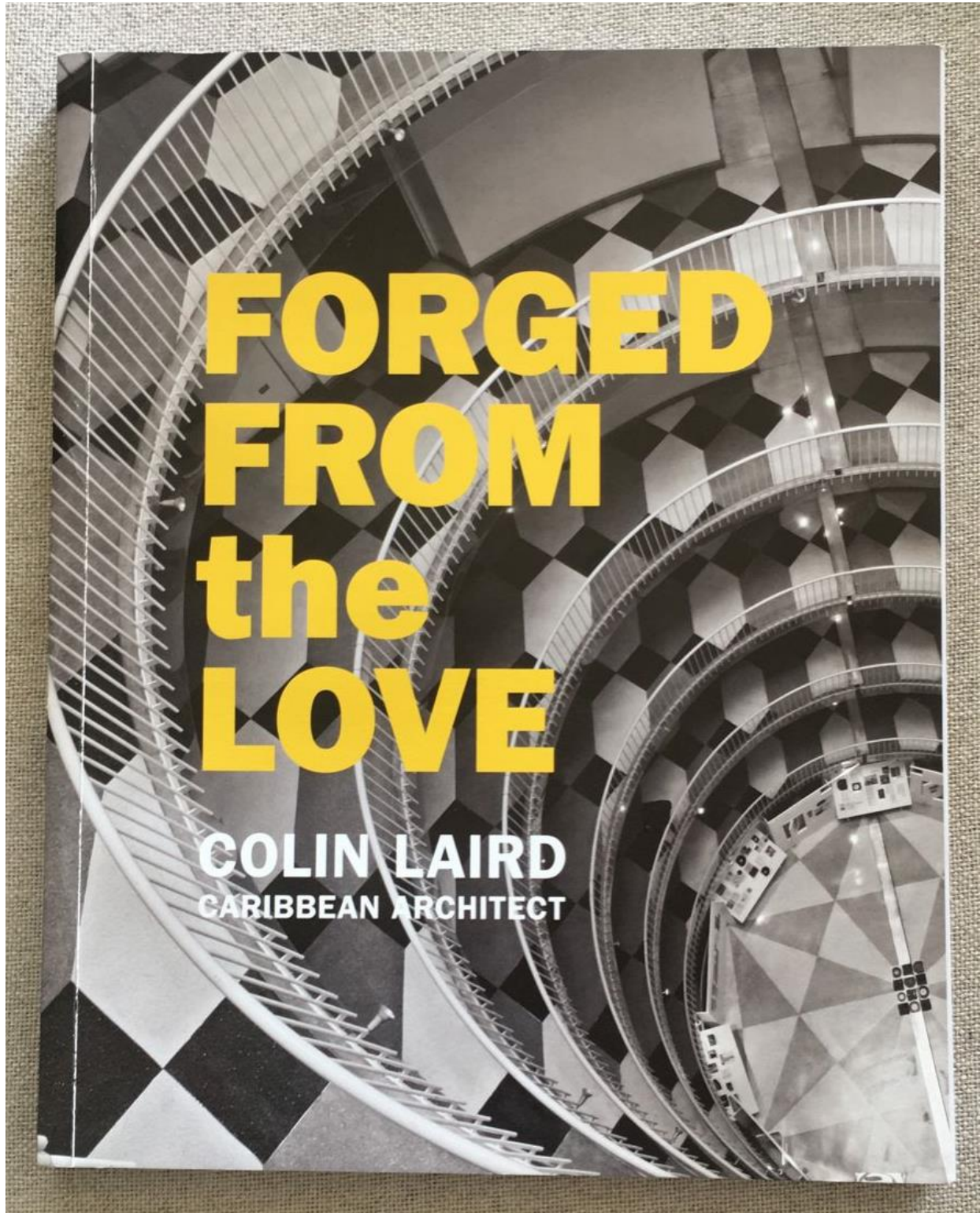




Trinidad & Tobago  
Institute of Architects

TTIA Colin Laird Grant for Architecture Students

# Guidelines





## BACKGROUND

The Trinidad and Tobago Institute of Architects (TTIA) is a non-profit organization that promotes the ethical practice, art and science of architecture in Trinidad and Tobago.

Currently, there isn't a school of architecture in Trinidad & Tobago. The grant has been developed to support our nationals of T&T who are studying overseas at accredited architecture programs. The program is free to enter and the objectives are as follows:

- To support our architecture students
- To increase awareness and appreciation of Caribbean Architecture;
- To grow the TTIA, by increasing student membership;
- To foster early involvement of these students into community activities

In order to be eligible, applicants must be:

- Nationals of Trinidad & Tobago
- Currently enrolled in an accredited university studying Architecture
- Student Member of TTIA (no cost - FREE)

Successful grant recipients agree to a minimum of one of the following:

- Assistance in the preparation/execution of a TTIA event(s)
- Help to promote the grant
  - Example: using social media on a public account
- Present to TTIA membership on a topic that is relevant
- Serve on the grant committee for a minimum of one year
- Facilitate the addition of book(s) on Caribbean Architecture at their school's library
- For Masters Students - Collaborate with the University of the West Indies UWI St Augustine Campus – Structural/Civil Engineering Department
- other



