

2024 SUBMISSION FORM

The goal of ACTIVATE is to help architects **guide, listen, observe, advocate, connect, and envision** with the public and their communities. Through these six exercises, *the end goal is to inspire people to take action and shape the future of their communities around them.*

Each year, up to \$40,000 is granted to support programs that encourage this engagement. Anyone can apply for a grant, but the submissions will be reviewed by the leadership of one of our seven local Sections.

ACTIVATE grants are awarded to a variety of efforts. The form will refer to any Event/Program/Project as "Program".

SECTION 1 – Program Application

Name of Person/Group Completing Application _____

Email Address _____

Local Section Represented _____

Options: AIA Asheville / AIA Charlotte / AIA Eastern / AIA Piedmont / AIA Triangle / AIA Wilmington / AIA Winston-Salem

Program Title _____

Program Format _____

For example: Lecture Series, Film Series, Design-Build Project, Competition, etc.

Program Date or Date Range _____

Program Time of Day _____

Options: Morning / Afternoon / Evening

Short Description of Program (This is your elevator pitch of the program. Think of the overarching goals you wish to achieve.)

Estimated Public Attendance _____

Estimated AIA Member Attendance _____

Will the Program be Held Online or In-person? _____
Options: Online / In-person / Both / To Be Determined

Is the Program Free and Open to the Public? _____
Options: Yes / No

If not, Please Explain

Are AIA Members Eligible to Receive AIA CES Credit? _____
Options: Yes – Local Section Will Report; Yes – It Is Self-Reported; No

Has the Program Been Held Before? _____
Options: Yes – Once Before / Yes – It is held Annually / No

If you answered Yes to the above question, complete Section 2.
Otherwise, continue to Section 3.

SECTION 2 – Previous Programs

When was the Program Last Held? _____

Was ACTIVATE Funding Provided for the Most Recent Program? _____
Options: Yes / No

If so, How Much Funding was Awarded? _____

Short Description of Past Program(s)

Dates/years of past programs, locations, and details of major differences from the planned upcoming program.

What was the Public Attendance at the Most Recent Program? _____

What was the AIA Member Attendance at the Most Recent Program? _____

SECTION 3 – Program Description Detail - Please be as specific as possible.

Describe how the program will further public engagement and education with architects and architecture. What connections between the public and architects may be fostered during the program?

Describe how the program will engage architects, artists, and designers in exploring "Big Picture" questions. What questions will be raised at the program?

Describe how the program will convene the public around environmental and social issues. What environmental and social issues will be addressed at the program?

Describe the promotion and advertising of the program to the public and to AIA membership, include specific information for AIA NC, AIA Activate, and/or Section logos on marketing information. (ie- describe social media strategies, flyers, radio/tv).

Are there additional partner organizations associated with the program? If so, please describe the financial arrangement, attendee participation, and/or collaboration with the partner organizations.

SECTION 4 – Program Budget and Funding Request Worksheet

Please be as specific as possible.

What is the Total Program Budget? _____

How Much ACTIVATE Funding is Being Requested? _____

Please Include a Breakdown of how the Requested ACTIVATE Funding will be Used for the Program. Be as Descriptive as Possible.

- Staff and administrative costs will be considered on a case-by-case basis. If you intend to request funding for these costs, include as "Other" and provide a clear and concise description of the time and effort associated with the request.

Budget Worksheet	Overall Budget	ACTIVATE Funding
<u>Budgeted Revenue</u>		
Registration	\$ _____	\$ _____
Sponsorship	\$ _____	\$ _____
<u>Budgeted Expenses</u>		
Food & Beverage	\$ _____	\$ _____
Facility Rental	\$ _____	\$ _____
Promotion & Advertising	\$ _____	\$ _____
Speaker & Honorarium	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
<u>Net Income (Loss)</u>	\$ _____	

Total Funding Request \$ _____

Description of Budget and Requested Funds

Description of Budget and Requested Funds (Continued)

Please attach more info if needed.

SECTION 5 – Concluding Questions

Please be as specific as possible.

