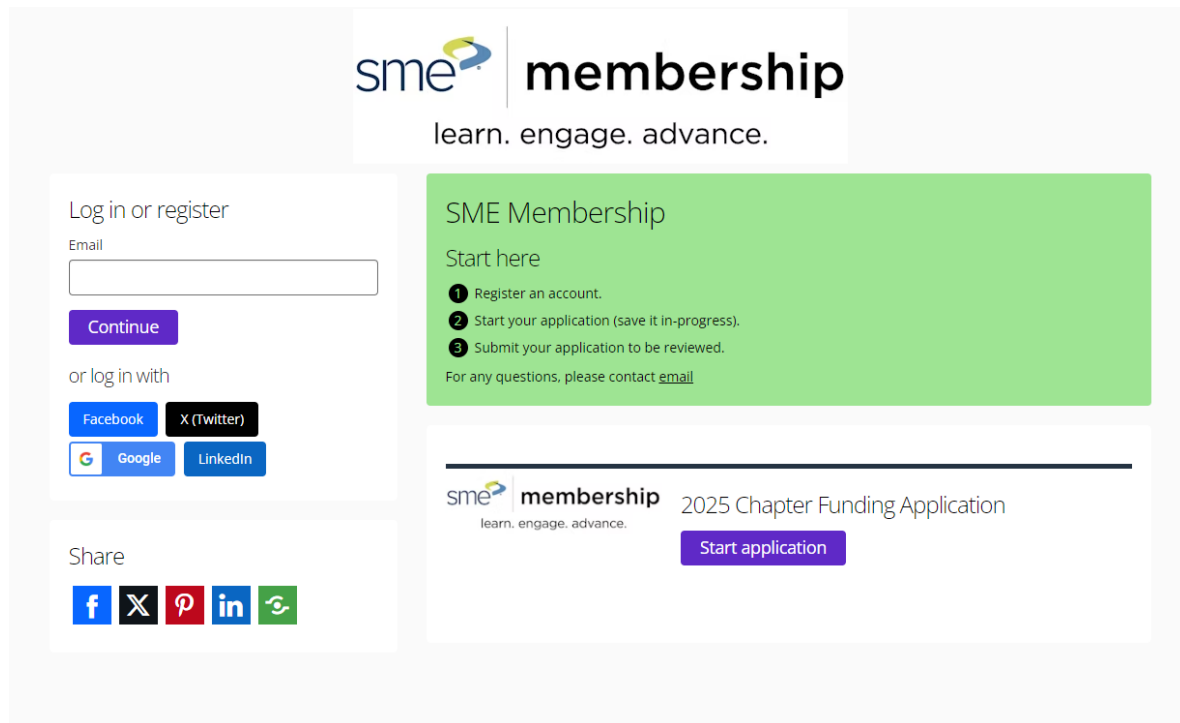


SME Chapter Funding Application Guide

This guide helps a chapter complete the 2025 application process and provides in-depth information.

LOGIN PAGE: <https://smembership.awardsplatform.com>



The image above shows the login page. Login in with:

- Facebook, Google, X(Twitter), LinkedIn or you can create an account using your email.

NOTE: A chapter officer **MUST** login to complete an application. This allows for the application to be saved and returned to. It can also be tracked through the process.

If choosing a social media option to login that social media page will appear. Once logged in to social media, the chapter funding application page will appear. See the example below.



Welcome Back

Don't miss your next opportunity. Sign in to stay updated on your professional world.

 [Show](#)
[Cancel](#) [Sign in](#)

[Forgot password?](#)

New to LinkedIn? [Join now](#)

MY APPLICATIONS PAGE

This is the first page after logging in.

At the top are important dates and support information.

Next to My applications is Active season (2025 Funding), which is the current funding year.

Under My Application, there is a button - Start Application. **Click this to begin an application.**

NOTE: If the application hasn't opened or the application deadline has passed, then 'Applications are closed' will appear.

🔔 Important grants information ▾

Dates

- Application deadline: January 10, 2025 at midnight Eastern.
- The system will automatically prevent application submission after the deadline.
- Successful applicants will be notified on February 21, 2025.

Support

If you have any questions about the application process, please contact the organizers at chapters@sme.org (mailto:chapters@sme.org)

- You may edit your application after submitting, up until the deadline date.
- Please make sure all your personal details are entered accurately, including contact details, so that we may contact you if needed.

