



## *Pro Bono Publico Award*

Citizen Architects Serving the Public Good

The *Pro Bono Publico Award* is presented by **Buffalo Architecture Foundation (BAF)** at the annual *AIA Buffalo/Western New York Design Awards* in recognition of exemplary *Pro Bono Services* provided to not-for-profit clients by Architects or allied practitioners in the construction industry, engineering, interior design, landscape architecture and planning. This award honors achievements in the categories of *Design Excellence* and *Distinguished Service*.

### Entry Procedures for Award Nominations

#### Award Categories

1. Design Excellence
2. Distinguished Service

#### Eligibility

1. *Pro Bono Services* must be performed by Architects, Construction Industry Professionals, Engineers, Interior Designers, Landscape Architects, Planners or related design practitioners.
2. Individuals, groups or firms may be nominated.

#### Project Criteria

1. The project client must be a not-for-profit organization.
2. Projects must be recent, having occurred within the last five (5) years.
3. One or more of the following must be located in Western New York: the professional, the client, the project.

#### Nominations

1. Nominations are **due October 1<sup>st</sup>**.
2. Nominations may be made by one or more of the following:
  - The professional (Individual, Group or Firm) who performed the *Pro Bono Services*
  - A colleague of the professional (Individual, Group or Firm) who performed the *Pro Bono Services*.
  - The not-for-profit project client.
  - A local chapter of a related professional organization, such as, but not limited to: American Institute of Architects (AIA), American Institute of Graphic Arts (AIGA), American Planning Association (APA), American Society of Interior Designers (ASID), American Society of Landscape Architects (ASLA), International Interior Design Association (IIDA), and National Society of Professional Engineers (NSPE).

## Award Selection

1. The selection of the jury is determined and approved by the **BAF** Board of Directors.
2. An annual award selection in either award category will not be mandated nor required from the jury.
3. The selected recipient(s) will be notified by the **BAF** President and invited to attend the annual AIA Buffalo/Western New York Design Awards, held in November, where the award will be presented.
4. The selected recipient(s) will be featured on the **BAF** website for a period of time to be determined by **BAF**.

## To Enter

1. Complete one (1) Entry Form per nomination.
2. Provide all required accompanying documentation.
3. Each entry must be submitted with a non-refundable entry fee of **\$50.00**. Please make all checks payable to **Buffalo Architecture Foundation, Inc.**

*Please note that **Buffalo Architecture Foundation, Inc. (BAF)** is classified as a 501©(3) not-for-profit public charity by the Internal Revenue Service. **BAF's** federal tax identification number is 37-1605467. **The entry fee is a donation, which is tax deductible to the limits allowed by law.** The value of any goods or services provided in return for this contribution must be deducted from the donation amount. All entry fees will directly support administration of the award and **BAF** programs.*

4. Submit each entry electronically via e-mail to [info@BuffaloArchitecture.org](mailto:info@BuffaloArchitecture.org) with the subject: **Pro Bono Publico Award Nomination**.



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### **Entry Form for Award Nominations**

**Instructions.** *Print the completed form to file as a PDF to create a version that is no longer editable and can be submitted.*

#### **Nominee Contact Information**

Nominee Name (Individual, Group or Firm):  
Point of Contact (If Group or Firm):  
Profession:  
Firm:  
Address:  
Telephone:  
Fax:  
E-mail:

#### **Client Contact Information**

Name of Organization:  
Point of Contact:  
Address:  
Telephone:  
Fax:  
E-mail:

#### **Project Information**

Title:  
Address:  
Scope of Work:  
Area of Work (in square feet):  
Period of Work (Dates):  
Project Cost:  
Estimated Value of *Pro Bono* Services:

#### **Nominator Contact Information**

Nominator Name (Individual, Group or Firm):  
Point of Contact (If Group or Firm):  
Firm:  
Address:  
Telephone:  
Fax:  
E-mail:

## Additional Information Requested

Award Category for this nomination submission:

- Design Excellence
- Distinguished Service

*Pro Bono* Services were rendered:

- at no cost
- at reduced fees

Is the nominee a registered participant with **The 1% Program?** ([www.theonepercent.org](http://www.theonepercent.org))

- Yes
- No

Was the nominee matched with the client through **The 1% Program?**

- Yes
- No

Is the client a 501(c)(3) nonprofit organization?

- Yes
- No

If no, please explain:

## Required Accompanying Documentation

1. A Letter of Nomination, not to exceed five (5) pages, describing, but not limited to, the following:
  - relationship between the nominator and the nominee
  - nominee's qualifications for the award
  - scope of work
  - design intent
  - mission of the client organization
  - benefit of the *Pro Bono* Services to the client
  - impact of the *Pro Bono* Services on the population served by the client and/or the community-at-large.
2. Letter(s) of Endorsement. Five (5) maximum. A Letter of Endorsement from the client is strongly encouraged.
3. Supporting materials to describe the work, including, but not limited to photographs, drawings, renderings, sketches.
4. Photograph(s) of nominee(s) for use in promotion of the award winner(s) in various media.

## Submission Checklist

- One (1) completed Entry Form.
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