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 2020 AIA Trust Component Grant Program is made possible by Victor and CNA Insurance, providers of the AIA Trust Professional Liability, Business Owners, and Cyber Liability Insurance Programs. The grant program is aimed at stimulating AIA component 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.

The 2020 AIA Trust Component Grant Program offers grants to the state and local components of the American Institute of Architects through the AIA Trust. More than $300,000 has been given directly to AIA Components for their programs to date. Please review the guidelines below and submit your component entry by the deadline.

Guidelines and Procedures

The AIA Trust 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 or significantly improved programs. 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 meetings, conferences, or award programs. This grant program will not consider programs that are primarily social functions. 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.

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, the member benefits page, and/or the member resources area. Instructions may be found on the AIA Trust web site by clicking here.

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.
I. The Application

Applications must be sent electronically to both of the AIA Trust and Victor contacts listed in Section II below, by the stated deadline. Please note the correct spelling of the Victor and CNA companies. The total application should not exceed three pages; there is no need to restate the requirements for each section. Please email your application following the instructions below.

A. AIA Component Identification

– List the name of the component, address, telephone number, and web site.
– Verify that your component web site link to the AIA Trust home page is working and provide the URL and location of it.
– Include the name of the principal contact for the project with the person’s title/function (within the component), address, email address and telephone number. If the principal contact is other than the component executive, please also list that name.

B. 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. Specifically, be sure to list:

– 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 why the AIA Trust and Victor should consider funding the program.

C. 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) or duration if spans a period of time
– Critical completion dates
– Indicate how the AIA Trust, Victor, and CNA, providers of the AIA Trust Professional Liability Insurance Program, will be recognized as the sponsor of the project (see Section V guidelines below).

D. 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.
II. Staff Contacts

Grant applications should be emailed to both Ann Casso at the AIA Trust and to Kevin Collins at Victor. For more information on the grants program, please contact either; contact information is as follows:

Ann Casso, Hon. AIA  
Executive Director  
The AIA Trust  
Email: acasso@aia.org  
Voice: 202/626-7567  
Fax: 202/626-7421

Kevin Collins, RPLU, Associate AIA  
Senior Vice President, Professional Lines  
Victor US  
Email: Kevin.Collins@Victorinsurance.com  
Voice: 301-951-5412  
Fax: 301/951-5444

III. Deadline

The 2020 AIA Trust Component Grant Program begins officially on January 1, 2020. The deadline for completed applications to be received by the AIA Trust for consideration is close of business on Tuesday, March 31, 2020. Grant winners will be determined and notifications sent by Friday, April 17, 2020. Award recipients will be recognized at the AIA Conference on Architecture in Los Angeles in May.

IV. Payment

Organizations submitting successful grant applications will receive payment in two parts. The component will receive two-thirds of the grant amount in May 2020. The final one-third of the grant amount will be authorized upon receipt of a final project report which must be received by COB Monday, December 7, 2020 or the last payment will be forfeited.

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 final report, due 12/7/20, should be submitted electronically to both the AIA Trust and Victor 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).

V. Acknowledgment

AIA Trust, Victor, 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, the CNA Insurance Companies, and the AIA Trust, providers of the AIA Trust Professional Liability Insurance Program”. The preferred logos are provided below; additional AIA Trust logos may be obtained by clicking here. All electronic logos should link to www.theaiatrust.com.