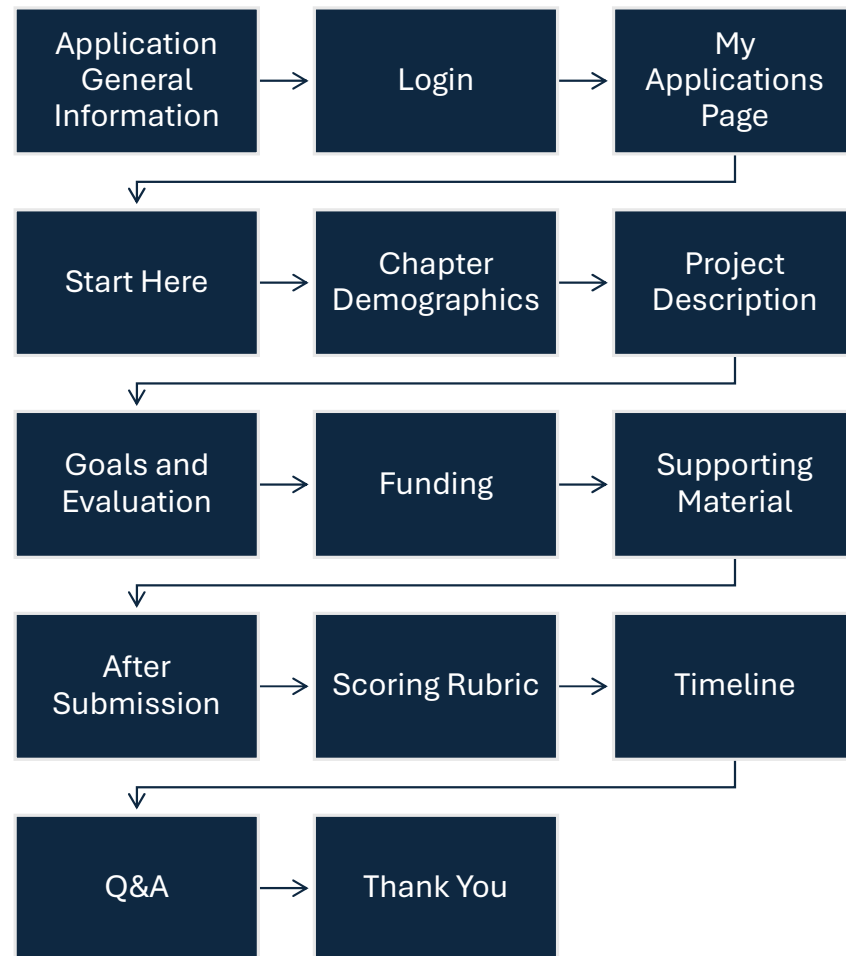


2026 CHAPTER FUNDING APPLICATION INSTRUCTIONS

Session Agenda

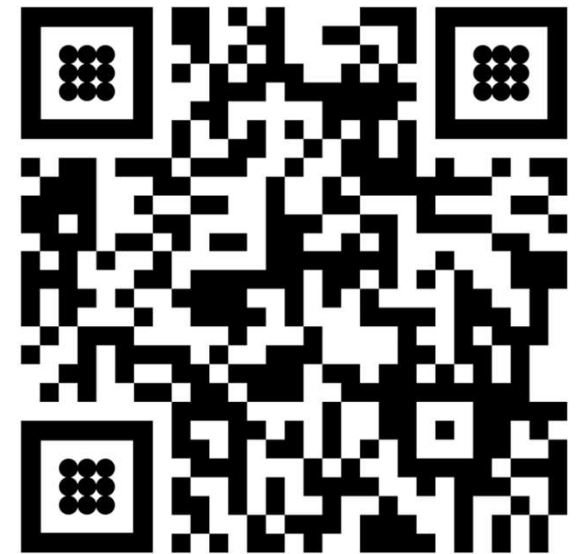


GENERAL APPLICATION INFORMATION



General Information

- Application is open
- Due January 18, 2026
- Don't leave to last minute
- <https://smembership.awardsplatform.com>



Toolbar

SAVE + NEXT: Save the application and move to the next section/tab.

