



The Board of Directors of AIA Kansas City may, at its discretion, grant funds to support an AIA Kansas City member(s) to attend an educational event or program that advances the chapter's mission and goals and is in direct alignment with the chapter's [strategic plan](#).

Because the goal of the grant is to further the chapter's strategic plan and to foster future chapter leadership, a demonstration of current and future chapter commitment and support by the applicant is essential.

Funding Details

Grants range from \$500-\$1,000 for each grant. There is one opportunity per person, per year. Limit is two consecutive years. Proposals with matching funds are strongly encouraged. The Board reserves the right to distribute awards that are less than the amount requested.

Eligible expenses include: Coach airfare, car/train, ground transportation, hotel, registration or conference fees, meals.

Non-eligible expense include: Attendance at AIA National Convention, Grassroots, or regional AIA conferences are not eligible. Attendance at Greenbuild is not eligible.

Applicant Requirements

- Applicants must be an AIA or Assoc. AIA member in good standing with AIA Kansas City.
- Applicants must submit an [application](#) at least 8 weeks prior to the intended program or event.
- Applicants must successfully demonstrate an interest in leadership in one of the chapter's strategic initiatives.
- Grant awardees must make a 20-30-minute PowerPoint presentation to the AIA Kansas City Board of Directors within two months after returning from program or event.
- Following award, applicants must take an active role on a related committee or task force.

Evaluation Criteria

In order to evaluate requests, selection will be based on the following:

- Member's past and current involvement with the chapter. Preference will be given to committee and task force chairs.
- How the conference or event directly meets the objectives of the strategic plan. Is the purpose of the program or event consistent with the chapter's strategic plan? Will it assist in the development of the chapter? Will it advance the professional development of the applicant? How does the applicant intend on playing a leadership role in the chapter?
- Sufficient funding available to meet request
- Interview (if required)
- Favorable Board vote at a regular monthly Board of Directors meeting.

Deadlines and Notification Schedule

Applications for funding in the calendar year 2017 must be received no later 8 weeks prior to intended program or event. Applicants will be notified following a vote of the Board at their regular Board meeting held on the first Wednesday of the month.

Grant awardees must submit all receipts to AIA Kansas City staff **within two weeks upon return** from program or event in order to receive reimbursement. Reimbursement will not be provided without receipts. If upfront support is needed, please indicate on application.

Grant awardees must make a 20-30-minute PowerPoint presentation to the AIA Kansas City Board of Directors within two months after return from the program or event and must take an active role on a related committee or task force.

Questions

Please refer questions to kristen@aiakc.org