



2024 Architecture Firm Award

Sample Application

Index

Firm information	Pg. 5
Deadline	Pg. 2
Formatting requirements	Pg. 3
Images/copyright	Pg. 10
Nominator information	Pg. 4
Program criteria	Pg. 2
Reference letters	Pg. 8
Point of contact information	Pg. 1
Unpaid labor, Code of Ethics attestations	Pg. 7

Submitter Information

Thank you for applying for the AIA Architecture Firm Award. On this page, please provide the information for the application point of contact. This may or may not be the candidate.	
First Name *	
Last Name *	
Firm/Organization Name *	
Phone # *	
Email Address *	

Criteria and Jury List

[The Architecture Firm Award](#) is the highest honor that AIA can bestow on an architectural firm for consistently producing distinguished architecture for at least a decade.

Any firm or successor firms, whether an individual or an organization of architects, consistently producing distinguished architecture for a period of at least ten years is eligible to receive the Architecture Firm Award.

The primary office of the nominated firm must be based in the United States.

Members of the AIA Board of Directors, Strategic Council, and members of their firms may not be nominated.

Schedule & fees	<p>Dates are subject to change. Please refer to the program website (Cycle tab) for the most current information.</p> <ul style="list-style-type: none"> • Submissions close: July 27, 2023, by 5pm ET • Notification to finalists: Late September 2023 • Notification to recipient: Early December 2023, in alignment with AIA Governance Week • Public announcement: Early December 2023 <p>Fee: There is no fee for this program.</p>
Judging Criteria	<p>Candidates are evaluated based on 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. • addressed 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>AIA Values</p> <p>Throughout the submission, you are encouraged to highlight any aspects of the candidate’s work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to AIA, its members, and the architecture profession, including but not limited to the Public Policies and Position Statements of the AIA. These might include such areas as diversity, sustainability, or the mentoring of emerging</p>

	<p>professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation.</p> <p>AIA Framework for Design Excellence Candidates are strongly encouraged to consider their project work in this context. For additional information visit the AIA Framework for Design Excellence.</p>
<p>Recipient obligations (if not awarded posthumously)</p>	<p>If the candidate is selected as the Architecture Firm Award recipient, there are obligations to participate in the following:</p> <ul style="list-style-type: none"> • promotional recognition in AIA communication channels • sessions/keynote recognizing the Architecture Firm Award honor. <p>We also appreciate willingness to participate as a juror on future Gold Medal and Architecture Firm Award Advisory Jury as well as other AIA related juries.</p>
<p>Portfolio formatting requirements</p>	<p>Documents that do not conform to the following guidelines will be disqualified.</p> <p>General formatting</p> <ul style="list-style-type: none"> • PDF format • 8.5 x 11" page size • Upload max for the submission platform is 25MB <p>Section order and requirements</p> <ul style="list-style-type: none"> • nomination letter, addressed to the jury chair, summarizing the firm's contributions (one page) • biography of all firm principals and a history of the firm (up to two pages) • statement or list of the firm's achievements and awards (up to two pages) • descriptive statements and images of the firm's work. Each project represented should be accompanied by at least three images, including site plans. • Optional: Miscellaneous material, such as clippings and articles. (up to three pages)

<p>Finalist materials and specifications</p>	<p>Should the candidate be chosen as a finalist, a video presentation on their behalf will be made to the AIA Board of Directors and Strategic Council when they meet jointly in December. AIA will contact selected finalists with additional information about this process.</p> <p>Presenter eligibility The voiceover must be presented by an AIA member in good standing who is neither a principal nor an employee of the candidate’s firm. The presenter’s name does not need to be provided until the candidate has made it to the finalist round.</p> <p>Video content and specifications Please refer to the program website (Resources tab) for sample specs.</p>
<p>2024 Architecture Firm Award Advisory Jury</p>	<p>To view the list of jurors, visit the program website (Cycle tab).</p> <p>To protect the integrity of the awards process, active nominees are prohibited from contacting members of either the Advisory Jury or members of AIA Board of Directors and Strategic Council during the submission process.</p> <p>Communication with any of the above, from the time of submittal to completion of the jury process, by the candidate or anyone acting on their behalf is cause for immediate disqualification.</p>

Nominator Information

<p>Nominator duties</p>	<p>Nominators are required to write a letter of support for the candidate which summarizes the firm’s contributions and introduces the portfolio. Nominators also assist the candidate by acting as a point of contact for the reference writers and providing guidance as needed.</p>
<p>Nomination letter format</p>	<p>Please note that letters that do not conform to these requirements will not be reviewed by the jury and that this may impact the success of the candidate.</p> <ul style="list-style-type: none"> • PDF format (included as the first page of the portfolio) • Maximum of one page per letter. • Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information)

	<ul style="list-style-type: none"> Writers must include their name and applicable AIA credentials at the bottom of the letter. <p>Letters should be addressed to the Jury Chair, and that information will be posted on the program website after the chair’s appointment. If they have not been appointed when you submit your letter, you may use the below information:</p> <p>Jury Chair [year] Architecture Firm Award Advisory Jury American Institute of Architects</p>
Nominator * (Depending on your nominator the appropriate fields will open.)	<p>Nominations can come from AIA Components, Knowledge Communities, or Members of the Institute.</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
Name	
Title	
Email Address	
Phone Number	