SAVE + CLOSE: Save and close the application. Can login at any time to continue the application. **DOES NOT WORK AFTER APPLICATION DEADLINE**

PREVIEW: View the application with answers.

SUBMIT APPLICATION: Click on this **ONLY** when the application is complete and ready to be submitted.

- After submitting the application, changes can be made until the deadline.



Helpful Hints

The grey boxes on the side or below all the questions are helpful hints. These provide information about each field on the application. Refer to these while completing the application.

Use the drop down to select your chapter. If your chapter isn't listed, let chapters@sme.org know.

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

Select the title from the drop down.

Format: xxxxxxxxxx (no dashes or periods)

xxxx@xxx.xxx

The background of the slide is a photograph of three people in a modern office setting. A man in a dark shirt is on the left, looking down. Two women are on the right, one in an orange sweater and one in a green top, both looking towards the man. They are sitting at a table with papers and a tablet. The image is partially obscured by a large dark blue circle on the left side.

sme | membership
learn. engage. advance.

LOGIN PAGE

Login Screen

Login using:

- Facebook, Goggle, X(Twitter), LinkedIn
 - Taken to social media page
 - Login on social media page
 - Returned to application
- Create an account using email

NOTE: MUST login to complete an application.

- Can save and come back to the application.

The screenshot displays the SME Membership website interface. At the top, the logo 'sme membership' is shown with the tagline 'learn. engage. advance.' Below this, the main content area is divided into two sections. The left section, titled 'Log in or register', features an email input field, a 'Continue' button, and social media login options for Facebook, X (Twitter), Google, and LinkedIn. A 'Share' section with icons for Facebook, X, Pinterest, LinkedIn, and Email is also present. The right section, titled 'SME Membership Start here', lists three steps: 1. Register an account, 2. Start your application (save it in-progress), and 3. Submit your application to be reviewed. It includes contact information 'chapters@sme.org' and a '2026 Chapter Funding Application' section with an 'Apply Now' button. At the bottom right, a 'Welcome Back' section prompts users to sign in with their email or phone and password, with options to 'Forgot password?' or 'New to LinkedIn? Join now'.

sme membership
learn. engage. advance.

Log in or register

Email

Continue

or log in with

Facebook X (Twitter) Google LinkedIn

Share

f X p in e

SME Membership

Start here

- 1 Register an account.
- 2 Start your application (save it in-progress).
- 3 Submit your application to be reviewed.

For any questions, please contact chapters@sme.org

sme membership 2026 Chapter Funding Application
learn. engage. advance. Apply Now