My applications

Active season (2025 Funding) ▾ Current ▾

Start application

Applications are closed

MY APPLICATIONS PAGE (CONT.)

If an application has been started or completed, it will appear on the My applications page. Here are the headings on the page:

- **Application:** this is a hyperlink and can be clicked on to continue the application.
- **Form:** Name of the application form. This auto populates.
- **Category:** Name of category of the application. It is Chapter Funding for all applications. This auto populates.
- **Status:** Explains the status of the application.
 - In progress: The application has been started but not submitted.
 - Submitted: Application has been submitted.
- **Updated:** Last date of when the application had been opened.
- **PDF:** This is clickable and will open the application as a PDF, which can be downloaded and saved.

My applications

Active season (2025 Funding) ▾ Current ▾

Start application Applications are closed

Search list Advanced

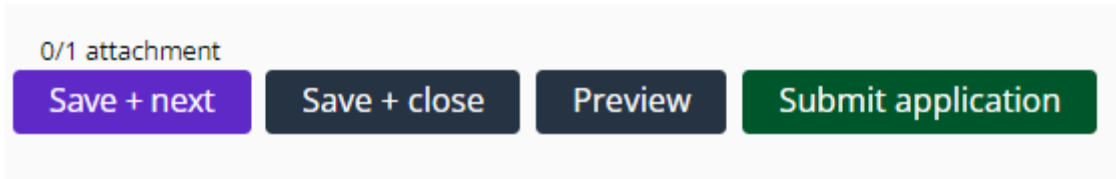
Displaying 1 - 1 of 1

Application	Form	Category	Status	Updated	PDF
2025 Example	2025 Chapter Funding Application	Chapter Funding	Submitted	6 days ago	

Navigation: < 1 > 10 ▾

NOTE: Applications can be updated until the closing date. After the application closes, no changes can be made.

TOOLBAR



The toolbar above will be shown at the end of the application.

- **SAVE + NEXT:** This saves the application and moves to the next section/tab.
 - This will be on the bottom of each page/tab.
- **SAVE + CLOSE:** This will save and close the application. Log back in any time before the deadline to continue the application.
 - This will be on the bottom of each page/tab.
- **PREVIEW:** Can see the application with answers.
 - This will be on the bottom of each page/tab.
- **SUBMIT APPLICATION:** This appears once all the information has been entered. Click on this when ready to submit the application.
 - Even after submitting the application, changes can be made. This cuts off once the application closes.

START HERE TAB

Across the top of the page are tabs representing each section of the application. All applications will begin on the Start here tab.

My applications → 2025 Chapter Funding Application → Start application

All questions must be answered, unless marked optional.

Start here | Applicant information | Chapter Demographics | Project description | Goals and Evaluation | Funding | Supporting material

Intro ^

Category
Chapter Funding **1**

Download blank application PDF for reference

Application name
 2

The applying chapter has submitted to SME the current year's financial form (s) and chapter officer listing. If not, and you wish to proceed, email chapters@sme.org. **3**

Save + next | Cancel

4 Please select a category and application name.

- 1. CATEGORY:** There is only one option for this – Chapter Funding.
 - a. Auto populates**
- 2. APPLICATION NAME:** Provide a name for the application.
 - a. This can be anything, but it is recommended to use the chapter name and a one/two word project name.**
 - b. Do not make it long – short and concise.**
 - c. REQUIRED**
- 3. CHECKBOX STATEMENT:** Read and check this box. If this box is checked and SME National discovers the chapter has not filed financial form or updated chapter officers, then the chapter maybe ineligible for funding.
 - a. Once checked, the rest of the application can be completed.**
 - b. REQUIRED**

The applying chapter has submitted to SME the current year's financial form (s) and chapter officer listing. If not, and you wish to proceed, email chapters@sme.org.

The chapter meets the eligibility requirements to apply for chapter funding.

After clicking the checkbox, the above will appear and continue to the next section.

4. **SAVE AND NEXT:** Once the information on this page has been completed, click save and next to move on to the next section.

APPLICANT INFORMATION TAB

[My applications](#) → [2025 Chapter Funding Application](#) → [Edit application](#)

All questions must be answered, unless marked optional.

