

The American Institute of Architects Scholarship Program **Guidelines**

P U R P O S E

Architects share an important responsibility in assuring the health, safety, and welfare of the communities they serve. The American Institute of Architects is committed to contributing to the preparation of graduates who will meet the current and future challenges in a swiftly evolving profession. The AIA believes that the investment to support the education of future professionals is a crucial part of its mission.

The AIA National Component desires to support local and state Components or their affiliated foundations in their efforts to provide and develop scholarship programs. Offering matching grants to augment existing Component programs will reinforce the significance of the AIA in the lives of architects, aspiring students, and their communities, and will stimulate interest in the formation of new scholarship programs.

E L I G I B I L I T Y O F C O M P O N E N T S F O R M A T C H I N G F U N D S

To be eligible for seeking matching funds, the scholarships awarded by a Component must:

- be used for tuition for a full-time student enrolled in a professional degree program accredited by the National Architectural Accrediting Board (NAAB);
- be expended by November 1 of the year in which the award is made;
- be documented as having been awarded in accordance with the schedule below.

International components are eligible for matching funds and may offer scholarships to students in professional degree programs at universities in countries other than the United States.

Please note that the AIA reserves the right to modify matching funds limits from year to year in an effort to follow the scholarship fund management policies established by the AIA Board of Directors. These policies support the growth of a scholarship fund corpus that will be able to support this program for many years to come. As such, if demand for funding exceeds available funding in any given year, matching funds will be awarded on a proportional basis to components who submit an application by the deadline.

| If your component has awarded a scholarship for at least this amount | for this many years, | you are eligible for a dollar for dollar match up to this amount | for a maximum of this many years |
|-----------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------|-----------------------------------------|
| \$1,000 | 3 years | \$2,000 | no limit |
| \$1,000 | 2 years | \$1,500 | 1 year |
| \$1,000 | 1 year | \$1,000 | 2 years |
| \$ 500 | 3 years | \$1,000 | 3 years |
| \$ 500 | 2 years | \$500 | 2 years |
| \$ 500 | 1 year | \$500 | 1 year |

Documentation for each qualifying scholarship may be in the form of copies of cancelled checks.

A P P L I C A T I O N A N D A M O U N T O F A W A R D

Components must submit a separate application for each scholarship program for which matching funds are sought. Between one and four applications may be submitted, depending on the dollar amounts of matching funds requested within each application. The total amount of one-to-one matching funds requested by a single Component may not exceed a total of two thousand dollars (\$2,000). Scholarships must be awarded in at least \$1,000 increments.

AIA Scholarship Program Guidelines

D E A D L I N E

The postmark deadline for proposal submissions is February 17, 2009. Successful Components will be notified of results by March 16, 2009.

C O N S I D E R A T I O N S

- Acceptance of proposals for review does not commit the AIA to award funds, nor is it liable for any costs incurred in the preparation of the application.
- The AIA reserves the right to grant funds to any number of applicants or to no applicant, and may reject any and all applications, or any part of an application.
- Applications submitted must comply with all requirements cited in the guidelines. Failure to do so may result in exclusion from consideration.
- Funds cannot be used to cover administration costs.

R E C O G N I T I O N

To elevate the significance of the AIA and bring wider recognition to AIA scholarship programs, scholarship grants must be presented as follows:

- The award must be announced and publicized as a joint scholarship program between the local or state Component and the National Component in newsletters, website and press releases.
- The award must be presented in person by representatives of the Component (and the National organization including regional representatives, if possible) at a public forum such as a university award presentation program, and/or a Component meeting or event.
- A press release must be sent to the public affairs office at the university the scholarship recipient attends.
- The Component website must list scholarship recipients, and, when possible, past recipients' résumés or profiles, and photos.

R E P O R T I N G

For each grant received, Components will be required to provide by November 2 of the year in which the grant was received:

- the name of the recipient.
- the name and address of the accredited architecture school the applicant will be attending.
- the name and telephone number of the primary contact person at the school.
- a copy of the cancelled check provided to the recipient or the school to which they are enrolled.
- a copy of any promotional materials (newsletters, newspaper articles, etc.) about the scholarship showing recognition of AIA grant.

C O N T A C T

Questions should be directed to Catherine Roussel, Director, Education, by telephone at 202-626-7417, via email at croussel@aia.org, or by mail at AIA, 1735 New York Avenue, NW, Washington, DC 20006.