LinkedIn

Welcome Back

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

Email or Phone

Password Show

Cancel Sign in

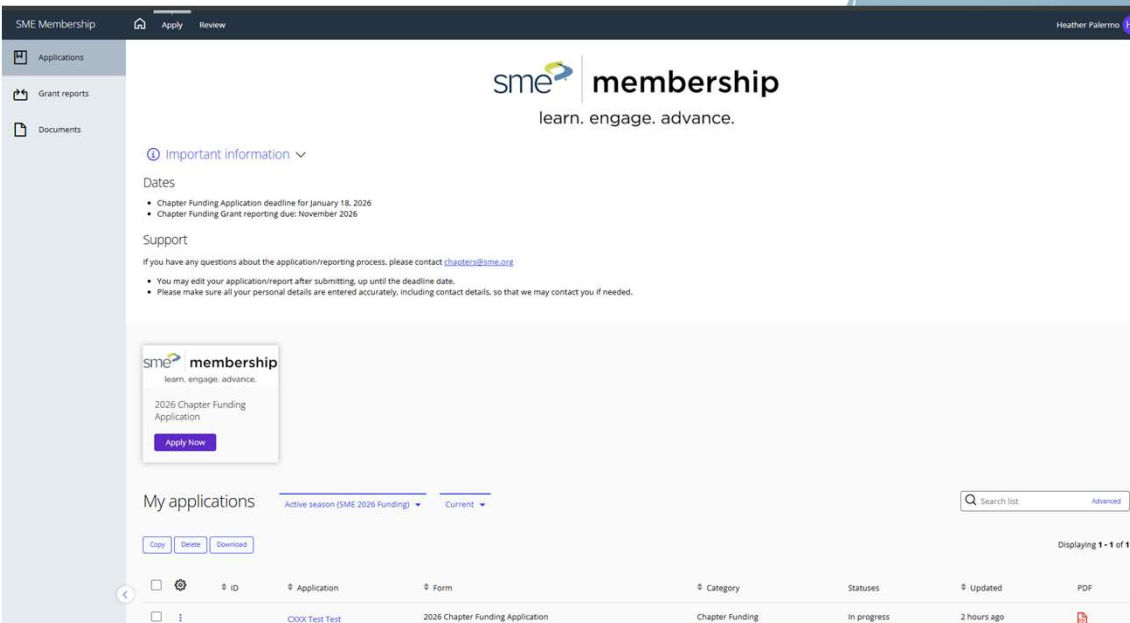
Forgot password?

New to LinkedIn? Join now

MY APPLICATION PAGE



First Page



- First page once logged in
- Important dates and support information at the top
- Next to My applications
 - Active season (2026 Chapter Funding)
- Under My Application = 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

My Applications Page (cont.)

My applications

Active season (SME 2026 Funding) Current

Search list Advanced

Copy Delete Download

Displaying 1 - 1 of 1

☐		ID	Application	Form	Category	Statuses	Updated	PDF
☐			CXXX Test Test	2026 Chapter Funding Application	Chapter Funding	In progress	2 hours ago	

- **Application:** hyperlink, click on to open the application
- **Form:** Auto populates
- **Category:** Auto populates
- **Status:** Updates automatically
 - In progress: The application started but not submitted.
 - Submitted: Application has been submitted.
- **Updated:** Last date application opened.
- **PDF:** This is clickable, opens the application as a PDF, can be downloaded and saved

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



START HERE TAB

Start Here Tab

- **CATEGORY:** Auto–populates with Chapter Funding. CANNOT BE CHANGED
- **APPLICATION NAME:** Chapter # Chapter Name Short Application Name

EX: C999 Sunnydale Certification Prep and Exam

The screenshot shows the 'Start Here' tab of an application system. At the top, a navigation bar contains tabs: 'Start here', 'Applicant information', 'Chapter Demographics', 'Project description', 'Goals and Evaluation', 'Budget & Funding', and 'Additional Material'. Below the navigation bar, the 'Intro' section is active, displaying a welcome message and a deadline of January 18, 2026. A link to email chapters@sme.org is provided for questions. The main form area includes a 'Category' dropdown menu set to 'Chapter Funding', a link to download a blank application PDF, and an 'Application name' text field containing 'CXXX Test Test'. Below the text field, a template for the application name is shown: 'APPLICATION NAME: Chapter # Chapter Name Short Application Name', with an example: 'EX: C999 Sunnydale Certification Prep and Exam'. A checkbox is checked, indicating that the chapter has submitted the current year's financial form(s) and chapter officer listing. To the right of the checkbox, a message states: 'The chapter meets the eligibility requirements to apply for chapter funding.' At the bottom of the form, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit application'.

Start here Applicant information Chapter Demographics Project description Goals and Evaluation Budget & Funding Additional Material

Intro

This application allows chapters to apply for funding from SME to help defray costs associated with local membership programs and activities. The application is due by January 18, 2026.

Any questions, please email chapters@sme.org.

Category
Chapter Funding

Download blank application PDF for reference

Application name
CXXX Test Test

APPLICATION NAME: Chapter # Chapter Name Short Application Name
EX: C999 Sunnydale Certification Prep and Exam

☒ 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.