Start here	Applicant information	Chapter Demographics	Project description	Goals and Evaluation	Funding
Supporting material					
Select your Chapter		Use the drop down to select your chapter. If your chapter isn't listed, let chapters@sme.org know.			
<input type="text" value="C069 OAKLAND-MACOMB"/> 1					
First and Last name of chapter officer completing application		This must be a chapter executive officer - chair, chair-elect, secretary, or treasurer.			
<input type="text" value="Heather Palermo"/> 2					
Chapter Officer Title		Select the title from the drop down.			
<input type="text" value="Chair-Elect"/> 3					
Submitting Chapter Officer's Phone Number		Format: xxxxxxxxxx (no dashes or periods)			
<input type="text" value="+1 8582542480"/> 4					
Submitting Chapter Officer's Email		xxxx@xxx.xxx			
<input type="text" value="hpalermo@sme.org"/> 5					
Secondary Email (chapter email, another officer's email, etc.) (optional)		If there is another email the chapter uses, enter it here. It could be a general email like chapter123@gmail.com or another officer's email address.			
<input type="text"/> 6					
Save + next	Save + close	Preview	7		

NOTE: The grey boxes are helpful hints. (Shown in the box in the example above.) This provides information to help complete the application. Please refer to these as moving through the application.

1. CHAPTER NUMBER AND NAME

- a. Select chapter from the dropdown menu.
- b. **REQUIRED**

Select your Chapter

C001 DETROIT

C002 SE WISCONSIN

C004 MILWAUKEE

C005 CHICAGOLAND

C006 FAIRFIELD COUNTY

C007 GREATER HARTFORD

C008 PITTSBURGH

C011 MINNESOTA STATE-WIDE

2. FIRST AND LAST NAME OF CHAPTER OFFICER COMPLETING APPLICATION

- a. This should be a chapter executive officer.
- b. Provide First and Last name.
- c. **REQUIRED**

First and Last name of chapter officer completing application

Heather Palermo

This must be a chapter executive officer - chair, chair-elect, secretary, or treasurer.

3. CHAPTER OFFICER TITLE

- a. Select title from the dropdown menu.
- b. **REQUIRED**

Chapter Officer Title

Chair

Chair-Elect

Faculty Advisor

Secretary

Treasurer

4. SUBMITTING CHAPTER OFFICER'S PHONE NUMBER

- a. Enter the phone number of the person completing the application.
- b. It must be in this format 1235555555
- c. No dashes or periods
- d. Include the area code
- e. **REQUIRED**

Submitting Chapter Officer's Phone Number

Format: xxxxxxxxxx (no dashes or periods)

5. SUBMITTING CHAPTER OFFICER'S EMAIL

- a. Enter the email of the person completing the application.
- b. It must be a valid email address in this format [xxxx@xxx.xxx](#) (maybe slightly different for international emails)
- c. **REQUIRED**

Submitting Chapter Officer's Email

xxxx@xxx.xxx

6. SECONDARY EMAIL (CHAPTER EMAIL, ANOTHER OFFICER'S EMAIL, ETC.) (OPTIONAL)

- a. If there is another email the chapter uses, enter it here.
- b. It could be a general email (like [chapter123@gmail.com](#)) or another officer's email address.

Secondary Email (chapter email, another officer's email, etc.) (optional)

If there is another email the chapter uses, enter it here. It could be a general email like [chapter123@gmail.com](#) or another officer's email address.

7. Click SAVE + NEXT to continue.

CHAPTER DEMOGRAPHICS TAB

My applications → 2025 Chapter Funding Application → Start application

All questions must be answered, unless marked optional.

Start here Applicant information **Chapter Demographics** Project description Goals and Evaluation Funding Supporting material

My chapter size is: **1**

Based on your most recent chapter roster.
Number of members in a chapter:
Professional: Small = 1-60; Medium = 61-125; Large = 126+
Student: Small = 1-10; Medium = 11-30; Large = 31+

What percentage of your members participate in local meetings/events? **2**

This is an estimation on your part.
Look over the past year and take an average of the members who attend to complete this question.

Save + next Save + close Preview **Submit application** **3**

1. MY CHAPTER SIZE IS:

- a. The breakdown of chapter sizes is in the helpful hints grey box.
 - i. The SME Member Council has approved the breakdown of chapter sizes.
- b. Select chapter's size.
 - i. Use the most recent monthly report to determine the number of members in the chapter. (Monthly reports are sent to the officers on the 1st of every month.)
 - ii. This will be the category the chapter falls under for the year but can change when applying for funding the next year.
 - iii. To receive a chapter monthly report, email chapters@sme.org to request it.
- c. **REQUIRED**

My chapter size is:

Small
Medium
Large

Based on your most recent chapter roster.

