



## 2012 AIA COMPONENT GRANT PROGRAM

The AIA Trust serves as a *free risk management resource* for AIA members and components, offering a host of cutting edge information as well as benefit programs to protect members, their firms, and their components from risk – all easily accessible on the [AIA Trust web site](#).

The 2012 AIA Trust Component Grant Program is aimed at stimulating programs that enhance the leadership and management skills of architects so that they can better deal with the business context of professional practice and more effectively serve the public interest.

Victor O. Schinnerer & Company, Inc., with the CNA Insurance Companies, providers of the AIA Trust Professional Liability Insurance Program, offers grants to the state and local components of The American Institute of Architects through The AIA Trust.

### **Guidelines and Procedures**

The Component Grant Program supports projects, conferences, and publications that assist the components in fostering leadership, aiding management education, and increasing the effectiveness of professional practice. Projects must fill an immediate need within the component to foster the practice management and leadership abilities of architects in private practice or must promote meaningful, long-term benefits to the profession or local architecture community.

The projects must represent new initiatives. Grants will not be provided for legislative initiatives, for the replacement or supplement of existing funding for ongoing projects, or for the general sponsorship of meeting, conferences, or award programs. This grant program will not consider programs that are primarily social functions. Schinnerer through its relationship with The AIA Trust or with a local independent insurance broker may provide sponsorships or contributions outside of this grant program.

Please note that consideration of your 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, member benefits page, or the links and resources area. Instructions may be found on the Trust web site, at [www.TheAIATrust.com](http://www.TheAIATrust.com) under the "[Component Resources](#)" button at the top of the home page.

In addition, favorable consideration will be given to proposals that foster interaction among design professionals or within the construction industry. Joint programs—such as the AIA component teaming up with a professional engineering society or a member organization of the American Council of Engineering Companies—are encouraged.

## **The Application**

Applications must be made in writing and mailed or emailed to The AIA Trust to be received by the deadline. Please note the correct spelling of both the Schinnerer and CNA companies.

### **Summarizing**

the following four sections, the total application should not exceed three 8 1/2 x 11" pages, using 12-point font size, appropriate margins, and the headings shown below. There is no need to restate the requirements for each section.

### **A. Component Identification**

Include the name, address, email address and telephone number of the principal contact for the project in addition to the name, address, telephone number, and web site of the component. Please note the location of the AIA Trust link from your component web site.

### **B. Project Description**

Describe the proposed project in detail. Define the expected results including identify 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. Indicate other funds obtained, identified or being requested if the project requires funding beyond that requested of the AIA Trust Grant Program.

### **C. 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. Indicate how the Schinnerer and CNA Professional Liability Insurance Program and The AIA Trust will be identified as the sponsor of the project.

### **D. Project Budget**

State the amount requested, not exceeding \$3,000, from the AIA Trust Component Grant Program. Provide an itemized budget showing detailed expenses required for the project and any revenues anticipated.

## **Staff Contacts**

Grant applications should be directed to Ann Casso at the AIA Trust. For more information on the grants program, please contact Kevin Collins at Schinnerer or Ann Casso at The AIA Trust. Contact information is as follows:

Ann Casso  
Executive Director  
The AIA Trust  
1735 New York Avenue, NW  
Washington, DC 20006  
Voice: 202/626-7567  
Fax: 202/626-7421  
Email: [acasso@aia.org](mailto:acasso@aia.org)

Kevin J. Collins, RPLU  
Senior Vice President  
Victor O. Schinnerer & Company, Inc.  
Two Wisconsin Circle  
Chevy Chase, MD 20815-7022  
Voice: 301/951-5412  
Fax: 301/951-5444  
Email: [kevin.j.collins@schinnerer.com](mailto:kevin.j.collins@schinnerer.com)

## **Deadline**

The 2012 Schinnerer and CNA Component Grant Program begins officially on January 1, 2012. The deadline for completed applications to be received by the AIA Trust for consideration is COB Friday, March 30, 2012. Grants will be determined and notifications sent by April 20, 2012; award recipients will be recognized at the AIA National Convention in Washington, DC.

## **Payment**

Organizations submitting successful grant applications will receive payment in two parts. A Schinnerer representative will award two-thirds of the grant amount in May 2012. The final one-third of the grant amount will be authorized upon receipt of a final project report which must be received by COB Friday, December 7, 2012 or the last payment will be forfeited.

The final report, due 12/7/12, should be submitted electronically to both the AIA Trust and Schinnerer contacts listed above. The report should briefly summarize what was accomplished by the program (elements B, C, and D of the application described above) and if possible, include a copy of the pertinent material(s) produced, such as a program (materials may be scanned).

## **Acknowledgment**

Schinnerer and CNA sponsorship shall be acknowledged on all promotional materials for the funded project, in other appropriate materials, and at public presentations. The suggested format for the acknowledgment is as follows: "Sponsored by Victor O. Schinnerer & Company, Inc., the CNA Insurance Companies, and The AIA Trust, providers of the AIA Trust Professional Liability Insurance Program."



# **AIA Trust**