Save + next Save + close Preview Submit application

Start Here Tab (cont.)

- ☒ 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.

CHECKBOX STATEMENT: Read the statement and check the box if it is true.

- If checked and the information is incorrect the chapter may be ineligible for funding.
- Checkbox = continue to rest of application
- REQUIRED

Click SAVE AND NEXT to continue to next tab.

APPLICANT INFORMATION TAB

Applicant Information Tab

Start here	Applicant information	Chapter Demographics	Project description	Goals and Evaluation	Budget & Funding	Additional Material
------------	-----------------------	----------------------	---------------------	----------------------	------------------	---------------------

 Applicant Information ▾

This section gathers the basic details needed to verify your chapter and the officer applying. Please complete all required fields accurately to ensure timely review and communication. Only executive chapter officers (Chair, Chair-Elect, Secretary, or Treasurer) may submit the application. If anything looks incorrect or your chapter is missing from the list, contact chapters@sme.org for assistance.

Select your Chapter	Use the drop down to select your chapter. If your chapter isn't listed, let chapters@sme.org know.
First and Last name of chapter officer completing application	This must be a chapter executive officer - chair, chair-elect, secretary, or treasurer.
Chapter Officer Title	Select the title from the drop down.
Submitting Chapter Officer's Phone Number	Format: xxxxxxxxxx (no dashes or periods)

Applicant Information Tab (cont.)

Submitting Chapter Officer's Email

hpalermo@sme.org

XXXX@XXX.XXX

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.

Save + next

Save + close

Preview

Applicant Information Tab (cont.)

Select your Chapter

- C001 DETROIT
- C002 SE WISCONSIN
- C004 MILWAUKEE
- C005 CHICAGOLAND
- C006 FAIRFIELD COUNTY
- C007 GREATER HARTFORD
- C008 PITTSBURGH
- C011 MINNESOTA STATE-WIDE

CHAPTER NUMBER AND NAME: Select the chapter from the dropdown menu.

- **REQUIRED**

Applicant Information Tab (cont.)

FIRST AND LAST NAME OF CHAPTER OFFICER COMPLETING APPLICATION

- Must be a chapter executive officer.
- Provide First and Last name.
- **REQUIRED**

CHAPTER OFFICER TITLE: Select title from the dropdown menu.

- **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.

Chapter Officer Title

Chair

Chair-Elect

Faculty Advisor

Secretary

Treasurer

Applicant Information Tab (cont.)

SUBMITTING CHAPTER OFFICER'S PHONE NUMBER: Enter the phone number of the person completing the application.

- Must be in this format 1235555555
- Include the area code
- **REQUIRED**

SUBMITTING CHAPTER OFFICER'S EMAIL: Enter the email of the officer completing the application.

- Enter a valid email address
- Use this format xxxx@xxx.xxx (maybe different for international emails)
- **REQUIRED**

Submitting Chapter Officer's Phone Number

 +1 8582542480

Format: xxxxxxxxxx (no dashes or periods)

Submitting Chapter Officer's Email

hpalermo@sme.org

xxxx@xxx.xxx

Applicant Information Tab (cont.)

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.

SECONDARY EMAIL (CHAPTER EMAIL, ANOTHER OFFICER'S EMAIL, ETC.) (OPTIONAL): If there is another email the chapter uses, enter it here.

- Example: A general email (like chapter123@gmail.com) or another officer's email address.

Click SAVE AND NEXT to continue to next tab.

CHAPTER DEMOGRAPHICS TAB

Chapter Demographics Tab

[Start here](#)[Applicant information](#)[Chapter Demographics](#)[Project description](#)[Goals and Evaluation](#)[Budget & Funding](#)[Additional Material](#)

[i Chapter Demographics](#) ▾

This section helps us understand your chapter's size and member engagement. Please base your responses on your most recent chapter roster and your chapter's activity over the past year. Estimates are acceptable where noted.