Number of members in a chapter:
Professional: Small = 1-60; Medium = 61-125; Large = 126+
Student: Small = 1-10; Medium = 11-30; Large = 31+

2. WHAT PERCENTAGE OF YOUR MEMBERS PARTICIPATE IN LOCAL MEETINGS/EVENTS?
- a. Select the participation level from the dropdown menu.
 - i. This is an estimation.
 - ii. Look over the past year and take an average of the members who attend to complete this question.
 - b. **REQUIRED**

What percentage of your members participate in local meetings/events?

1-25%
26-50%
51-75%
Over 75%

This is an estimation on your part.
Look over the past year and take an average of the members who attend to complete this question.

3. Click SAVE + NEXT to continue.

PROJECT DESCRIPTION TAB

A project can be any number of things – events, communications, surveys, purchasing items for the chapter with the SME logo, partnering with other organizations, and more. These are examples but think outside of the box. Feel free to consult with SME National on any ideas by emailing chapters@sme.org.

Project Info

A project can be an event, a communication plan, a specific activity, a partnership with other organizations, etc.

<p>Project title </p> <input type="text"/> <p>1</p>	<p>Provide a short title that thoroughly describes your project or program.</p>
<p>Projected completion date of project</p> <input type="text"/> <p>2</p>	<p>Must be completed by November 14, 2025.</p>
<p>Explain how the project will help accomplish the SME mission and further the manufacturing industry. 0 / 500 words</p> <input type="text"/> <p>3</p>	<p>SME's Mission Statement: Accelerate widespread adoption of manufacturing technologies and build North America's talent and capabilities.</p>
<p>Which strategic membership focus area does your project fit under (check all that apply):</p> <p><input type="checkbox"/> Brand</p> <p><input type="checkbox"/> Engagement</p> <p><input type="checkbox"/> Growth</p> <p>4</p>	<p>Check at least one strategic membership focus.</p> <p>Brand = furthering the SME brand locally through your chapter.</p> <p>Engagement = engaging your current members.</p> <p>Growth = growing your membership and/or retaining your current members.</p>
<p>Provide a brief description of the project (Include how the project will move the needle on the strategic focus area – Brand, Engagement, Growth) 0 / 500 words</p> <input type="text"/> <p>5</p>	<p>Write a concise description of your project.</p> <p>Make sure to provide information on how your project fits with the strategic area(s) you chose in the above question.</p>
<p>Outline the project timeline including milestone dates. 0 / 500 words</p> <input type="text"/> <p>6</p>	<p>Use as specific dates as possible for your milestones.</p> <p>In simple terms, milestones act like checkpoints. Reaching a milestone indicates the successful completion of a group of important tasks or a significant phase of a project. (Monday.com blog)</p> <p>It can help to work backward from the project completion date.</p> <p>Bullet points are recommended.</p>
<p>What is your communication and marketing plan for your project? (Consider marketing plans for before, during, and after the project.) 0 / 500 words</p> <input type="text"/> <p>7</p>	<p>This does not need to be very detailed, but at least show you have thought out how you are going to share information about the project.</p> <p>Think about communicating with your members, community, and SME National.</p> <p>It can be any number of communication platforms – newsletters, emails, social media, in-person, press releases, blog posts, website updates, etc.</p> <p>Communicating about your project is important so your members know what is happening and can be involved.</p> <p>Bullet points are recommended.</p>
<p>Save + next 8</p>	

1. PROJECT TITLE
 - a. Provide a description name for the project.
 - b. **REQUIRED**

Project title

Emerging Professional Recruitment Event

Provide a short title that thoroughly describes your project or program.

2. PROJECTED COMPLETION DATE OF PROJECT

- a. Enter when the project will be completed.
- b. Use the format MM/DD/YEAR
 - i. Example: 09/14/2024
- c. Project must be completed by November 14, 2025.
 - i. Keep this in mind when planning the project.
- d. **REQUIRED**

Projected completion date of project

09/18/2025

Must be completed by November 14, 2025.


September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

3. EXPLAIN HOW THE PROJECT WILL HELP ACCOMPLISH THE SME MISSION STATEMENT AND FURTHER THE MANUFACTURING INDUSTRY.

- a. Provide a concise explanation of how the project aligns with SME's Mission Statement.
 - i. The mission statement is provided.
 - ii. The project must tie back to SME's mission statement.
- b. Limit of 500 words. (There is a counter that shows the word count.)
- c. **REQUIRED**

Explain how the project will help accomplish the SME mission and further the manufacturing industry.

