IEEE Region 10 Matching Fund Policy - Guidelines

IEEE Region 10 follows a standard policy when funding regional projects coordinated by its organizational units. This policy is only applicable for organizational units under IEEE Region 10.

- A **Large Section**'s project (1501 members or more) may be eligible to receive support up to 50% of the total approved fund.

- A **Medium Section**'s project (501 to 1500 members) may be eligible to receive support up to 70% of the total approved fund.

- A **Small Section**'s project (500 or less members) may be eligible to receive support up to 90% of the total approved fund.

- A **Council**'s project may be eligible to receive support up to 90% of the total fund.

Note: The Section grouping (Small, Medium, Large) is based on the IEEE membership statistics as of 31 December prior year.

The following will not be funded under the IEEE Region 10 matching fund policy unless prior approval is received from the Region Director and the Vice Chair:
(*in reference to [IEEE New Initiatives Operations Manual, amended January 2018](#)*)

- Overhead (general & administrative or indirect costs)
- Construction or building renovations (unless it is an extraordinary strategic initiative)
- Lobbying or electioneering
- Personal or commercial loans
- Grants with an individual as the sole beneficiary
- Scholarships to individuals or institutes
- Endowments
- Participation of specific/individual teams at competitions or conferences
- Extensive travel, accommodation, and visa applications
- Gifts and honorarium

Reimbursement Claims

Reimbursement claims are only applicable for approved projects that are selected for funding.
A detailed report along with proof of all expenses shall be submitted to the respective IEEE Region 10 Committee under which the funding was offered, within 1 month from the event completion date.

The following items shall be submitted to the IEEE Region 10 Committee for review:

- Activity Report
- To file activity to [IEEE vTools.Event Reporting](#) upon completion
- Finance/ Expense Report
- All Receipts/ Invoices

Please note that the initial funding grant does not guarantee the receipt of funding.
The approved funding is granted upon the completion of the proposed activity and required reports are received by the Region 10 Committee.

The final funding amount is subjected to the actual expenses (validated through the post-event reports and receipts) and may differ from the initial requested amount.

The Region 10 Committee reserves the right to request additional documentation to validate the costing of events/projects.

Upon reviewing and verifying the follow-up reports/ documentations, the approved funding will be transferred to the parent Council / Section of the applicable organizational units.