

Emerging Professional Component Grants

2011

GUIDELINES



The College of Fellows

The purpose of the College of Fellows is to stimulate a sharing of interests among Fellows, to promote the purposes of the Institute, to advance the profession of architecture, to mentor young architects, and to be of ever-increasing service to society.

The Young Architects Forum

The mission of the Young Architects Forum (YAF) is to promote the professional growth and leadership development of architects during their first 10 years of licensure by addressing relevant issues, providing a national communications network, and acting as a collective voice for young architects nationwide. The goals of the YAF revolve around the themes of leadership, fellowship and mentorship.

The National Associates Committee

The National Associates Committee (NAC) is dedicated to representing and advocating for Associates, both mainstream and alternative, in the national, regional, state, and local components of the AIA.

The College of Fellows has established a small grants fund to assist AIA components in the development of programs which foster the mission of Young Architects and Associates. These funds may be used to enhance the activities of an existing Emerging Professionals group or as seed money to help start a new one. Because one of the goals of the component grants program is to make Emerging Professionals groups a vital component activity, an explanation or demonstration of component commitment and support is essential.

All grants must be for a specific program or activity of a local, state, or regional Emerging Professionals group and should address at least one of the following: mentorship, ARE, and/or IDP initiatives. General component activities or programs are not eligible. All grants are made to an AIA component. There is a total of \$40,000 available for the program this year with a maximum limit of \$5,000 for each grant. Proposals with matching funds are encouraged.



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Application

All applications must be submitted as a pdf no larger than 4 MB. Submissions should be no longer than 6 pages and must include the following information:

- 1. Proposal Summary** (*limit one page*)
 - Title of program
 - Applicant: name, address, phone, fax, e-mail
 - Component: name, address, phone, fax, e-mail, executive director
 - Concise abstract (*150 words or less*)
- 2. Proposal**
 - Title
 - Purpose and description
 - Expected participation/audience
 - Budget—income and expenses, in-kind support, matching funds
 - Schedule
 - Grant requested
 - Key project participants: name, project responsibility, one paragraph biography. Key project participants should be AIA members.
- 3. Brief description of background and activities of component's young architects and Associates** (*limit one page*)
- 4. Reference letter from component president**

Evaluation Criteria

In order to evaluate requests for component grant funding, special attention will be paid to:

Purpose—Is the purpose of the program consistent with the YAF and NAC missions? Will it assist the development of a local/state/regional chapter? Will it advance the professional development of Emerging Professionals?

Key participants—Are the program leaders AIA members? Emerging Professionals? Are there enough volunteers involved to accomplish the proposed activity?

Audience—Is the intended audience primarily Young Architects and Associates? Does the anticipated attendance warrant the expenditure?

Budget—Is it realistic for the project? Is there local support, such as contributions in-kind, money from a component(s) or sponsors? Are the participants' fees realistic, neither too high nor too low for the value? Are there matching funds as part of the proposal?

Component—Is this entity an established Emerging Professionals group with component backing? If new, does this group have the leadership and component support to grow into an on-going program?

Deadlines and Notification Schedule

Applications for funding in calendar year 2011 must be received no later than Monday, June 20, 2011. A jury composed of the COF Executive Committee, with one representative each from the NAC Executive Committee and the YAF Advisory Committee will review all applications in September. The jury reserves the right to make awards that are less than the amount requested. Applicants will be notified of their decision by August 1, 2011.

Submission

Please e-mail your application to cof@aia.org by Monday, June 20, 2011.

Questions

Please refer questions to Tamzin Howerton, Associate, Knowledge Communities: phone, 202-626-7358 or cof@aia.org.