All groups approved to receive WIE Special Funding or WIE Initial Funding must submit this completed template through Smartsheet, following the instructions provided in the approval email sent to the applicant.

If you have any questions, please email wie-funding@ieee.org

**General Information**

**Event Name:**

**Event Date:**

**Event Location (Venue, City, State, Country):**

**Event Participants:**

**Event Organizers:**

**Description**

**What was the purpose and objectives of the event?**

**What took place at the event?**

**What was learned at the event?**

**Agenda**

**Breakdown WIE Funds Utilization**

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Total $ Amount** |
|  |  |  |
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**Supporting Materials (Images, Website/Social Media Links)**

**Additional Comments/Resources**