My chapter size is:

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?

This is an estimation.

Look over the past year and take an average of the members who attend/participated in chapter events.

[Save + next](#)[Save + close](#)[Preview](#)[Submit application](#)

Chapter Demographics Tab (cont.)

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+

How to determine your chapter size:
Click on the "My chapter size" link in the left-hand navigation menu to view the chapter size guide.

MY CHAPTER SIZE IS:

- Chapter sizes are in the grey box
- Select chapter size from dropdown
- Use your most recent monthly report to determine the number of members
- This will be used for the entire year
- REQUIRED

Chapter Demographics Tab (cont.)

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.

WHAT PERCENTAGE OF YOUR MEMBERS PARTICIPATE IN LOCAL MEETINGS/EVENTS?

Select the participation level from the dropdown menu.

- Estimation: an average of the members who attend/participate in chapter events
- **REQUIRED**

Click SAVE AND NEXT to continue to next tab.

PROJECT DESCRIPTION TAB

Project Description Tab

[My applications](#) → 2026 Chapter Funding Application → Edit application

All questions must be answered, unless marked optional.

Start here

Applicant information

Chapter Demographics

Project description

Goals and Evaluation

Budget & Funding

Additional Material

[ProjectDescription](#) ▾

In this section, you will provide an overview of your proposed project, including its purpose, alignment with SME's mission, strategic focus area(s), timeline, and communication plan. Your responses should clearly demonstrate how the project will strengthen your chapter, support SME's strategic priorities, and advance manufacturing in your community.

Please be concise, specific, and thoughtful. Use milestones and bullet points where recommended, and ensure your project can be completed by **November 30, 2026**.

Project title

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

Projected completion date of project

Must be completed by November 30, 2026.

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

0 / 500 words

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

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.

Project Description Tab (cont.)

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	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.
Outline the project timeline including milestone dates. 0 / 500 words	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.
What is your communication and marketing plan for your project? (Consider marketing plans for before, during, and after the project.) 0 / 500 words	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.

Save + next

Save + close

Preview

Submit application

Project Description Tab (cont.)

PROJECT TITLE: Provide a descriptive title for the project.

- **REQUIRED**

PROJECTED COMPLETION DATE OF PROJECT: Planned completion date of the project.

- Format: MM/DD/YEAR
- Must be completed by November 30, 2026
- **REQUIRED**

Project title

Emerging Professional Recruitment Event

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

Projected completion date of project

Must be completed by November 30, 2026.

Project Description Tab (cont.)

EXPLAIN HOW THE PROJECT WILL HELP ACCOMPLISH THE SME MISSION STATEMENT AND FURTHER THE MANUFACTURING INDUSTRY: Provide a concise explanation of how the project aligns with SME's Mission Statement.

- Mission statement is provided.
- Limit of 500 words.
- **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.

Project Description Tab (cont.)

WHAT STRATEGIC MEMBERSHIP FOCUS AREA DOES YOUR PROJECT FIT UNDER? (check all that apply): Check at least one area from Brand, Engagement, and Growth.

- Brand, Engagement and Growth are explained in the helpful hints box.
- One or more can be selected
- The project must fit into at least one of these areas.
- **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.

Project Description Tab (cont.)

PROVIDE A BRIEF DESCRIPTION OF THE PROJECT (include how the project will move the needle on the strategic focus area – Brand, Engagement, Growth): Write a concise description of the project.

- Provide information on how the project aligns with the strategic area(s) chosen
- Limit of 500 words.
- **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.

Project Description Tab (cont.)

OUTLINE THE PROJECT TIMELINE INCLUDING MILESTONE DATES

- Specific dates when possible
- Milestones act like checkpoints. Reaching a milestone indicates the successful completion of a group of important tasks or a significant phase of a project.
- Helps to work backward from the project completion date
- Bullet points are recommended but not required.
- Limit of 500 words
- **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.

Project Description Tab (cont.)

