



---

# The American Institute of Architects

## 2011 Center for Civic Leadership

### Component Assistance Grant Program

#### **I. PURPOSE/BACKGROUND**

The focus of the 2011 AIA Center for Civic Leadership Assistance Grants is to support projects, conferences, symposium, and scholarships that advance leadership development across the full spectrum of an architect's career. Programs and or activities should help to mobilize members interested in taking on or expanding leadership roles in their communities, their professional lives, and in academia in order to help guide and implement public policies that ensue healthy, livable, sustainable, and quality designed built environments for future generations. Projects must represent new initiatives. Projects that will assist emerging professionals and potentially impact the largest number of members will have priority.

AIA components may apply for grants up to \$2,000. The AIA Board Advocacy Committee will review and approve the final grant amount based on specified criteria. Grants may be approved at an amount less than that requested.

Grant amounts will be determined by:

- Component financial capabilities;
- Programs that maximize increasing membership leadership capabilities and fostering future Citizen Architects in the local architecture community
- Ability for other Components to replicate the program.

#### **II. GRANT DEADLINES**

The grant program begins officially on June 6, 2011. Completed applications must be received by no later than Friday, July 29, 2011 for consideration. Grants will be determined and notifications sent by no later than September 1, 2011.

Electronic submissions are accepted at email: [govaffs@aia.org](mailto:govaffs@aia.org) or fax: 202-639-7625 (attention Vanessa Leon). Hard copy submissions are accepted at: AIA Government Advocacy, 1735 New York Ave, NW, Washington, DC, 20006.

#### **III. CRITERIA FOR APPLICATIONS**

- The project proposed for funding must promote civic engagement and leadership amongst the membership.
- Grant requests to help fund or supplement a component's budget for functions/program which the component conducts on an annual basis will not be considered.
- The initiative must follow AIA public policy. For a copy of the AIA public policies, contact AIA Government Advocacy at [govaffs@aia.org](mailto:govaffs@aia.org) or 202-626-7403.
- The project or issue must have the potential for being replicated in other Components and promote long-term benefits to the component, the profession and the community.
- The application must include a specific plan, project timeline and documentation for use of the grant and component matching funds. Explain and identify the component's matching funds source. Explain how the component will fund the initiative if a grant is not awarded.
- Incomplete applications will not be considered.

#### **IV. RESPONSIBILITIES OF GRANT RECIPIENTS**

Responsibilities of grant recipients have been established by the AIA Advocacy Committee. All grant recipients will be required to furnish AIA National with an interim progress report within 3 months of receiving the grant award. If this report is not received by AIA National staff within 3 months, future grants will not be forthcoming.

At the conclusion of the project, the component will submit:

- A summary of involved members and results;
- Statement of fund use; and
- Resource materials developed with grant funds.

If the above reports are not submitted, components will be disqualified for further grant requests for a period of three years. If funds are not used for the purposes described in grant applications, the component will be required to refund grant monies to AIA National so that funds may be reallocated to other grant applicants. If a component has difficulty completing activities outlined in their application, the component must consult AIA National.

Programs must be completed by and summary report submitted no later than May 1, 2012.

#### **STAFF CONTACTS**

For more information on the grants program, please contact Brooks Rainwater or Vanessa Leon at The American Institute of Architects. Contact information is as follows:

Brooks Rainwater  
Director, Local Relations  
The American Institute of Architects  
1735 New York Ave NW | Washington, DC 20006  
(202)626-7513 (direct)  
(202) 639-7625 (fax)  
[brainwater@aia.org](mailto:brainwater@aia.org)

Vanessa Leon  
Manager, Local Relations  
The American Institute of Architects  
1735 New York Avenue, NW  
(202) 626-7407 (direct)  
(202) 639-7625 (fax)  
[VanessaLeon@aia.org](mailto:VanessaLeon@aia.org)



---

# The American Institute of Architects

## 2011 Center for Civic Leadership

### Component Assistance Grant Program Application

#### Part I: Component Identification

AIA Component: \_\_\_\_\_

Principal Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Date of application: \_\_\_\_\_

Amount requested (not to exceed \$2,000.00): \_\_\_\_\_

#### Part II. Project Description

Describe the proposed project in detail. Define the expected results including the immediate and long-term benefits that will accrue to the component, its members and the profession as a whole as a result of this project. Describe how your project may be utilized by other components, or sets a replicable precedent.

#### Part III: Project Implementation Plan

Provide a clear plan detailing how the project will be completed including a timeline reflecting critical dates accompanied by an allocation of project dollars, as appropriate.

#### Part IV: Financial Information/Project Budget

Total component membership: \_\_\_\_\_

Number of licensed architect members: \_\_\_\_\_

Total annual component budget (including staff salaries): \_\_\_\_\_

1. Explain why this issue requires support and funding beyond the component's annual budget. What efforts will be undertaken if this grant is not awarded?
2. Explain the source of the component matching funds (e.g. special assessment, reserve funds, etc.). Components **must** match the amount equal to the amount of the grant request.
3. Provide an itemized budget showing detailed expenses required for the project and any revenues anticipated.

## 2011 Center for Civic Leadership Component Assistance Grant Program Application

### Recipient Statement of Responsibility

The grant will be awarded after approval by the AIA Advocacy Committee. The component agrees to provide AIA National with an interim progress report *3 months after receipt of the grant*. At the conclusion of the campaign, the component will furnish AIA National with a summary of program, activities, results, recommendations for other components in replicating the program and a statement of how the funds were used. The component understands that failure to submit materials or final reports will disqualify the component from further grant requests for a period of three years. **Funds not used for the purpose described in the grant application must be refunded to the AIA National.**

---

(Name of component)

---

(Name/position of individual in component)

---

(Signature)

---

(Date)