



## *Pro Bono Publico Award*

Citizen Architects Serving the Public Good

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

### Entry Procedures for Award Nominations

#### Award Categories

1. Design Excellence
2. Distinguished Service

#### Eligibility

1. *Pro Bono* Services must be performed by Architects or allied practitioners in the industry of construction, engineering, interior design, landscape, architecture, and/or urban planning.
2. Individuals, groups or firms may be nominated.
3. Past award recipients are eligible to win the award again, but for a different project than previously awarded.

#### Project Criteria

1. The project client must be a not-for-profit organization or non-profit organization, or a person or team of people who have executed work for the benefit of the community and/or environment without compensation.
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** in accordance with the AIA Buffalo/WNY Service Awards submission deadline for the for the year of nomination.
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 presentation event.
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. Submit each entry electronically via e-mail to [info@BuffaloArchitecture.org](mailto:info@BuffaloArchitecture.org) with the subject: **Pro Bono Publico Award Nomination** or online at: <http://www.buffaloarchitecture.org/programs/pro-bono-publico-award/awards-submissions/>
4. There is no required entry fee. However, BAF welcomes donations to support our impactful programs such as Architecture + Education and 6 Minute Building Stories. Checks can be made payable to **Buffalo Architecture Foundation, Inc.**

*Please note that **Buffalo Architecture Foundation, Inc. (BAF)** is classified as a 501(c)(3) not-for-profit public charity by the Internal Revenue Service. **BAF's** federal tax identification number is 37-1605467. **Any donation 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 donations directly support administration of the award and **BAF** programs.*



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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:

Current Project Phase (Please clarify if the project is built or unbuilt):

Project Team (list any additional contributing Project Team members, including but not limited to, interior designer, civil engineer, structural engineer, mechanical engineer, electrical engineer, plumbing engineer, fire protection engineer, construction manager and/or general contractor):

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*)

- 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

Or

A Video Recording, Composition, or other digital medium that describes, 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. Up to ten (10) supporting materials to describe the work, such as, but not limited to:
  - Photographs of community engagement activities
  - Concept sketches
  - Drawings (including a site plan, floor plan(s), and elevations if pertinent)
  - Building sections
  - Presentation Renderings
  - Photographs of architectural models
  - Final construction photographs
  - Video footage of the project process and/or final product
4. A short statement that answers the question: “Why do you do Pro Bono work?” for use in promotion of Buffalo Architecture Foundation and its Pro Bono program in various media.
5. Photograph(s) of nominee(s) for use in promotion of the award winner(s) and in conjunction with “Why do you do Pro Bono work?” for use in promotion of Buffalo Architecture Foundation and its pro Bono program in various media.

#### Submission Checklist

- One (1) completed Entry Form.
- All required accompanying documentation.
- Not required: Buffalo Architecture Foundation donation
- Submit each entry electronically via e-mail to [info@BuffaloArchitecture.org](mailto:info@BuffaloArchitecture.org) with the subject: **Pro Bono Publico Award Nomination** or online at: <http://www.buffaloarchitecture.org/programs/pro-bono-publico-award/awards-submissions/>