WHAT IS YOUR COMMUNICATION PLAN FOR YOUR PROJECT? THIS SHOULD INCLUDE BEFORE, DURING, AND AFTER THE PROJECT COMMUNICATION. Outline the communication plan for the project.

- Demonstrate how information will be shared with stakeholders
- Consider various communication platforms – newsletters, emails, social media, in-person, press releases, blog posts, website updates, etc.
- Bullet points are recommended but not required.
- Limit of 500 words.
- **REQUIRED**

Click SAVE AND NEXT to continue to next tab.

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.

GOALS AND EVALUATION TAB



Goal and Evaluation Tab

[My applications](#) → 2026 Chapter Funding Application → Edit application

All questions must be answered, unless marked optional.

Start here Applicant information Chapter Demographics Project description **Goals and Evaluation** Budget & Funding Additional Material

Goals and Evaluation ▾

In this section, you will define the key goals for your project and describe how you will measure success. Your responses should outline clear, achievable outcomes and explain the methods or tools you will use to evaluate the project's impact on your chapter and the manufacturing community.

SMART Goal 0 / 200 words

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) 0 / 200 words

Can add one additional SMART goal.

Additional SMART Goal (optional) 0 / 200 words

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

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](#) [Save + close](#) [Preview](#) [Submit application](#)

Goal and Evaluation Tab (cont.)

SMART GOAL: Enter a SMART goal for the project.

- SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.
- One SMART goal is required.
- A link is included in the helpful hint box to an article on how to write a SMART goal.
- Limit of 200 words
- **REQUIRED**

An additional SMART Goal can be added.

- 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.

SMART Goal

75 / 200 words

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>

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

Can add one additional SMART goal.

Additional SMART Goal (optional)

0 / 200 words

Goal and Evaluation Tab (cont.)

HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF THE PROJECT? Explain in more detail the SMART goal will be measured.

- What tool(s) will be used to measure the success of the project?
- Limit of 500 words
- **REQUIRED**

Click SAVE AND NEXT to continue to next tab.

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?

BUDGET & FUNDING TAB



Budget & Funding Tab

My applications → 2026 Chapter Funding Application → Edit application

All questions must be answered, unless marked optional.

Start here

Applicant information

Chapter Demographics

Project description

Goals and Evaluation

Budget & Funding

Additional Material

ⓘ Budget & Funding

▼

In this section, you will outline your project's budget, request a funding amount (up to \$3,000), and identify any anticipated partnerships or sponsorships. Please provide accurate estimates, enter zero where items do not apply, and include any local organizations you plan to collaborate with.

Requested funding amount

\$

This amount cannot exceed \$3,000.

Provide the project's budget.

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

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membership

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Funding Tab (cont.)

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

Save + close

Preview

Submit application

Funding Tab (cont.)

Requested funding amount

\$2,500.00

This amount cannot exceed \$3,000.

REQUESTED FUNDING AMOUNT: Enter the dollar amount requested for the project.

- Only numbers.
- Cannot exceed \$3,000
- Not guaranteed to receive the full amount requested.
- **REQUIRED**

Funding Tab (cont.)

PROVIDE THE PROJECT'S BUDGET: Enter amounts in each budget category.

- Cannot exceed the amount requested.
- Provide notes as needed.
- No amount = leave blank or enter zero
- **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.

APPROXIMATE HEADCOUNT (IF APPLICABLE)

- Must be a number.
- If not applicable, enter zero
- **REQUIRED**

Approximate Headcount (if applicable)

50

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

Funding Tab (cont.)

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

- Select Yes, No, Unsure.
- If No or Unsure, click Save + Next to move to Supporting Materials
- If Yes, another box will appear
- **REQUIRED**

PLEASE LIST THE BUSINESS/ORGANIZATIONS.

- Only appears if Yes selected on the previous question
- Provide the names of the businesses/organizations who are partners
- Limit of 300 words.

Click SAVE AND NEXT to continue to next tab.