137 / 500
words



The Emerging Professionals Recruitment Event is a pivotal initiative that directly aligns with SME's mission to advance manufacturing. By attracting and engaging young talent, we are nurturing the future leaders of the industry and ensuring its continued growth and innovation.

This event offers a valuable platform for emerging professionals to connect with experienced mentors, explore career opportunities, and gain exposure to cutting-edge manufacturing technologies. By fostering a sense of community and providing opportunities for professional development, we are not only building a strong membership base for SME but also contributing to the overall health and competitiveness of the manufacturing sector.

The Emerging Professionals Recruitment Event is a strategic investment in the future of manufacturing. It positions SME as a leader in talent development and strengthens our commitment to advancing the industry through education, technology, and professional growth.

SME's Mission Statement: Accelerate widespread adoption of manufacturing technologies and build North America's talent and capabilities.

4. WHAT STRATEGIC MEMBERSHIP FOCUS AREA DOES YOUR PROJECT FIT UNDER? (check all that apply)
 - d. Check at least one area from Brand, Engagement, and Growth.
 - i. Brand = furthering the SME brand locally through the chapter.
 - ii. Engagement = engaging current members.
 - iii. Growth = grow the membership and/or retaining current members.
 - e. More than one can be selected.
 - i. These are the membership priorities SME National is focused on.
 - ii. The project must fit into at least one of these areas.
 - f. **REQUIRED**

Which strategic membership focus area does your project fit under (check all that apply):

- Brand
- Engagement
- Growth

Check at least one strategic membership focus.

Brand = furthering the SME brand locally through your chapter.

Engagement = engaging your current members.

Growth = growing your membership and/or retaining your current members.

5. PROVIDE A BRIEF DESCRIPTION OF THE PROJECT (include how the project will move the needle on the strategic focus area – Brand, Engagement, Growth)
 - a. Write a concise description of the project.
 - b. Make sure to provide information on how the project fits with the strategic area(s) chosen in the above question.
 - c. Limit of 500 words. (There is a counter that shows the word count.)
 - d. **REQUIRED**

Provide a brief description of the project (Include how the project will move the needle on the strategic focus area – Brand, Engagement, Growth)

159 /
500
words

This strategic initiative aims to attract and engage emerging manufacturing professionals, fostering their interest in SME and providing opportunities for networking and professional development. By showcasing the value of SME membership and creating a welcoming environment, we will drive membership growth, enhance the organization's brand, and cultivate a strong community of future manufacturing leaders.

How the Project Will Move the Needle:

Membership Expansion: The event will directly target emerging professionals, expanding SME's membership base and ensuring a pipeline of future leaders.

Brand Enhancement: By highlighting SME's resources, opportunities, and commitment to advancing manufacturing, we will strengthen the organization's brand among young professionals.

Community Cultivation: Creating a welcoming and supportive environment for emerging professionals will foster a sense of community and encourage their continued involvement in SME.

This is a strategic investment in SME's future. It will not only contribute to membership growth but also solidify the organization's position as a leader in supporting the next generation of manufacturing professionals.

Write a concise description of your project.

Make sure to provide information on how your project fits with the strategic area(s) you chose in the above question.

6. OUTLINE THE PROJECT TIMELINE INCLUDING MILESTONE DATES.

- a. Use as specific dates as possible for the milestones.
- b. In simple terms, milestones act like checkpoints. Reaching a milestone indicates the successful completion of a group of important tasks or a significant phase of a project. (Monday.com blog)
- c. It can help to work backward from the project completion date.
- d. Bullet points are recommended but not required.
- e. Limit of 500 words. (There is a counter that shows the word count.)
- f. **REQUIRED**

Outline the project timeline including milestone dates.

