

## **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. To deliver awe-inspiring field trips, SAH would like to partner with other not-for-profit organizations that offer youth design education programs and docent-led tours of architecture, parks, gardens, neighborhoods and town/city centers. We fund tour programs that enable students to learn about the history of the built environment 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 and the typical grant is for \$5,000. Preference is given to organizations with operating budgets of \$1.0 million or less. 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.



**Please email the following material in one PDF document to [info@sah.org](mailto:info@sah.org)  
Please use subject line: American Architecture and Landscape Field Trip Program**

#### **Organizational Info**

- 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
- What is the mission of the organization? (100-250 words)
- What is the organization's annual budget?
- Does your organization have liability insurance or is it licensed and/or bonded to run a youth program? Please list name of insurer.

#### **Field Trip Info**

- What is the name of your organization's field trip program?
- What are the start and end dates of the program that would be 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, if evaluation forms or feedback from teachers will be provided, etc. (100-250 words)

- Where will the field trips take place e.g., downtown, neighborhoods)?
- What buildings will the students explore (historic houses, public buildings, parks)?
- Who will run the program? (100 words)
- What population will it serve? (100-250 words)
- Number of participants who will benefit from program.
- What is the project budget and how will you spend the funds if the grant is made?
- How will you evaluate the success of this project? (100-250 words)
- If you have completed similar projects in the past, please describe. (100-250 words)
- Who has 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
- 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.
- IRS determination letter of tax exempt status
- Short biographies of key program organizers/managers (one paragraph each)