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.

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

ADDITIONAL MATERIAL TAB

Additional Material Tab

Optional – click SUBMIT APPLICATION

- 1 additional PDF allowed – no more than 3 pages
- Do NOT provide additional written material/information that was asked in the application, these will NOT be considered by the scoring committee.
- Projects MUST be explained fully within the application
- Examples:
 - Support letter for the project
 - More in-depth budget

Upload a document:

- File can be dragged to the box OR
- Click Select Attachments and find the file to upload
- Provide a file name.

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.



Drag your files here
or

Select attachments

0/1 attachment

[Save + next](#) [Save + close](#) [Preview](#)

Your application has been submitted.

1 [Delete](#)


PDF

Document File Name
(optional)

Test

[Establishing an SME ... \(288.54 kB download\)](#) [Download](#)

1/1 attachment

The maximum number of attachments for this tab has been reached.

COMPLETING THE APPLICATION

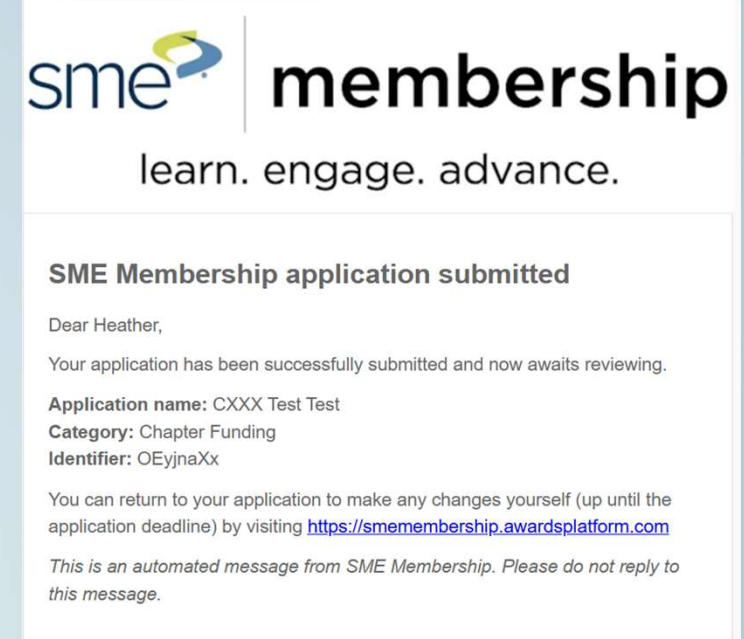
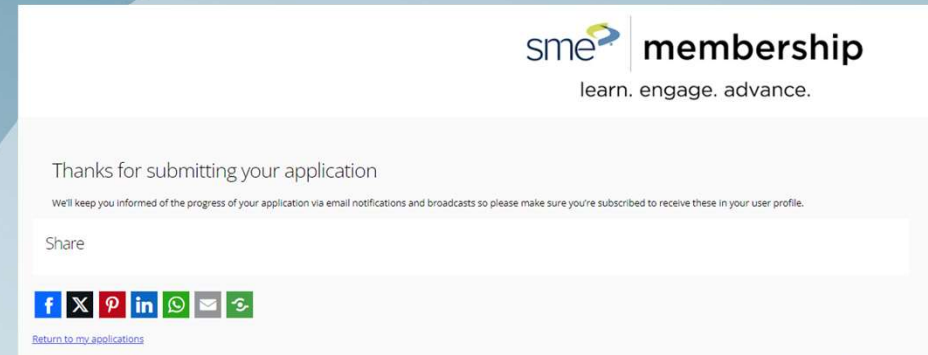
Completing the application

At this point, the application is complete. Click **SUBMIT APPLICATION**.

- Save + Close: Does NOT submit the application!