184 / 500 words

Phase 1: Planning and Preparation

Month 1 (July 2024): Form project team and develop event concept

Month 2 (August 2024): Identify target audience and potential speakers

Month 3 (September 2024): Secure venue and create marketing materials

Phase 2: Recruitment and Outreach

Month 4 (October 2024): Launch social media and email marketing campaigns

Month 5 (November 2024): Partner with local universities and manufacturing companies

Month 6 (December 2024): Follow up with potential attendees

Phase 3: Event Execution

Month 7 (January 2025): Finalize event agenda and logistics

Month 8 (February 2025): Host the recruitment event

Month 9 (March 2025): Collect attendee feedback and post-event surveys

Phase 4: Follow-Up and Analysis

Month 10 (April 2025): Analyze event results and track new member sign-ups

Month 11 (May 2025): Develop a plan for ongoing engagement with new members

Month 12 (June 2025): Evaluate project success and submit final report

Milestone Dates:

Month 3 (September 2024): Event concept and marketing materials finalized

Month 6 (December 2024): Partnerships established and outreach campaigns launched

Month 8 (February 2025): Recruitment event successfully executed

Month 12 (June 2025): Project evaluation and final report submitted

Use as specific dates as possible for your milestones.

In simple terms, milestones act like checkpoints. Reaching a milestone indicates the successful completion of a group of important tasks or a significant phase of a project. (Monday.com blog)

It can help to work backward from the project completion date.

Bullet points are recommended.

7. WHAT IS YOUR COMMUNICATION PLAN FOR YOUR PROJECT? THIS SHOULD INCLUDE BEFORE, DURING, AND AFTER THE PROJECT COMMUNICATION.

a. Outline the communication plan for the project.

- i. This does not need to be very detailed but show how information will be shared with stakeholders.
- ii. Think about communicating with members, community, and SME National.
- iii. It can be any number of communication platforms – newsletters, emails, social media, in-person, press releases, blog posts, website updates, etc.

- iv. Communicating about the project is important so stakeholders know what is happening and can be involved.
- b. Bullet points are recommended but not required.
- c. Limit of 500 words. (There is a counter that shows the word count.)
- d. **REQUIRED**

What is your communication and marketing plan for your project? (Consider marketing plans for before, during, and after the project.) 199 / 500 words

Pre-Event:

Social Media: Utilize platforms like LinkedIn to promote the event and share relevant content related to manufacturing and career opportunities.

Email Marketing: Develop targeted email campaigns to reach out to potential attendees, highlighting the benefits of attending the event and the value of SME membership.

Partnerships: Collaborate with local universities, manufacturing companies, and industry associations to cross-promote the event and reach a wider audience.

Print Materials: Create flyers, posters, and brochures to distribute at relevant events and locations.

During the Event:

On-Site Promotion: Set up a branded booth or display at the event venue to showcase SME and the benefits of membership.

Networking Opportunities: Facilitate networking activities and provide opportunities for attendees to connect with experienced professionals.

Social Media Updates: Share real-time updates and photos from the event on social media to generate excitement and engagement.

Post-Event:

Follow-Up: Send thank-you emails to attendees, encouraging them to join SME and stay connected.

Event Recap: Share a recap of the event on social media, highlighting key takeaways and success stories.

Membership Drive: Launch a targeted membership drive to encourage attendees to join SME.

Post-Event Surveys: Distribute surveys to gather feedback from attendees and identify areas for improvement in future events.

This does not need to be very detailed, but at least show you have thought out how you are going to share information about the project.

Think about communicating with your members, community, and SME National.

It can be any number of communication platforms – newsletters, emails, social media, in-person, press releases, blog posts, website updates, etc.

Communicating about your project is important so your members know what is happening and can be involved.

Bullet points are recommended.

8. Click **SAVE + NEXT** to continue.

GOALS AND EVALUATION TAB

Start here Applicant Information Chapter Demographics Project description **Goals and Evaluation** Funding Supporting material

Goals and Evaluation

You are required to provide one SMART Goal. As a reminder, SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. If you have additional goals, please provide them.

SMART Goal 0 / 200 words **1**

SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Helpful article on SMART Goals: <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>

Would you like to add an additional SMART Goal? (optional) **2** Can add one additional SMART goal.

Additional SMART Goal (optional) 0 / 200 words **3**

How will you evaluate and measure the success of the project? 0 / 500 words **4**

Explain in more detail how you are going to measure your goal. What tool(s) will you use to measure the success of your project?

Save + next Cancel **5**

1. SMART GOAL

- a. Enter a SMART goal for the project.
 - i. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.
- b. One SMART goal is required.
- c. A link is included to an article on how to write a SMART goal.
- d. Limit of 200 words. (There is a counter that shows the word count.)
- e. **REQUIRED**

Specific: Attract at least 50 emerging professionals to attend the recruitment event.

Measurable: Track the number of registrations and attendees.