If this Program cannot happen as planned due to unexpected circumstances; will the Program still be able to occur? If so, how will the Program be changed and how will the funding requested be affected?

It should be understood that any Programs that are unable to be executed in a manner that complies with ACTIVATE's mission during the year will not be funded or funding must be returned.

Is There Any Additional Information that the Committee Should Consider?

Funding Request Checklist

Please go through and read each checklist item, ticking the box for the items you have completed. Submissions with all boxes checked off are fully completed with adequate information for review.

The more information provided to the AIANC Executive Committee for this funding request is greatly appreciated. Please include any additional information, such as advertisement information, vouchers/invoices, sponsorship levels, etc. to support the funding request.

DESCRIPTION OF PROGRAM – The description of program should be a clear and concise narrative that addresses how the program aligns with the ACTIVATE Mission. (Section One)

PROGRAM FORMAT – The program format information is used to explain the basic structure of the program/event. Any deviations from known program types (town hall, film screening, competition, etc.) is encouraged but should be explained in greater detail. (Section One)

ESTIMATED ATTENDANCE – The estimated attendance is used to evaluate the potential impact between the Public and AIA Membership. Balanced attendance between both the Public and AIA Membership is desired over high estimated attendance.

FREE/PAID PROGRAMS - Programs that are Free and Open to AIA Membership and the Public are encouraged but not required for funding. Paid/Ticketed programs that are fiscally responsible and that engage the Public and AIA Membership will also be considered. (Section One)

AIA CES CREDIT - Credit for attendees through an approved provider or self-reporting is not required for funding. (Section One)

RECURRING PROGRAMS - Annual/Recurring Programs are subject to yearly review and assessment by the current AIANC Executive Committee. Past successes and failures may impact current funding requests. Recurring programs are not guaranteed funding. ACTIVATE is intended as seed money to launch new programs that will eventually be self-sufficient. (Section Two)

ALIGNMENT WITH ACTIVATE MISSION - AIA NC ACTIVATE intends to help architects GUIDE, LISTEN, OBSERVE, ADVOCATE, CONNECT, and ENVISION with the Public and their Communities. The questions included in the Funding Request Template describe in detail how the program should help inspire people to take action and shape the future of their communities around them. (Section Three)

FUNDING - The funding breakdown is intended to detail costs associated with predetermined budget items. These budget items help the AIANC Executive Committee assess a fiscally responsible funding request. Lump sum requests are discouraged. Feel free to add additional items that support the complete budget for the program. All budget items will be evaluated based on the goals of ACTIVATE. (Section Four)

ADMIN COST - Staff and administrative costs will be considered on a case-by-case basis but are not encouraged. If a request includes these items, additional information must be provided that supports the time/effort associated with the request. AIA Member involvement is encouraged to be on a volunteer basis. (Section Four)

Submission Process and Contact Information

Applications are welcome from anyone, but these applications will be reviewed by a local AIA Section before review by AIA North Carolina. Below we have outlined the timeline for the submission process as well as local AIA contact information.

2024 Timeline

Jan 11	Call for Submissions Opens
Feb 20	All Submissions due through online form
March 15	Executive Committee meets to evaluate
March 22	Notification of Program approval

Contact Information for Submissions

AIA Asheville	Emili McMakin emili@ffarchitecture.com Maggie Whittemore mwhittemore@aianc.org
AIA Charlotte	Joe Humphrey jhumphrey@cdesigninc.com Kate Shelton kate.shelton@aiacharlotte.org
AIA Eastern	Procopio Serrano procopio.serrano@eastgroup.com
AIA Piedmont	Charles Pearce charles@espaarchitects.com
AIA Triangle	Joshua Thomasson joshuasthomasson@gmail.com Linda Frenette linda@aiatriangle.org
AIA Wilmington	Daniela Ayers danielaayers@ls3p.com Michelle Marks michellemarks@ls3p.com
AIA Winston-Salem	Carrigan Doble carrigan.doble@cjmw.com

General ACTIVATE Questions

AIA North Carolina	Melanie Reddrick melanie.reddrick@littleonline.com Maggie Whittemore mwhittemore@aianc.org
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