Once the application is submitted:

- There is a thank you page
- Receive an email with the application





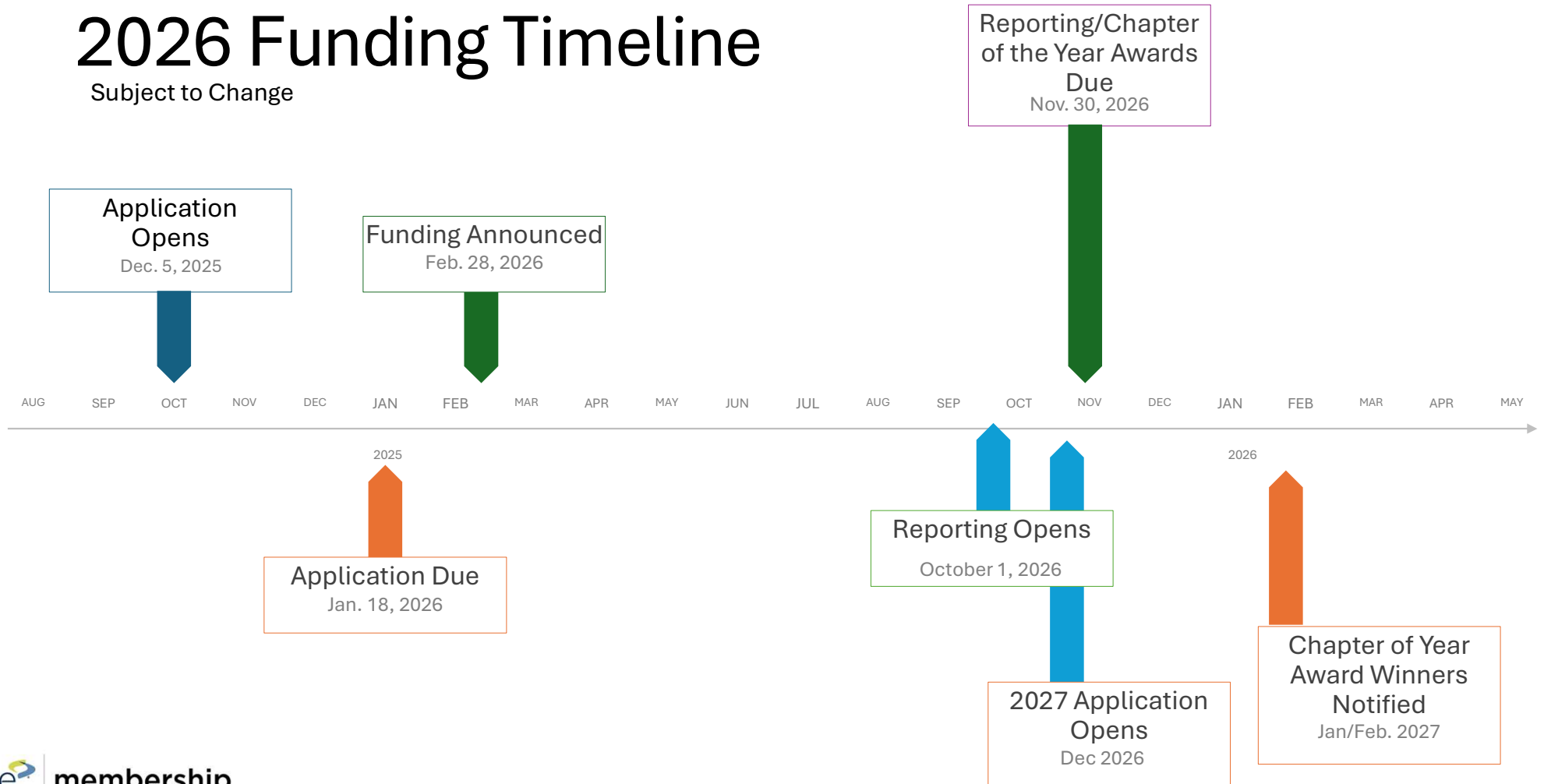
sme | membership
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TIMELINE



2026 Funding Timeline

Subject to Change





THANK YOU

Heather Palermo

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