Firm Information and Release Form

Firm Name *	Please provide the name of the candidate(s) as you wish it to appear on all announcements and notifications including the candidate’s AIA designation if applicable.
Firm Address *	
Firm Phone # *	
Firm website *	
Firm’s social media	AIA social media may have the opportunity to tag recipients in our social media posts, as applicable. Please provide any relevant social media

2024 Architecture Firm Award - Sample Application

	handles below. (Note: This is not a guarantee and AIA Staff will confirm with recipients when and if social media engagement is planned.)
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Firm Size*	<p>Please indicate the size of the candidate firm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100-1000 <input type="checkbox"/> 1000+
Firm Demographics*	<p>If available, please provide race and ethnicity demographic information pertaining to the candidate 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

2024 Architecture Firm Award - Sample Application

<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 <input type="checkbox"/> AIA <input type="checkbox"/> FAIA <input type="checkbox"/> Emeritus <input type="checkbox"/> Hon. FAIA <input type="checkbox"/> Hon. AIA
<p>Unpaid Labor Declaration *</p>	<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 I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which the I am 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 I have 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).

	<p><input type="checkbox"/> I acknowledge adherence to the terms of this Policy.</p>
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 transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <p><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. Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <p><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.</p>
Background Check*	<p>The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards:</p> <p><input type="checkbox"/> I understand as a potential recipient of an AIA Honor or Award I 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.</p>

Reference Letters

Reference Letters	<p>A minimum of five and a maximum of seven letters must be provided. Letters received after the submission deadline or that do not conform to the formatting requirements below, will not be reviewed by the jury. The letters should come from people who know the firm well and are able to verify and testify to their accomplishments from a broad range of perspectives and contexts.</p> <p>Formatting requirements</p> <ul style="list-style-type: none"> • PDF format • Maximum of one page per letter. • Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information)
-------------------	--

	<ul style="list-style-type: none"> • Writers must include their name and AIA credentials at the bottom of the letter. • Letters must be provided to Honors & Awards via the online submission platform. Letters sent by email, postal service, etc. will not be reviewed by the jury. <p>Confidentiality requirements</p> <p>All reference letters are to remain confidential, and nominees should limit contact with their letter writers. It is the nominator’s responsibility to act as a point of contact to the reference writers, establish if each is willing to act as a reference, answer questions, etc. Improper influence on writers by the candidate is grounds for disqualification.</p> <p>There are no restrictions on the selection of writers. However, it is in a candidate's best interest to demonstrate a broad range of support and influence (e.g., geographic distribution; various sources such as a firm or committee).</p> <p>Letter submission and management</p> <p>Once you provide the writers name and email, they will be sent instructions and a unique link to upload their letters. You can track the receipt of reference letters in the lefthand menu of the submission site under My Submissions > Pending 3rd Party Action.</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

Images and copyright Information

<p>Greater Rights *</p>	<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 different media, in which only AIA members have access to view the Work; provided, however, that the AIA shall implement reasonable technological measures to help ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Work may be used and that any other use requires additional permissions from the Entrant, and shall provide the written contact information supplied below so that the AIA member can contact the Entrant 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.<input type="checkbox"/> Entrant has secured greater rights to copyrighted material.
Copyright Information File *	<p>Please provide a .PDF file showing the following information for all images included in your materials.</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>

<p>Photographer's Approval Form *</p>	<p>Photographer releases should be provided for any work in which you are not the copyright owner.</p> <p>Download photographer release</p> <p>(For multiple photographers, please combine your completed forms into one PDF file.)</p> <p>Upload</p>
<p>Announcement Images</p>	<p>Please provide five images to be used for the announcement on AIA.org should you be selected. These photos are not for jury review.</p> <p>Image specifications</p> <ul style="list-style-type: none"> • Landscape composition works best with our web layouts. • Send the largest image possible within the upload max of 5MB. • jpg, png, or tif format • Resolution: 72–300 DPI. Minimum 2400 pixels wide. • For photographs, no text overlay, borders, watermarks, logos, or annotation. <p>Images that do not align with AIA's style guidelines or are not supported by our web platform will not be used. If we need to source alternate images for a recipient's web profile, that could impact the announcement date, or the number of images included.</p>
<p>Image 1: Group *</p>	<p>Upload</p>
<p>Image 2: Project *</p>	<p>Upload</p>
<p>Image 3: Project *</p>	<p>Upload</p>
<p>Image 4: Project *</p>	<p>Upload</p>
<p>Image 5: Project *</p>	<p>Upload</p>

<p>Release Form, Permissions, and Indemnification</p>	<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 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>
---	--

2024 Architecture Firm Award - Sample Application

Terms and Conditions *	By agreeing below, I acknowledge that I have read and agree to the above terms and conditions. <input type="checkbox"/> I agree <input type="checkbox"/> 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
------------------------	---

Upload Materials for Jury Review

Upload Materials for Jury Review *	Submit supporting documentation as a single PDF file (upload max 25 MB). This file should conform with program criteria and formatting requirements on pg. 3. Upload
Ready to Submit? *	<input type="checkbox"/> I verify that all the information associated with this nomination is accurate and that I am ready to submit. <input type="checkbox"/> I understand once the submission is completed no further edits may be made.