

Grant Application Guidelines—2018

Our annual grants support projects and programs that support the BSA Foundation's vision that by 2030 Boston is a model of a resilient, equitable and architecturally vibrant city and region. Anyone interested in proposing a new idea or enhancing an existing program or project related to architecture, landscape, engineering, and/or community development and the built environment is invited to apply.

Who may apply for these grants?

Anyone with a good idea is encouraged to apply. We welcome applications from teachers, community groups, nonprofit organizations, arts centers, museums, and community service centers, as well as teams including individual artists and designers working with communities or educators in nontraditional settings.

When is the application deadline?

Applications must be received by the BSA Foundation by 5:00 pm on Friday, September 14, 2018.

Who is the target audience?

We fund proposals that serve Greater Boston audiences in all age groups. We are interested in programs that target underserved audiences that are culturally, economically, ethnically, racially, or otherwise diverse. Projects that can be replicated and maximize the number of people served are of special interest.

What is funded?

Grants awarded at the end of this year will support 2019 programs. We fund programs and projects that support the Foundation's three strategic goals:

- 1.) Ensuring access to design education for every child in Greater Boston.
- 2.) Providing access to design resources for all of Greater Boston's communities.
- 3.) Empowering the public to be advocates for positive change in their built environment.

We fund programs and projects that:

- Elevate public awareness and understanding of architecture and the many facets of the built environment
- Elevate public awareness and understanding of planning, design, and construction processes and the role of citizens in shaping our communities
- Provide hands-on planning and design opportunities for people of all ages and from all walks of life
- Underscore the importance of environmental sustainability and resiliency in design and community planning
- Have a ripple effect on other educators, policy makers, communities, or organizations

Previously funded programs include innovative classroom curriculum, and community training programs that include hands-on design projects. Please review descriptions of past grants which can be found at architects.org/foundation/grants. We accept applications that build on past programs but that are looking for support of new ideas and ways of working. We are excited by projects that encourage collaborations with other individuals or entities including architects, architectural organizations, and allied art and design groups and practitioners.

What is not funded?

We do not fund design fees, capital expenditures, endowment-building programs, the purchase of public art, archival projects, research projects, website development, software purchases, fellowships for professional travel, or an organization's operating costs. Administrative costs related to the specific program may be included in the proposal.

How large are the grants?

Grants typically range in size from \$500 to \$3,000, although proposals will be accepted for projects with funding needs from the Foundation of up to \$5,000.

How will applications be judged?

Your proposal will be judged on its ability to advance one or more of the three strategic goals outlined above, as well as the following five criteria:

1. **Responsiveness to funding goals.** Your proposal should elevate awareness and understanding of architecture; urban design; engineering; or planning, design, and construction processes. Projects that address community resilience and all aspects of sustainable design and the importance of environmentally sound planning are encouraged. Projects that promote hands-on engagement in design activities are encouraged.
2. **Target audience.** Your proposal should clearly benefit Greater Boston audiences. Identify the intended audience including overall demographics and the general ages and numbers of people who will be impacted by your project. It is helpful to know if the program serves underserved communities or challenges audiences by introducing them to new ideas, places or ways of thinking.
3. **Public impact.** Your proposal should be substantive. It should strive to have real impact and lasting value for its intended audience. To the extent possible, you should describe how this impact will be measured and reported. We would like to know the number of people served and how the value of the project will be shared with others.
4. **Leadership and capacity.** Your project should be administered by individuals with appropriate and related experience. You should include a plan for how the success of your project will be evaluated, and, when appropriate, how you will manage ongoing maintenance.
5. **Program budget.** Provide a clear and detailed budget that includes additional sources of support beyond that requested through this proposal. We fund programs that are defined by a clear and appropriate balance of cost and value for the number of individuals served. A budget worksheet is available at architects.org/foundation/grants. Although you are not required to use this worksheet, we ask you to review the categories and structure your budget similarly. Include as much detail as necessary for someone unfamiliar with the program to understand the expenses.

How do you apply for a grant?

Please submit the following materials in a **single PDF** to foundation@architects.org.

