



2023 AIA Architecture Firm Award
Sample Application

Submitter Information

Thank you for applying for the 2023 Architecture Firm Award. On this page please provide the information on who is the best point of contact regarding this application.	
First Name *	
Last Name *	
Company Name *	
Phone # *	
Email Address *	

Judging Criteria, Jury List & Release Form

Every year, the AIA recognizes one firm that has produced notable architecture for at least a decade.	
It's our highest honor given to firms whose passion and practice have earned them a permanent place on our granite Wall of Honor at AIA headquarters.	
Eligibility	<p>The Architecture Firm Award is open to any individual firm or successor firm or organization of architects, in which the continuing collaboration among individuals of the firm has been the principal force in consistently producing distinguished architecture for a minimum of 10 years and whose home office is based in the U.S.</p> <p>AIA chapters, Knowledge Communities, and members may submit nominations.</p> <p>Members of the AIA Board of Directors, Strategic Council, and members of their firms may not be nominated.</p>



Deadline	<ul style="list-style-type: none">• The deadline for submission completion is July 28, 2022, before 5pm Eastern• All deadlines are strictly observed• There is no entry fee for this program
Judging Criteria	<p>The jury evaluates candidates based on how well they meet program criteria, which include how their contributions have:</p> <ul style="list-style-type: none">• demonstrated great depth and breadth having a cumulative effect on the profession of architecture• produced work that is a product of a collaborative environment, consistently addressing the future of architecture while honoring its tradition• transcended or united specific areas of expertise• become widely known—by architects, designers, educators, and the public—for the quality of their work <p>Additional Considerations</p> <p>Throughout the submission, it is encouraged to highlight any aspects of the firm’s work or activities that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession, including but not limited to the Public Policies and Position Statements of the AIA.</p> <p>These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the firm has had the opportunity to address them, or as these topics may enhance the presentation. For instance, AIA juries include evaluating Honors & Awards submissions relative to the AIA Framework for Design Excellence. While submissions do not have to adhere entirely or fit comprehensively with all measures from the framework, submitters are strongly encouraged to consider their submission materials in this context. For additional information visit the AIA Framework for Design Excellence website.</p> <p>Please note if the candidate is selected as the Architecture Firm recipient there are obligations to participate in the following:</p> <ul style="list-style-type: none">• Promotional Recognition in AIA communication channels• Recipient and/or representative to participate in sessions recognizing the Architecture Firm honor



	<ul style="list-style-type: none">• Willingness to participate as a juror on the Gold Medal and Architecture Firm Award Advisory Jury as well as other AIA related juries – future date(s) to be determined.
2023 Gold Medal and Architecture Firm Award Advisory Jury	<p>To Be Announced</p> <p>Communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.</p>
Release Form	<p>Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The American Institute of Architects ('AIA') AND Hanley Wood, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>The entrant further certifies that entrant has obtained all permissions necessary to permit AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as they deem appropriate in connection with this awards program, including publicizing the program itself.</p>
Terms and Conditions <small>*</small>	<p>By checking the box below, I acknowledge that I have read and agree to the above terms and conditions.</p>



<input type="checkbox"/> I Agree

Architecture Firm

Firm Name*	Please provide the name of the firm as you wish it to appear on all announcements.
Firm Address*	Street Address
	Line 2
	Line 3
	City
	Country
	State/Province
	Zip/Postal Code
Firm Phone Number*	
Firm Website*	
Demographic information	All demographic information provided is confidential, and only used for statistical purposes.
Firm Size*	Please indicate the size of the candidate firm: <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50



	<ul style="list-style-type: none"> <input type="checkbox"/> 51-100 <input type="checkbox"/> 100-1000 <input type="checkbox"/> 1000+
<p>Firm Demographics*</p>	<p>If available, please provide race and ethnicity demographic information pertaining to the nominated firm.</p> <ul style="list-style-type: none"> <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian – Chamorra (Guam) <input type="checkbox"/> Asian – Chinese <input type="checkbox"/> Asian – Filipino <input type="checkbox"/> Asian – Indian <input type="checkbox"/> Asian – Japanese <input type="checkbox"/> Asian – Korean <input type="checkbox"/> Asian – Vietnamese <input type="checkbox"/> Asian – Samoan <input type="checkbox"/> Asian – Other Pacific Islander <input type="checkbox"/> Asian - Other <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic – Cuban <input type="checkbox"/> Hispanic – Mexican <input type="checkbox"/> Hispanic – Puerto Rican <input type="checkbox"/> Hispanic – Other <input type="checkbox"/> MENA – (Middle Eastern or North African) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Other Race/Ethnicity <input type="checkbox"/> Prefer not to say
<p>Firm Gender Demographics*</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Self-described <input type="checkbox"/> Prefer not to say
<p>Firm AIA Membership*</p>	<p>Please provide a breakdown of the firm’s staff AIA membership status.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-Member <input type="checkbox"/> Associate AIA



