

2004 ACCENT ON ARCHITECTURE  
COMMUNITY GRANTS PROGRAM



APPLICATION  
PART I

Victor O.  
**CNA Schinnerer**  
Company, Inc.



AMERICAN ARCHITECTURAL  
FOUNDATION

For the past seven years, CNA Insurance Companies and Victor O. Schinnerer & Company, Inc., have sponsored the American Architectural Foundation's Accent on Architecture Community Grants Program. Their continued support makes this program possible. The CNA and Schinnerer professional liability insurance programs are commended by the American Institute of Architects and sponsored by the AIA Trust.

The American Architectural Foundation (AAF) is a 501(c)(3) educational organization that seeks to educate the public about the importance of architecture in enriching our lives and transforming our communities.

**Applications must be postmarked by 12/15/2003.**

The American Architectural Foundation Grants Program  
1799 New York Avenue, NW  
Washington, DC 20006

**ELIGIBILITY:** The AAF's 2004 Accent on Architecture Grants competition is open to 501(c)(3) organizations whose projects result in constructive engagement between the public, decision-makers, and design professionals around architectural issues. Projects should promote an increased awareness, appreciation, and understanding of how the public's involvement in the design process can enhance the quality of life in a community. Only projects that include active public engagement are eligible for funding. Projects must provide meaningful, long-term benefits to a community.

SUMMARY PAGE

**CONTACT INFORMATION**

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Name of Organization

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Name of Primary Contact

Name of Secondary Contact

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Street Address

City

State

ZIP

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Primary Telephone

Fax

E-mail

**PROJECT INFORMATION**

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Project Title

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Project Description (25 words or less)

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Grant Amount Requested

Total Project Cost

**The grant amount requested must not exceed \$3000 or 50% of the total project cost, whichever is less.**



Thanks to the continued support of CNA Insurance Companies and Victor O. Schinnerer & Company, Inc., since 1997 the AAF has awarded 80 grants to organizations in 30 states through this program.

**PAST RECIPIENTS:** Information on past Accent on Architecture Community Grant recipients is available at [www.archfoundation.org](http://www.archfoundation.org).

**QUESTIONS:** Please direct questions regarding the application process to [grants@archfoundation.org](mailto:grants@archfoundation.org).

**APPLICATION FORMAT:** Applications should include the completed Summary Page and the following: background information of the requesting organization, a project description, and a project budget. Guidelines are supplied below for providing this information. Please submit an original and two (2) unbound copies of the application. Applications will be considered complete upon receipt.

**EVALUATION CRITERIA:** The review committee will make its decisions based on the following criteria: purpose and objectives of the project; size and composition of the audience; dissemination plan; experience of the principal participants; and adequacy of the budget.

**NOTIFICATION AND RECEIPT OF GRANT FUNDS:** Organizations submitting successful grant applications will be notified by February 1, 2004. Funding will be distributed in two parts. Two-thirds of the grant will be awarded in early 2004. The final one-third of the grant will be authorized upon receipt of a final report and financial statement. The final report must be postmarked by December 1, 2004, or the remaining payment will be forfeited. Guidelines for the final report will be provided with the first payment.

**SPONSOR ACKNOWLEDGMENT:** Sponsorship must be acknowledged on all printed materials and at all public presentations of the funded project. Credit language will be provided with the first payment.

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PLEASE USE THE FOLLOWING FORMAT WHEN CREATING YOUR APPLICATION.

**BACKGROUND INFORMATION OF THE REQUESTING ORGANIZATION**

Describe the organization's mission and constituency. Provide information regarding the organization's experience with public outreach.

**PROJECT DESCRIPTION**

Describe the proposed project. Highlight groups to be involved and long-term benefits the community will gain as a result of this project. Provide a schedule for project planning and implementation.

**PROJECT BUDGET**

Provide a budget showing detail for your project's revenues and expenses. Show both anticipated sources of revenue and in-kind contributions.

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