

Guidelines

LMC Project Funding Request Application Instructions

The Life Members Committee (LMC) encourages Life Member activities at the global, regional and local level. Requests for financial support can be made by qualified members to support a broad range of projects and activities. In general, the LMC, Life Member Affinity Group (LMAG), and Life Member

1. LMAG Outreach, Engagement, and Community Involvement
2. Life Member Engagement
3. Advancing the image of IEEE and the Life Members by communicating LM ideals, programs and IEEE initiatives through various channels
4. Providing general support of IEEE initiatives

Sponsored activities in areas such as precollege STEM, STEAM or CTE, emerging technology, career development, technology policy issues, professional education, government activities, guest speakers, section-wide outreach initiatives, etc. Many projects will engage the local IEEE and non-IEEE leaders

Some activities may already be included in the Section or Region strategic initiatives. That means that your expertise with a minimum financial investment is all that is needed. Depending on how active your LMAG chapter is, or Life Members are, within the section, it's possible that the section will be a co-

To have your project considered for financial support by the LMC, it is essential that you complete all elements of the Application.

Part 1: Project Title

The title should be simple and descriptive

Part 2: Project Sponsor

List all project sponsors and/or key relationships that will impact the completion and success of the

Part 3: Section or LMAG Treasurer

For financial tracking purposes, the responsible financial partner must be listed. LMC funds will be transferred at the request of the treasurer to the account specified in the proposal.

Part 4: LM Project Manager

The name of the LM member who is responsible for managing the project. If the project manager is not an LMAG member, there must be a Life Member who will share the accountability for the project

Part 5: Statement of Objectives

This section must provide enough project details to enable the LMC Project Review Committee to make a reasonable decision. Project Objectives should discuss elements such as the project effects, beneficiaries, individuals and/or entities responsible for the project implementation and success, and

Part 6: Plans for Achieving Objectives

This section should provide enough support information about the project objectives, project timelines, and how each objective (key project indicators (KPI's)) will be met.

Part 7: How Achievements will be Measured

This section provides the milestone highlights or project objectives and how each milestone or

Part 8: How many members will be involved or benefit from this Project

This section provides the demographic information about the Life Members or IEEE members involvement in the project. This section should also include information about the project impact and who the constituents are who will benefit from the project.

Part 9: Activities (list major activities required for project achievement and the targeted completion

This section represents a brief Project Plan. This section encourages the requestor to link the project objectives to the plans for achieving those objectives.

Part 10: Funding Requirements (short budget, listing of major cost drivers)

This section represents the high-level budget requirements for the project. While detailed sub-elements of the budget are not required, the major income and expense categories must be listed. The Funding Requirements should also include a suggested timeline for disbursements (based on

Part 11 and Part 12: Funding Sources and Disbursements

While not required, depending on the project, it is encouraged to create relationships with other IEEE operating units (OU's), corporations, foundations, universities, and other public or private sources of funds to support the project. There are several additional sources of IEEE funds in support of professional activities projects. LMAGs and Sections often are able to secure voluntary contributions from local business and industry, especially for precollege math and science education projects. Most

In some cases, a Memoranda of Understanding (MOU) may have to be created to protect the project,

Part 13: Approvals

Each LMAG chapter is directly associated with a Section and also reports to the Region LM coordinator. To assure information flow is complete and that communication with essential leadership is assured, projects must be approved by the LMAG chair, the Section Chair, and the Region LM Coordinator. These approvals must be obtained prior to submitting the proposal to the Life Member Project Grant