

Call for Partnerships

Grant Application for Society of Architectural Historians' American Architecture and Landscape Field Trip Program

The SAH American Architecture and Landscape Field Trip grant program funds architecture and landscape field trips for underserved students in grades 3 through high school. Through this grant program, SAH will support not-for-profit organizations that offer youth-focused design education programs and awe-inspiring field trips and docent-led tours of architecture, parks, gardens, neighborhoods, and town/city centers. We fund programs that enable students to learn about the history of the built environment firsthand by walking through and experiencing great architecture, public parks, gardens, and urban planning.

Established in 2015, the SAH American Architecture and Landscape Field Trip program has made grants to a wide variety of not-for-profits. The typical grant is \$5,000 and preference is given to organizations with operating budgets of \$1 million or less. SAH funds can be used to support new or ongoing field trip programs.

New field trip programs can be a one-time occurrence, but we welcome applications that propose multi-year programs and encourage applicants to use SAH funds as seed money for further fundraising. Applicants proposing new field trip programs can apply for a second year of funding with the same program. After the second year, the organization can apply for a field trip grant if the program has been significantly expanded or altered.

Support for ongoing programs is limited to one grant (one year of support) unless the program is making significant changes and needs support for the new aspects of the program. In those cases, an organization can apply for a second grant.

Applications are reviewed on a rolling basis and the deadlines for submitting applications are June 1 and December 1. Notification of grant awards will be made within six weeks.

To apply, please email the following material in one PDF document to info@sah.org. Please use subject line: American Architecture and Landscape Field Trip Program

Organizational Info—Please Provide:

- Name of the organization that will host field trips
- Contact information for the organization (address, telephone, email)
- Name and title of person submitting the application
- Organization's mission (100-250 words)

- Organization's annual budget
- Does your organization have liability insurance or is it licensed and/or bonded to run a youth program? Please list the name of the insurer.

Field Trip Info—Please Provide:

- Name of your organization's field trip program
- Start and end dates of the program covered by this grant
- What is the focus of your field trip program? Please add details about the content such as where the field trips will take place, sites that will be visited, activities or assignments for students, and whether evaluation forms or feedback from teachers will be provided. (100-250 words)
- Who will run the program? (100 words)
- What population will it serve? (100-250 words)
- Number of participants who will benefit from the program.
- How will you evaluate the success of this project? (100-250 words)
- If you have completed similar projects in the past, please provide brief descriptions. (100-250 words)

Financial Info—Please Provide:

- Line-item budget for field trip program. Eligible expenses include funding for student participation including but not limited to transportation, meals, handouts, entrance fees, etc. Equipment or capital expenses are not eligible costs.
- Please include a statement or line-item entry that shows how SAH funds will be used
- Please include a statement that shows the impact of SAH funds to the program
- Who funded your youth programs in the past? (100-250 words)

Attachments to submit with the above

- Current operating budget for organization
- Current Board of Directors
- IRS determination letter of tax-exempt status
- Short biographies of key program organizers/managers (one paragraph each)