

North Jersey Section Student Branch Grant Application

Title:

IEEE North Jersey Section Student Activities Committee Grant for IEEE North Jersey Student Branch Local Activities.

Purpose:

The purpose of this grant is to fund well-defined activities planned by a North Jersey Section university student branch for one year.

Requirements:

- A. Complete grant application submitted by deadline.
- B. The applying university must have an officially (IEEE HQ) registered student branch in good standing (as defined by IEEE HQ).
- C. Copies of previous academic year's documentation. Minimally need 1 year's documentation, prefer last two consecutive year's documents.
 1. Annual plan of activities submitted to IEEE HQ-student services.
 2. Annual report of activities submitted to IEEE HQ-student services.
 3. Officer election form submitted to IEEE HQ-student services.
 4. Count of student branch membership (available from IEEE HQ-student services).
 5. Copy of cash flow statement for the last year. It should indicate all expenses and incomes incurred starting from an opening balance to a closing balance at the date of the grant application.
- D. Upcoming academic year's plan of activities submitted to IEEE HQ-student services for fall and spring semester for which grant funding is being sought.
- E. Detailed activity plan of events needing funding. The following 4 items are needed per event description.
 1. Event name and planned date.
 2. Event purpose/motivation/benefit of event.
 3. Event's detailed budget of expenses and any incomes (if expected).
 4. How event is to be organized, run, and paid for.

Deadline:

November 24th of the calendar year. All materials must be post-marked by November 24th or earlier to be considered.

Notification:

All participants will be notified by December 16th and funds (\$500.00) will become available on January 2nd of the following year along with instructions on how to utilize funding.

Date of Application:

University Name:

University Address for IEEE student branch:

Email address for IEEE student branch:

Website address for IEEE student branch:

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For each of the following, provide:

IEEE Branch Chair:

Name
Email address
Signature

IEEE Branch Vice-Chair:

Name
Email address
Signature

IEEE Branch Secretary:

Name
Email address
Signature

IEEE Branch Treasurer:

Name
Email address
Signature

IEEE Branch Counselor:

Name
Email address
Signature