



## 2024 AIA TRUST COMPONENT GRANT PROGRAM

Sponsored annually, the AIA Trust Component Grant Program is made possible thanks to Victor and CNA Insurance, providers of the AIA Trust Professional Liability, Business Owners, and Cyber Liability Insurance Programs.

Created to encourage AIA state and local component programs this grant program wishes to assist filling an immediate need that enhances the leadership and management skills of architects to help them better navigate the business context of professional practice and more effectively serve the public interest. Since its establishment, over \$300,000 has been given directly to AIA Components for their programs to date.

Submissions will be accepted beginning January 1, 2024. The deadline is close of business on Monday, April 15, 2024 and notification will be sent by Friday, May 10, 2024.

### Guidelines and Procedures

The AIA Trust Component Grant Program supports **new initiatives or significantly improved programs**. These may be projects, conferences, and/or publications assisting components by:

- fostering leadership/practice management
- aiding management education
- and increasing the effectiveness of professional practice.

These efforts should promote meaningful, long-term benefits to the profession or local architecture community.

Joint programs are encouraged: Favorable consideration will be given to proposals that *foster interaction among design professionals or within the construction industry*. Examples of this could include but are not limited to an AIA component teaming up with a professional engineering society or a similar member organization such as the American Council of Engineering Companies.

The following types of submissions are considered ineligible for this grant:

- legislative initiatives
- Submissions seeking replacement or supplementation of existing funding
- Submissions for ongoing projects that have not seen significant improvement
- Submissions for general sponsorship of meetings, conferences, and/or award programs.
- Submissions that have a primarily social function or nature.

Please note that Victor, Inc. through its relationship with the AIA Trust or with a local independent insurance broker may provide sponsorships or contributions outside of this grant program.

Consideration of a component grant proposal **requires** that a link to the AIA Trust web site be currently maintained **on an ongoing basis** on the component's web site, either on the home page, the member benefits page, and/or the member resources area. [Click here](#) for instructions on the AIA Trust web site.

Additionally, the AIA Trust, Victor, and CNA sponsorship shall be acknowledged on all promotional materials for the funded project, in appropriate materials, and at public presentations. Successful projects will receive additional instructions for how to use logos and links appropriately.

## **Application**

**Applications must be sent electronically to both the AIA Trust and Victor contacts outlined, by the deadline.** Applications should be kept to three (3) pages. Please include the following information in your submission:

### **AIA Component Identification**

- List component name, address, telephone number, and web site.
- Include the name and all contact information for the principal contact for the project. Note: This is where all correspondence and payments will be sent. *If the principal contact is not the component executive, please provide their name to be copied on correspondence.*
- Verify your component web site link to the AIA Trust home page is working ([instructions here](#)) and provide the URL and location of it.

### **Project Description**

Describe the proposed project in detail to include program goals, results, and expected benefits for the component, its members, and the profession as a result of this project. Be sure to include:

- Name of proposed program
- Program purpose and/or stated goals
- Program description
- Intended Audience/Program participants; describe who the project serves, e.g. emerging professionals, architects & engineers, public, community leaders, architecture students, etc.
- Estimated Audience size/number of participants
- Strategic reason for the AIA Trust and Victor to consider funding the program.

### **Project Implementation Plan**

Describe the plan for how the project will be completed including a timeline reflecting critical dates and an allocation of project dollars. Be sure to include:

- Program date(s) (including completion) or duration if the proposal spans a period of time
- Indicate how the AIA Trust, Victor, and CNA will be recognized as the sponsor of the project (see Section V guidelines below).

## Project Budget

Provide the total program budget and the amount of AIA Trust Component Grant Program funding requested, not to exceed \$3,000.

- Provide an itemized budget showing detailed expenses required for the project and anticipated revenues.
- Indicate other funding to be obtained for the project if required in addition to the AIA Trust Component Grant Program funding.

- **Regarding payment for successful applications:**

- Payment will arrive separately in two parts. The first, two-thirds in May 2024. The final one-third of the grant amount will be authorized upon receipt of a final project report due COB Friday, December 6, 2024.

If the project is not implemented within the proposed schedule as outlined in the approved implementation plan (see I.c. above) and by the December final report deadline, an alternative schedule should be proposed *in advance*, subject to the approval of the AIA Trust and Victor, Inc., to determine whether grant funds may still be applied. The AIA Trust and Victor reserve the right to forfeit this payment if proper communication is not received and deadlines are ignored.

- **Final report:** Due the first Monday in December, this report should be submitted electronically to *both* AIA Trust and Victor contacts. The report should briefly summarize what was accomplished by the program and if possible, include a copy of the pertinent material(s) produced (program, etc.).

## Staff Contacts

Grant applications should be emailed to both contacts listed below. For more information on the grants program, please contact either; contact information is as follows:

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Executive Director  
The AIA Trust  
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**AIA**Trust

