proposals to the AP-S Chapter Activities Committee (CAC). Such proposals may request funding of up to **USD 3,000**, with the possibility of support up to **USD 5,000** in special cases. Each proposal should include a detailed project description, a comprehensive budget, and clearly defined objectives and expected outcomes. To be eligible for AP-S Special Project funding **above USD 2,000**, a Chapter must have a minimum membership of **50**. Funding requests are reviewed and approved on a **first-come, first-served** basis, subject to the availability of funds.

To request special-purpose funding, a Chapter Officer must complete and submit the **Special-Purpose Application Form** to the AP-S Chapter Activities Committee (CAC). The form can be downloaded from the AP-S Chapters webpage and, once completed, should be submitted to the CAC Chair. Upon approval, the CAC Chair will forward the request to the AP-S Treasurer, who will arrange for the disbursement of funds in accordance with the Chapter's preference (e.g., check, wire transfer, or concentration account). The approved funds will be electronically transferred to the Chapter through the appropriate local IEEE Organizational Unit (OU), typically the IEEE Section with which the Chapter is affiliated. Chapter officers are therefore encouraged to coordinate closely with their local IEEE Section Treasurer to facilitate the receipt of funds

### IEEE AP-S Special-Purpose Application Instructions

1. If you intend to request 2026 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, 2025.**
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](mailto:akpoddar@ieee.org)



## 2026 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 Support:-----

c. Support from other IEEE Sister societies (if joint chapters):

d. Other:

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 the local community for the benefit of society

5. AP-S Membership counts:

6. 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 will help us process your request efficiently. The information should include:

1. **Chapter Name / Section**
2. **Requested Funding Amount (USD)**
3. **Purpose / Description of the Funding**
4. **Preferred Transfer Method** (Wire Transfer or IEEE Concentration Bank [CB] Transfer)



**(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 <b>PURPOSE</b> of funding?  (2) What are the <b>SPENDING GUIDELINES</b> for the money?  (3) What is the <b>TIMELINE</b> to spend the money?  (4) What are the projects and what is the <b>IMPACT</b> 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 <b>PURPOSE</b> of funding?  (2) What are the <b>SPENDING GUIDELINES</b> for the money?  (3) What is the <b>TIMELINE</b> to spend the money?  (4) What are the projects and what is the <b>IMPACT</b> 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.

AP-S Chapters may request up to **USD 1,000**, and joint Chapters up to **USD 500**, with priority given to those demonstrating sustained membership growth. Eligibility requires a minimum membership of **30**. For funding requests **above USD 2,000**, a Chapter must have a minimum membership of **50**. All requests are reviewed on a **first-come, first-served** basis, subject to the availability of funds.



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

<b>Cost Center:</b>			
IEEE R10 Indian Chapters Section/Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the <b>PURPOSE</b> of funding?  (2) What are the <b>SPENDING GUIDELINES</b> for the money?  (3) What is the <b>TIMELINE</b> to spend the money?  (4) What are the projects and what is the <b>IMPACT</b> on the community?	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.**

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

AP-S Chapters may request up to **USD 1,000**, and joint Chapters up to **USD 500**, with priority given to those demonstrating sustained membership growth. Eligibility requires a minimum membership of **30**. For funding requests **above USD 2,000**, a Chapter must have a minimum membership of **50**. All requests are reviewed on a **first-come, first-served** basis, subject to the availability of funds.