**2022 AP-S COPE (Committee on Promoting Equality)**

 Special Purpose Fund Request Form

# First Call for Proposal: Submission Deadline March 15, 2022

A special-purpose fund approved for the intention of promoting Equality (gender, race, income and other variants) by leveraging the access to opportunities in Science and Technology in underserved communities that is not ordinarily covered by the Chapter’s annual funding. Examples might include the organization of a local workshop that benefits students in high school, a special field trip for mentoring the underprivileged students, a humanitarian-oriented COPE project, etc. **Special-purpose funding is limited to max $500** and **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 Chapter Activities Coordinator. This form is posted on the AP-S Chapter’s web page; the form can also be requested from the Chapter Activities Coordinator. Awards are prioritized based on the value of the project to the AP-S Chapter and the AP Society. If approved, the Chapter Activities Coordinator will forward the request to the AP-S Treasurer who will then issue funds in the manner requested by the Chapter (i.e, check, wire transfer, concentration account, etc.).

Chapters are encouraged to select local schools where basic facilities (PC, Books, Internet and low cost Science Project Kits) do not exist. Chapters are encouraged to interact with local IEEE sections, School administration and the local community for a larger collaborative support for the COPE’s mission. For a long term impact, Chapters are required to submit the annual report for receiving funding in the next year. AP-S COPE committee will select students from 10 schools from the outreach regions for consideration of awards. The objective is to motivate students and members towards promoting equality at local school level. The name(s) of the award recipient(s) and Schools will be published in *IEEE Antennas and Propagation Magazine* and on the IEEE AP-S COPE website. AP-S COPE can support travel funding to K-12 (or equivalent) students and school teachers who are engaged in STEM activities and other programs per AP-S COPE agenda for presenting at the AP-S COPE meeting in AP-S sponsored events.  These steps will help CAC in promoting an inclusive and equitable culture in its chapter activities and programs that welcomes, engages and rewards those chapters that contribute to the COPE mission*.* **Chapters will be stimulated for humanitarian projects which promote equality and will receive an additional $500 financial support from AP-S SIGHT and AP-S CAC budget.**

 The evaluation of COPE Special Project proposals will be based primarily on serving underserved communities at local schools, proving motivation for STEM education as well as spreading the goal of IEEE, Advancing Technology for humanity. After completion of the project, the awards committee will explore follow-up activities for low-cost production of the proposed technology, which is the key requirement for humanitarian needs. The announcement of the award will be made at the annual awards ceremony of the IEEE AP-S flagship conference. The recipient will receive a plaque and a cash prize for the completion of the project. The name(s) of the award recipient(s) will be published in *IEEE Antennas and Propagation Magazine* and on the IEEE AP-S website.

**Chapters are encouraged to contact the AP-S CAC Region Coordinators and for additional funding support of up to $3000.** The decision will be based on case to case basis, supported by AP-S COPE, AP-S SIGHT, AP-S MGA and AP-S CAC budget under the special project category to carry out and/or support impactful humanitarian and sustainable development activities at the local Section level. The proposals should contain, at a minimum, a detailed description of the project and a budget. **The template of the form for COPE funding is given below.**

**Special-Purpose Application Instructions**

1. Prior to requesting any funds, be sure that your chapter’s Annual final report has been filed for the previous year. No funds are released until an annual report is received.
2. Indicate the manner by which the funds should be sent to your chapter:
	1. If the funds are to be transferred by electronic means in IEEE Section Concentration Bank Account, enter the Concentration Account information.
	2. 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.) Note: IEEE stopped transferring funds in the personal bank account connected to Chapter officers. Please provide your Chapter bank account or IEEE Section Bank account details.
3. E-mail this Form to the Chair of the CAC (Chapter Activity Committee), Email: akpoddar@ieee.org

and cc to AP-S CAC Region Coordinators: Dr. Jawad Siddiqui (jys.rpe@gmail.com), Dr. Meisong Tong (mstong@tongji.edu.cn), Dr. Malay Tripathy (malay.tripathy@gmail.com), Dr. Anisha Apte (anisha\_apte@ieee.org) and Ms. Camila Albuquerque (camila.albuquerque@ee.ufcg.edu.br).

**2022 AP-S COPE Special-Purpose Application**

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:

7. Budget:

8. 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.

Funding Method (checks one and fills out corresponding information):

**• Concentration Banking Transfer**

IEEE Section 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):