**Employee Funding – Fellow Member Letter**

*Instructions: Download and customise your letter before sending it to your manager or budget holder.*

**Subject** (optional): **Funding request: APM Fellowship for [Your name]**

Dear [Manager’s name]

To support our delivery goals this year, I’d like to join the [Association for Project Management](https://www.apm.org.uk/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=fellow_apm_website) (APM) as a [Fellow member](https://www.apm.org.uk/membership/full-member/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=fellow_membership) with funding support from [Company]. APM is the only chartered membership organisation for the project profession.

Fellowship recognises senior professional experience with the FAPM post nominals. It provides the tools to apply best practice on our projects. This includes access to digital knowledge resources and templates, the APM Community and Mentoring Programme, the Fellows Forum with senior leaders, and member tools to plan, track and evidence CPD.

All of this supports a clear pathway towards becoming a Chartered Project Professional (ChPP).

**Here’s how I’ll put it to work:**

*[This is a suggested plan. Please edit to reflect current priorities or remove if not relevant.]*

* **First 90 days:** Complete the *APM Competence Framework* self-assessment, refine my CPD plan, and apply advanced guidance on [priority topic] to enhance outcomes on [project].
* **By six months:** Participate in a mentoring relationship, contributing insights to peers, and share key learnings from an APM event or webinar with our team to improve practice.
* **By year-end:** Demonstrate measurable impact against PDP goals and propose two strategic improvements to our delivery approach informed by APM research, events and Fellows’ best practice.

**Benefits for [Company]:**

* **External credibility and assurance** – FAPM post-nominals demonstrate senior professional expertise, strengthening our organisation’s reputation with clients, stakeholders, and partners.
* **Capability across the project lifecycle** – advanced frameworks, mentoring, and tools that can be applied to live projects.
* **Upskilling, and contribution** – mentoring (as mentor and mentee), senior-level networking and thought leadership opportunities help develop talent and retain top performers.
* **Consistent, audit-ready delivery** – adoption of shared standards and the APM Competence Framework improves governance, handovers, and project assurance.
* **Faster knowledge transfer** – peer-to-peer learning spreads best practice and accelerates problem-solving across teams.

***Sam McDonough, Transport for London***

*“Before TfL joined APM, we were in pockets. Now we’re one project management community - with shared standards, shared goals, and the skills to deliver.”*

The annual fee is £225. Payments are typically made via card or expenses reimbursement. I’m happy to manage the admin and report progress quarterly.

To bring the impact of membership to life further, I’ve attached a one-page business value summary, along with supporting member and employer testimonials.

 Please let me know if you’re happy to proceed, or if a short discussion would help.

Kind regards

[Your name]
[Job title] [Department]
[Contact details]