





Thanks to the continued support of CNA Insurance Companies and Victor O. Schinnerer & Company, Inc., since 1997, the AAF has awarded 137 grants to organizations in 33 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, a project budget, and completed W-9 forms (see attached). 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 complete and successful grant applications with an evaluation plan will be notified by January 15, 2007. Funding will be distributed in two parts. Two-thirds of the grant will be awarded in early 2007. 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 October 26, 2007, or the remaining payment will be forfeited. Guidelines for the final report will be provided with the first payment.

**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.

**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

A completed W-9 form must be submitted with your application in order to be considered.