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Greetings:

The Board of Directors of the Architecture Foundation of Georgia (AFGA) is pleased to announce its 2019 Scholarship Program. This scholarship program assists students matriculated in one of the NAAB accredited professional architecture degree programs in each of Georgia's three accredited schools of architecture (Georgia Institute of Technology, Kennesaw State University and Savannah College of Art & Design).

The Foundation is responsible for awarding two scholarship programs; Architecture Foundation Scholarship (formerly the Dorothy P. Spence Memorial Scholarship) and the John D. Mulford Memorial Scholarship. Students currently enrolled in a NAAB-accredited professional degree program at one of your schools and who will be continuing their education at the same program and school, during the 2019-2020 academic year, are eligible for the Architecture Foundation Scholarship. In addition to this award, the Foundation is also responsible for awarding the John D. Mulford Memorial Scholarship to students enrolled in Kennesaw State University's professional NAAB-accredited architecture degree program and who will be continuing their education at the same program and school during the 2019-2020 academic year.

Award criteria are based on a combination of the following:

- student excellence in academic performance, design portfolio and educational goals
- review of letters of recommendation and demonstrated financial need pertaining to the student
- student exhibits leadership and community service involvement promoting the architecture profession in a positive manner

Recipients will be announced in late March 2019 and scholarships will be disbursed prior to the beginning of the 2019-2020 academic year. We encourage you to promote it within your school.

The application and review process for both award programs is three stages; internal application and review within each architecture program to select candidates, nomination of candidates by each individual architecture school, and review and selection of scholarship recipients by the Foundation:

1. Architecture program internal review and selection of candidates – We recommend that you receive applications from your students no later than February 22, 2019 in order to review and select no more than three candidates to nominate and submit your school's nominations to the AFGA by **March 1, 2019**. You may determine the method of selecting your school's nominees; however, you should consider the criteria outlined above and require students to submit the materials in digital format that will be required for final submission to the Foundation:

(a) a separate letter of recommendation from the administration for each student demonstrating why individual would be a good candidate;

(b) a one-or-two-page curriculum vitae for each nominee stating, among other things, name, contact information, progress in studies, and anticipated degree and date of graduation;

(c) a maximum 1,000-word essay written by the nominee describing their goals and aspirations, both educationally and professionally;

(d) a limited graphic portfolio of the nominee's work (which the AFGA board presumes will consist of five to ten 8.5 x 11-inch pages representing the student's work);ⁱ and

(e) provide a list of past scholarships and awards received by the nominee as well as those the nominee is currently applying for.

The AFGA board notes that you should consider financial need, scholarship, leadership, demonstrated design ability, service to the school and design community, and any other significant attributes of your nominees in making your recommendations. Membership and/or leadership in your school's AIAS Chapter, while not required, is a highly favored consideration by the committee. Although your recommendation need not mechanically allocate priorities in your decision, the AFGA board would appreciate any insight you can share about each nominee in your letter of recommendation. While the AFGA board is not bound to follow specific recommendations of the schools, your insight will, of course, be greatly appreciated by the board in its evaluation of the nominees.

2. Architecture program nomination of candidates – Following your internal review and selection of candidates, you must electronically submit a digital submission for each nominee as a single book-marked PDF to the AFGA at foundation@aiaga.org or via Dropbox no later than **5:00p.m. March 1, 2019**.

Each school may submit no more than three nominees for the Architecture Foundation Scholarship. Kennesaw State University may also submit no more than three nominees for the John D. Mulford Memorial Scholarship.

This year we would like to put more emphasis on financial need. If your school has a mechanism for determining financial need, we ask that you utilize it in determining your school nominees.

Please note that the school is responsible for submitting their nominations; submissions from students will not be accepted. Also, please note that late submissions and submissions that do not conform to submission requirements will not be accepted.

- 3. AFGA Board review and selection of award recipients** – The AFGA Board will review your nominees from which it may award one or two scholarships to be presented to the student(s).

Along with your nominations and submission materials, please include the dates and locations of graduation or ceremonies at your school during which it would be appropriate to make these presentations.

Please note, if no recommendations are forthcoming from one or more schools, the AFGA Board may, but is not required to, allocate some of all the non-responding school's targeted scholarship money to award students from one of the other institutions.

Thank you in advance for your kindness in making these recommendations. Please feel free to call the AFGA Assistant Director, Tangelia Monroe at (678) 553-0508, if you have specific questions or comments.

AFGA looks forward to strengthening the relationship between the Foundation and your school and students with this important program.

Cordially,

ARCHITECTURE FOUNDATION OF GEORGIA

Lily del Berrios, AIA, Chair

cc: David Southerland, AFGA Executive Director

ⁱ Conditions on some sources of AFGA funding require the posting of recipients' resumes and portfolios on American Institute of Architects ("AIA") component website(s). Therefore, by submitting for these scholarships, the student and the institution agree: (1) to allow such posting and any other reproduction, distribution, or publication that may be undertaken by AFGA or AIA; and (2) to grant the requisite licensing of copyrights as needed to authorize such reproduction, distribution, or publication. Of course, each nominee must be the sole and exclusive author of all work submitted in the student's portfolio and copyrights held in the student's work.