Achievable: Based on previous recruitment efforts and the target audience, attracting 50 emerging professionals is a realistic goal.

Relevant: This goal aligns with the project's objective of expanding SME's membership base and fostering a community of future manufacturing leaders.

Time-bound: The goal will be measured and evaluated based on the outcome of the recruitment event.

SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Helpful article on SMART Goals: <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>

2. An additional SMART goal can be provided. To add one, check the box next to 'Would you like to add an additional SMART Goals?' A new box will appear to enter the additional SMART goal. **This is NOT required.**

Would you like to add an additional SMART Goal? (optional)

Can add one additional SMART goal.

Additional SMART Goal (optional)
0 / 200 words

3. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF THE PROJECT?
 - a. Explain in more detail how the SMART goal will be measured.
 - i. What tool(s) will be used to measure the success of the project?
 - b. Limit of 500 words. (There is a counter that shows the word count.)
 - c. **REQUIRED**

How will you evaluate and measure the success of the project?

43 / 500 words

Count the attendees: How many people showed up?
Ask for feedback: Survey attendees to find out what they thought.
Track new members: See how many people joined SME after the event.
Check social media: See how much people talked about the event online.

Explain in more detail how you are going to measure your goal.

What tool(s) will you use to measure the success of your project?

4. Click SAVE + NEXT to continue.

FUNDING TAB

Start here Applicant information Chapter Demographics Project description Goals and Evaluation **Funding** Supporting material

Requested funding amount This amount cannot exceed \$3,000.

\$ 1

Provide the project's budget.

	Amount	Notes
1 Decor	\$	
2 Entertainment/Speaker Fees	\$	2
3 Food & Beverage (total amount)	\$	
4 Marketing/Communication	\$	
5 Transportation	\$	
6 Venue & Equipment	\$	
7 Misc/Other	\$	
Total	\$0.00	

If your project doesn't have an item in the budget, enter zero.

Approximate Headcount (if applicable)

If this does not apply to your project, enter zero.

Is your chapter going to work with local businesses/organizations to find sponsorships and/or matching funds for your project?

- Yes
 No
 Unsure

If you don't have any partnerships, it will not affect your funding. However, we encourage you to consider partnering with other organizations in your community.

Please list the businesses/organizations.

0 / 300 words

If you would like to explore additional funding options/grants, please email chapters@sme.org.

Save + next

Cancel

6

1. REQUESTED FUNDING AMOUNT

- a. Enter a dollar amount.
 - i. This is the money requested for the project.
 - ii. It can only be numbers.
 - iii. The requested amount cannot exceed \$3,000
 - iv. The full amount requested may not be awarded. The scoring committee will decide how to fund all projects.
- b. **REQUIRED**

Requested funding amount

This cannot exceed \$3,000

2. PROVIDE THE PROJECT'S BUDGET

- a. Enter amounts for the project.
- b. The total cannot exceed the amount requested.
- c. Notes can be provided next to each category.
- d. If there isn't an amount, enter zero or leave it blank.
- e. **REQUIRED**

Provide the project's budget.

		Amount	Notes
1	Decor	\$200.00	
2	Entertainment/Speaker Fees	\$	
3	Food & Beverage (total amount)	\$1,500.00	\$30 for 50 ppl
4	Marketing/Communication	\$200.00	
5	Transportation	\$	
6	Venue & Equipment	\$500.00	
7	Misc/Other	\$100.00	
Total		\$2,500.00	

If your project doesn't have an item in the budget, enter zero.

3. APPROXIMATE HEADCOUNT (IF APPLICABLE)

- a. Enter only a number.
- b. If the project does not require a headcount enter zero.
- c. **REQUIRED**

Approximate Headcount (if applicable)

50

If this does not apply to your project, enter zero.

4. IS YOUR CHAPTER GOING TO WORK WITH LOCAL BUSINESSES/ORGANIZATIONS TO FIND SPONSORSHIPS AND/OR MATCHING FUNDS FOR YOUR PROJECT?

- a. Select Yes, No, Unsure.
- b. If No or Unsure, is selected, click Save + Next to move on to Supporting Materials.
- c. If Yes is selected, another box will appear.
- d. **REQUIRED**

Is your chapter going to work with local businesses/organizations to find sponsorships and/or matching funds for your project?

- Yes
- No
- Unsure

If you don't have any partnerships, it will not affect your funding. However, we encourage you to consider partnering with other organizations in your community.