	<ul style="list-style-type: none"><input type="checkbox"/> AIA<input type="checkbox"/> FAIA<input type="checkbox"/> Emeritus<input type="checkbox"/> Hon. FAIA<input type="checkbox"/> Hon. AIA
Unpaid Labor Declaration *	<p>If you cannot answer ‘Yes’ to the Unpaid Labor Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Unpaid Labor Declaration policy.</p> <ul style="list-style-type: none"><input type="checkbox"/> I declare, acknowledge, and affirm that my firm does not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which the we are an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this Policy.<input type="checkbox"/> I further declare, acknowledge, and affirm that the firm does not utilized any unpaid labor as defined above:<ul style="list-style-type: none">• for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award); and• a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards).<input type="checkbox"/> I acknowledge adherence to the terms of this Policy.
Code of Ethics and Professional Conduct *	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transitions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p>



	<ul style="list-style-type: none"> <input type="checkbox"/> I affirm that I uphold this value in all my business and professional practices, and in all my activities and conduct relating to the AIA. <p>Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I affirm that, throughout the course of my AIA membership, I have consistently abided by the AIA Code of Ethics, have not engaged in conduct that may have violated the AIA Code of Ethics and have not been found to have violated the AIA Code of Ethics.
	<ul style="list-style-type: none"> <input type="checkbox"/>
Background Check*	<p>The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I understand as a potential recipient of an AIA Honor or Award may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.
Presenter's Information	<p>Should the Firm be chosen as a finalist a presentation on the Firm's behalf will be made to the Institute's Board of Directors and Strategic Council when they meet jointly in December. The presenter must be an AIA member in good standing and will be neither a principal nor an employee of the candidate's firm as stated in the Rules of the Board governing the Architecture Firm Award Program.</p> <p>Should the Firm be chosen as a finalist AIA will contact the candidate for their presenter information.</p>
Nominator *	<p>AIA Components, Knowledge Communities, and members of the Institute may submit a nomination.</p> <p>Please select your nominator and fill out the required associated field.</p> <ul style="list-style-type: none"> <input type="checkbox"/> AIA Component



	<input type="checkbox"/> Knowledge Community <input type="checkbox"/> Individual Member of the Institute
--	---

Copyright Information

Greater Rights *	<p>For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:</p> <ul style="list-style-type: none">• in connection with the announcement of any awards under the awards program and the promotion of the awards program itself.• in connection with efforts to educate architects through the AIA's slide rental program and any similar programs in different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use. <p>This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.</p>
------------------	--



	<ul style="list-style-type: none"><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material and understands that all work on this submission should cease until they have secured these rights.<input type="checkbox"/> Entrant has secured greater rights to copyrighted material.
Copyright Information File *	<p>Please provide a .PDF file showing the following information</p> <ul style="list-style-type: none">• For announcement images:<ul style="list-style-type: none">○ Thumbnail○ Caption – under 200 characters○ Copyright credit (name and contact information) – who took the photo○ Copyright notice (name and contact information) – who owns the photo• For all images in the submission file:<ul style="list-style-type: none">○ Thumbnail○ Page of the submission it appears on○ Copyright credit (name and contact information) – who took the photo○ Copyright notice (name and contact information) – who owns the photo• For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, books, or other copyrighted material):<ul style="list-style-type: none">○ Author/Creator○ Copyright owner○ Publication date <p>Upload</p>

Permissions and Indemnification *	By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this
-----------------------------------	--