- The completed Grant Application Summary
- A cover letter signed by the person who will run the program and, if appropriate, the director/principal of your organization/institution
- A clear and concise project description with five paragraphs that describe specifically how your program responds to the BSA Foundation's three strategic goals listed above. Include a description of tangible products and documentation that might result such as new curriculum, drawings, audio or video recordings or materials for publication. [Two 12pt. double-spaced pages max.]
- The overall budget, including the amount you are requesting from us and details on any other funding you may have for this program (other funding is encouraged but not necessary)
- Résumé/bio of the individual(s) who will lead or administer this program
- Description of your program's relationship to collaborators or partners
- At least one letter of reference and/or project support
- Reference contact information for each collaborating organization, if any

Background material you think will help us understand your current work, projects, or programs; this might include images, press clips, previous audience/student comments, etc. ***Please be selective. Supplementary materials must be limited to five pages.***

Helpful hints

Don't cloud your application with fluff, buzzwords, or excessive theory—stick to the fundamentals described in the list of funding criteria above.

Do your research. If a similar program exists or another organization has resources that might support or add capacity to your project, consider partnering with that program or organization, or engaging the other group to help expand the reach of your idea.

Don't apply for personal fellowships, scholarships, travel grants, or similar support we explicitly do not fund.

Visit our website, architects.org/foundation/grants, to see what we have funded recently.

If you wish to float an idea, contact us at foundation@architects.org or 617-391-4023.

When will grant announcements be made?

All applicants will be notified of the results of this year's grant review via postal mail in early **December, 2018**.

What are the reporting requirements?

Grant recipients are expected to provide brief reports on the use of grant funds by **January 31, 2020**. Digital reports and images are required. If you are a past grant recipient who has yet to submit your report for the 2017 cycle and plan to reapply for BSA Foundation grant funding, please provide a one-page interim report, with images, summarizing your project thus far. Additionally, we invite all grant recipients to join us for the biennial **BSA Foundation Pin-Up**, where project images are posted and grant recipients are asked to present and share the challenges and successes of their projects with each other and the larger BSA Foundation community.

If your project receives grant funding from the BSA Foundation, the following acknowledgements are expected:

- Announcement via your typical communication channels to your Board members (when appropriate), donors, and other stakeholders.
- Recognition on website and annual report, when appropriate.
- Opportunity to make brief remarks about the Foundation and its shared affinity with the project funded at an upcoming meeting or event.

Questions? Comments? Have an idea?

Contact us at foundation@architects.org or 617-391-4023. We are happy to talk about your proposal and, when possible, suggest organizations or groups that may benefit from a collaborative venture with you.

Who are we?

The BSA Foundation, created by the Boston Society of Architects in 1971, is committed to engaging the public in appreciating design excellence and helping solve community challenges through design. The Foundation's mission is to build a better Boston by engaging communities, inspiring vision, and provoking positive change through design. It supports projects and programs across Greater Boston that work to build models of resilient, equitable and architecturally vibrant communities. The Foundation pursues this vision through exhibitions at BSA Space, youth and family design education programs, cultural programming, community and civic work as well as the grants program. A 501(c)(3) public charity, the Foundation is an independent corporation governed by a 15-member Board of Trustees that includes six architects as well as nine non-architect members.

We invite you to learn more about the BSA Foundation at architects.org/foundation and view a video on our work at architects.org/foundation/give.

Grant Application Summary

BSA Foundation, 290 Congress Street, Suite 200, Boston, MA 02210 / foundation@architects.org

Contact person: _____

Organization (if applicable): _____

Mailing address: _____

Daytime telephone: _____

Email address: _____

Collaboration partner(s), if any: _____

Project's primary product (curriculum, training program, exhibit, tour, lecture, conference, study, plan, video, etc.):

Project summary (in no more than 25 words):

Amount requested: \$ _____ Total project budget: \$ _____

Public audience and benefit (in no more than 25 words, identify the target audience, its probable size, and the intended benefit of your project):

Proposed starting date of this project: _____

Have you ever received funding from us before? _____ If so, please note year(s), amount(s), and project(s):

How did you hear about us? _____

Please include this completed summary form with the other items listed above under the heading "How do you apply for a grant?" **All materials must be collated in a single PDF document. Thank you.**