



PRINCETON
women's network

Princeton Women's Network Chapter Launch Grant

The PWN Chapter Launch Grant provides funding to a newly launching or re-launching chapter of the Princeton Women's Network.

Funding Overview

Funding is available to offset food expenses, event supplies and event space fees. Receipts and event documentation are required for reimbursement. Grant funding will be available January 2020 – January 2021.

Funding Amounts:

- Up to \$200 for one launch event.
- Up to \$400 for one launch event and a first official event, completed within the same 6 months.

*Please note: we can only reimburse one entity (i.e. an individual alumna or the regional group) directly.

Funding Requirements:

1. Notify [Emily Latham](#) at the Office of Alumni Affairs about your plans to launch a PWN Chapter.
2. Work collaboratively with your regional association leaders to launch the chapter and promote the event(s).
3. Submit event documentation within two weeks of your event(s) to [Tamika Smith](#).
 - a. receipts of allowable expenses (food and space rentals)
 - b. list of attendees
 - c. event photo
 - d. event summary (250 words or less)
 - e. designation of who the reimbursement check should be payable to (i.e. individual alumna or regional group such as "Princeton Club of San Diego")

Additional resources, including a guide on how to start a PWN, best practices for leading a chapter, ideas for easy events, and tips for attracting and retaining volunteers, are also available, and can be found on the [Princeton Women's Network website](#). This website also contains a list of the currently active chapters.