	<p>Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person’s copyrights. I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.</p> <p>By entering your name below, you acknowledge all the information above is correct.</p>
Photographer’s Approval Form *	<p>For any work in which you are not the copyright owner your photographer(s)’s signature is required on this form to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p>Upload</p>
Announcement Images	<p>Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on AIA.org and upload them below. These photos are not for jury review and only for AIA.org.</p> <p>Photos must be:</p> <ul style="list-style-type: none">• A .jpg file• 3200 pixels wide by 1800 pixels tall – photos must be landscape• A minimum of 72 dpi• No white border <p>Photos that do not meet these requirements will not be displayed.</p>
Announcement Image #1 – Firm Group Image *	<p>Please provide a group photo of your firm staff.</p> <p>Upload</p>
Announcement Image #2 – Project *	<p>Upload</p>



Announcement Image #3 - Project *	Upload
Announcement Image #4 - Project *	Upload
Announcement Image #5 - Project *	Upload
Release Form, Permissions and Indemnification	<p>Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the entrant (“Entrant”). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>The Entrant certifies that Entrant has obtained all permissions necessary to permit the AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA’s designated periodical(s), published by _____ for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as it may deem appropriate in connection with this awards program, including publicizing the program itself, and that the use or reproduction of the Work by the AIA as permitted by this permission form shall not, to the best of my knowledge, information and belief, infringe or violate any other person’s copyrights.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN THE ENTRANT’S CONCEALED IDENTIFICATION FORM AND ANY INFORMATION OR MATERIALS SUBMITTED OR MADE BY THE ENTRANT ARE COMPLETE AND ACCURATE.</p> <p>THE ENTRANT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE AMERICAN INSTITUTE OF ARCHITECTS (“AIA”) AND _____ FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT OR ARISING OUT OF</p>



	<p>ANY BREACH OF THESE REPRESENTATIONS. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>THE AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK IN A MANNER INCONSISTENT WITH THE LICENSES AND PERMISSIONS GRANTED HEREIN.</p>
Terms and Conditions *	<p>By agreeing below, I acknowledge that I have read and agree to the above terms and conditions.</p> <p><input type="checkbox"/> I Agree</p> <p>I understand that the AIA Board of Directors has the authority to revoke any honor or award conferred by AIA, as set forth in the Rules of the Board</p>

Reference Letters

Reference Letters	<p>Exactly five reference letters are required, and there is the option for a total of seven letters.</p> <p>The letters should come from people who know the firm well and are able to verify and testify to their accomplishments.</p> <p>Reference letters must be:</p> <ul style="list-style-type: none">• one-page, focusing on one or two aspects of the firm's submission (two-page letters will be removed from your file and not reviewed by the jury)• on company letterhead (retired or Emeritus members may use personal stationery)• signed• uploaded as a PDF file into the system using the unique link provided to each letter writer prior to 5 pm Eastern on July 28, 2022. <p>There are no restrictions on the selection of references. However, please note that it is in a candidate's best interest to demonstrate a broad range of support and influence (e.g., geographic distribution; limit references from a single source such as a firm or committee).</p>
-------------------	---



	<p>Please note that all reference letters are to remain confidential. It is the nominator's responsibility to contact the reference writers and establish if each is willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion.</p> <p><i>(You will need to provide the writers name and email and then send them the request. They will receive an email with a link to upload their letters directly to your submission.)</i></p>
Reference Letter 1*	Full Name
	Email
Reference Letter 2*	Full Name
	Email
Reference Letter 3*	Full Name
	Email
Reference Letter 4*	Full Name
	Email
Reference Letter 5*	Full Name
	Email



Reference Letter 6	Full Name
	Email
Reference Letter 7	Full Name
	Email

Upload Materials for Jury Review

Upload Materials for Jury Review *	<p>Submit supporting documentation as a single PDF file—max 20 MB—and include the following:</p> <ul style="list-style-type: none">• A one-page nomination letter, addressed to the jury chair, summarizing the firm's contributions• A brief biography of all firm principals and a history of the firm (max two pages)• Statement or list of the firm's achievements and awards (max two pages)• Descriptive statements and images of the firm's work—including site plans—for each project represented accompanied by at least three images• Other miscellaneous material—including clippings and articles—is optional but may not exceed three pages <p>Upload</p>
Ready to Submit *	<ul style="list-style-type: none"><input type="checkbox"/> I verify all the information associated with this entry is accurate and am ready to submit.<input type="checkbox"/> I understand once the submission is completed no further edits may be made.