NOTE: If there aren't any partnerships, it does not affect funding. However, it is encouraged to consider partnering with other organizations in the community.

PLEASE LIST THE BUSINESS/ORGANIZATIONS.

- e. This only appears if Yes is on the previous question.
- f. Provide the names of the businesses/organizations partnering with.
- g. Limit of 300 words. (There is a counter that shows the word count.)

Is your chapter going to work with local businesses/organizations to find sponsorships and/or matching funds for your project?

- Yes
- No
- Unsure

If you don't have any partnerships, it will not affect your funding. However, we encourage you to consider partnering with other organizations in your community.

Please list the businesses/organizations.

9 / 300 words

Chamber of Commerce, Acme Corp., Local young professional group

5. Click SAVE + NEXT to continue.

SUPPORTING MATERIAL TAB

This is optional and does not need to be completed. If there isn't anything uploaded, click SUBMIT APPLICATION.

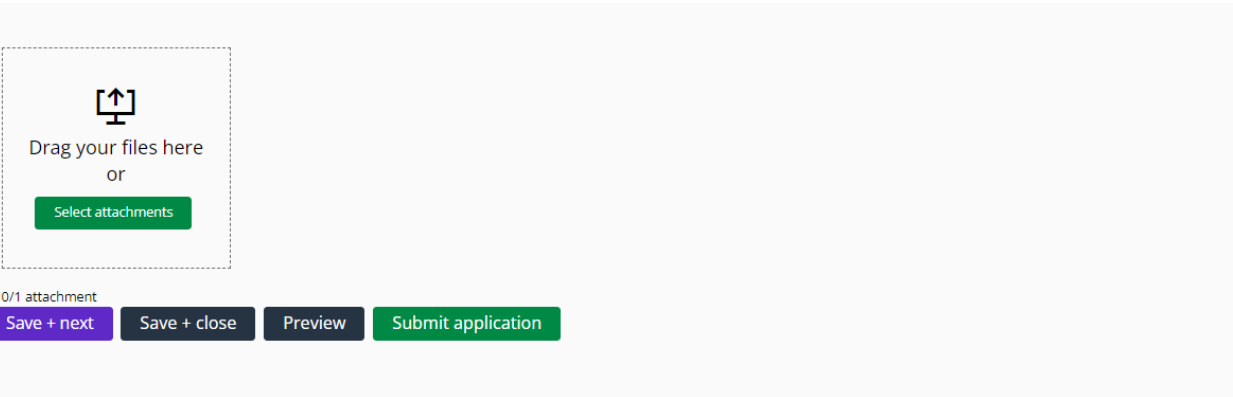
Attachments information

Material may be supplied as follows:

1. One PDF may be uploaded.
2. It cannot be more than 3 pages long.
3. Please do not upload any further written material as the reviewers will not consider these. The written component of your application should be fully explained within the provided form fields.

Some examples of what will be accepted and considered:

- A support letter for your project.
- A more in-depth budget.




- Only one additional PDF may be uploaded to provide more information about the project.
- The PDF can only be three pages long.
- Do NOT provide any additional written materials, as this will not be considered by the scoring committee.
 - The project should be fully explained within the application.
- Examples of what can be submitted:
 - Support letter for the project
 - More in-depth budget.

To Upload a document:


- A file can be dragged to the box OR
- Click Select Attachments and find the file to upload.
- When the file has been uploaded, a name can be provided. OPTIONAL

NOTE: At this point, the application is complete. **Click SUBMIT APPLICATION.** This is the only way to finish and submit the application.

1 [Delete](#)


PDF

Document File Name
(optional)

[Establishing an SME ... \(288.54 kB
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The maximum number of attachments for this tab has been reached.

1/1 attachment

THANK YOU PAGE

1. Once the application is submitted there will be:
 - a. A Thank you page.
 - b. The officer completing the application will receive an email with the application.



Thanks for submitting your application


We'll keep you informed of the progress of your application via email notifications and broadcasts so please make sure you're subscribed to receive these in your user profile.

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SUBMISSION RECEIVED EMAIL



membership
learn. engage. advance.

SME Membership application submitted

Dear Heather,

Your application has been successfully submitted and now awaits reviewing.

Application name: 2025 Example
Category: Chapter Funding
Identifier: LmWxEPNK

You can return to your application to make any changes yourself (up until the application deadline) by visiting <https://smembership.awardsplatform.com>

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