



IMS CHAPTER FUNDING APPLICATION FORM

Chapter Name

Chapter Section

Chapter Chair contact data

First Name	Second Name	Family Name	Society	Membership number	e-mail address	Term
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Chapter web site:



Description of the activity to be funded⁽¹⁾

⁽¹⁾ Please add lines if needed, use one page maximum with 11 point font



Purpose of the activity to be funded⁽¹⁾

⁽¹⁾ Please add lines if needed, use one page maximum with 11 point font



Expense type and amount requested⁽¹⁾

Type	Amount requested
<input type="checkbox"/> Small event ⁽²⁾	
<input type="checkbox"/> Significant Value-Added Event ⁽³⁾	
<input type="checkbox"/> Basic Expenses ⁽⁴⁾	
<input type="checkbox"/> Travel Expenses	
<input type="checkbox"/> Lodging and food expenses for DLs	
<input type="checkbox"/> Events with Seed Money	



Expected results⁽⁵⁾



Evaluation metrics⁽⁵⁾

⁽¹⁾ Please see the program description for details on event types.

⁽²⁾ Small events the social events involving a limited number of people, mostly chapter members, like chapter meetings, seminars, small workshops, poster sessions.

⁽³⁾ Significant Value-Added events are conferences, symposia, large workshops, involving a significant number of people outside the chapter or the IEEE or Society's Technical Committee meetings hosted by the Chapter. Some examples of added value are the advertising of the Society to a large number of people, the set-up of broad collaborations with enterprises, the enrollment of new members or student members, the support of the TC activities.

⁽⁴⁾ Basic expenses are those oriented to support the ordinary activity of the Chapters, like the printing and mail expenses for advertising the Chapter activity.

⁽⁵⁾ Please add lines if needed, use one page maximum with 11 point font.



Funding mechanism

Type	Expected transfer date
<input type="checkbox"/> Reimbursement	
<input type="checkbox"/> Wire transfer to local IEEE Section bank account	
<input type="checkbox"/> Wire transfer to chapter-dedicated bank account	
<input type="checkbox"/> Travel Expenses	
<input type="checkbox"/> Advance funding	
<input type="checkbox"/> IEEE check	

Bank account information

Bank account number (IBAN)

SWIFT code

Bank name

Account holder name

Attached documents

- Event budget (mandatory)
- Expected expense documentation
- Additional information about the application
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Signed by

Chapter role

date