## GUIDELINES for SELECTION of Committee

1. Total number of committee members should be an odd number with a minimum of 3, and a maximum of 5 persons.
2. There should be one member of the TTIA executive.
3. There should be one member of the family of Colin Laird.
4. Other members would be made up of TTIA members.
5. There should always be one committee member returning from the previous year.
6. Committee members should not serve more than five years.
7. One committee member would take the lead on managing the grant (with the assistance of the TTIA Administrator).
8. The current lead committee member should handover to the new lead, the year before exiting. And the former lead committee member should stay on to monitor the committee the year after exiting. The current lead committee member would select the new lead committee member.
9. Duties/activities are as follows (but are not limited to) and should be assigned accordingly:
  - a. Kick off meeting – creating agenda
  - b. Creating and executing advertisements
  - c. Management of online application process
  - d. Management of applicant submissions
  - e. Management of judges and judging
  - f. Management of funds/fundraising efforts/partners
  - g. Liaising with students/recipients
  - h. Coordination with Colin Laird family
  - i. Providing content to TTIA for updating TTIA website/social media platforms with the same
  - j. Continual improvement of program (ultimate goal of becoming a scholarship)



## GUIDELINES for GRANT

1. Annually:
  - a. Committee meeting - March
  - b. Advertised in April
  - c. Online Application period 01-31 May
  - d. Judging and notice of award – June
  - e. Award – July or August (Ceremony will be held at the discretion of the TTIA)
  - f. Fundraising December/January
2. Established as \$TT 10,000.00 in 2023 (growth encouraged every year)
3. Awarded to a total of 3 students each year, 1 grant per category, see below
4. Financial partners asked to commit to donating a fixed amount (range: TT\$ 5,000.00 or \$TT10,000.00 or \$TT 15,000.00 or \$TT 20,000.00 or more) every year for 3 year period example 2026 to 2028; 2029 to 2031
5. A student can win as an Undergraduate and then again during their Masters, contingent upon it being two separate programs

## GUIDELINES for SELECTION of Judges

1. **Committee members for the grant cannot serve as judges.**
2. Total number of judges should be an odd number with a minimum of 3, and a maximum of 5 persons
3. There should be one internationally based judge who is an architect.
4. A majority of the judges should be architects.
5. There must be one representative from the Colin Laird family serving as a judge or an architect recommended by the family.
6. Every effort should be made to have a wide diversity of judges, for example:
  - a. At least one judge should be a female architect.
  - b. At least one judge should be a minority architect.
7. The same judges must review all the applications.
8. One judge would be the head judge responsible for moderating any discussions and tabulating the scores (with the assistance of the TTIA Administrator). The head judge is to be selected by the lead committee member and or by vote amongst the judges.



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Tel/Fax: 868 624.8842, 360.3353 Email: administration@ttia-architects.org Website: www.architecture.tt

## GUIDELINES for JUDGING – The Judges’ Decision is Final

### JUDGING CATEGORIES (based on skillsets)

- Category 1 - Masters yr 5-7
- Category 2 - Undergraduate yr 3-4
- Category 3 - Undergraduate yr 1-2

1. Note that all categories do not have to have a winner.
2. If a category has one entry, then judges are not obliged to give that one person but MAY select from another category.
3. See sample of Judging Score Sheet attached.
4. Judges reserve the right to request an interview (video call) with an applicant as needed.

### JUDGING CRITERIA

	Criteria	What to look for	Score
1	Design Portfolio	Creativity, presentation style, technical skill, clarity of intent, sustainability (environmental stewardship and social responsibility)	1- 10
2	Personal Statement (max. 500 words)	Communication skills and Character: integrity, team player, diligent, well rounded  Students – this is your opportunity to speak to the judges from the heart	1- 10
3	Reason why you need the grant (max. 500 words)	Financial constraints  Students - Any personal information disclosed remains CONFIDENTIAL	1- 10
4	Topical Question (max. 500 words)	Maturity of thought: Intellect, world view, connection to humanity/universe	1- 10

1. Any entry scoring lower than 20 out of 40 is disqualified.
2. Any entry with a portfolio scored **lower than 6 out of 10** is disqualified.
3. If all applicants do not meet the judging criteria, no awards would be made that year. The funding from that year, would be reassigned to future year(s).



## Samples - Topical Question:

1. "How do you define 'responsible design' in the face of climate change?"
2. "What building or urban space, created within the last 10 years, do you think will become a classic, and why?"
3. "Which emerging materials or fabrication technologies (like 3D printing or smart materials) do you think will revolutionize building construction in the next 5 years?"
4. "Tell me about a time your design concept was criticized. How did you adapt the design while maintaining your passion for the project?"
5. "How would you describe your 3D digital model to a person who is blind, focusing on space, texture, and light?"

## DISCLOSURE

If a judge is affiliated with an applicant or any of the universities being attended by an applicant, they must declare this to the committee so that they can be reviewed and replaced as needed.

## AWARD CEREMONY

Optional and to be managed in conjunction with the family of Colin Laird.



# Appendix A

## Information to be submitted via Online Application:

1. Name
2. Nationality
3. Contact Info:
  - a. Phone number
  - b. Email address
4. Name of accredited Architecture School
5. Name of accredited Architecture Program
6. Type of degree
7. Number of years currently completed (because there are so many different types of programs, we need to know number of years completed in order to put the students into the correct categories)
8. Expected year of graduation
9. Confirm that you are a TTIA student member
10. Confirm that you submitted your application for TTTIA student membership (free)
11. Proof of attendance of accredited architecture program
12. Recommendation letter
13. CV or resume
14. Design Portfolio
15. Personal Statement
- 16. Why should you receive the grant**
17. Response to topical question