

## Texas Oklahoma Chapter Sustainable Initiative Grant Guidelines

The Texas Oklahoma Chapter of IIDA is offering financial assistance for those members taking an active role in advancing their knowledge of sustainable design. The Sustainable Initiative Grant has been established with the purpose of reimbursing IIDA members for the cost of taking the LEED accreditation exam per the following guidelines:

1. The grant is available to IIDA members only. All levels of membership are eligible. (i.e. Professional, Associate, Industry, Student Members, etc.)
2. Members who have taken and passed the exam since January 1, 2003 may request consideration for the grant.
3. Applicants must submit a statement of personal commitment to sustainable design identifying their views on the importance of sustainability and steps they have taken to advance this initiative. Statements must be limited to 100 words.
4. The Texas Oklahoma Chapter of IIDA will reimburse the member upon verification that:
  - a. Applicant is an IIDA member in good standing
  - b. Written confirmation from USGBC of passing the exam
  - c. Verification of payment by the member for the exam
  - d. In the event that a member's firm pays a portion of the cost of the exam, the IIDA member can still apply for reimbursement for the portion that the member paid for
5. Maximum reimbursement will be \$350.
6. Members are requested to forward their documentation (photo copies are permissible, receipt of payment indicating member's name, or a copy of the cancelled check both front and back side are required for proof of payment) confirming the above listed items via US mail, fax or email with all documentation in one PDF titled with applicants name and LEED GRANT 2010 to the IIDA Texas Oklahoma Chapter Office by **5:00PM/CST February 15, 2010**.
7. Upon receipt of complete documentation, the IIDA member's request will be placed with all others received by the stated deadline. The Texas Oklahoma Chapter will award 7 (seven) grants. The process of determining the 7 recipients will be based on reviewing the applicant's submission and at the Chapter Board's discretion. Recipients will be notified by March of 2010.

8. Please submit the required documentation to:

IIDA Texas Oklahoma Chapter  
1909 Woodall Rodgers Freeway, Ste 100  
Dallas, Texas 75201  
Attention: Megan Carneiro  
Fax: 214.550.6930  
Email: [chapter@iida-tx-ok.org](mailto:chapter@iida-tx-ok.org)

9. Members must comply with all requirements in order to be eligible for consideration.
10. Questions can be addressed to:

Jennifer McClain, IIDA – VP of Professional Development  
[jmcclain@nr2architects.com](mailto:jmcclain@nr2architects.com)  
214.752.8000

Megan Carneiro – Chapter Administrator  
[chapter@iida-tx-ok.org](mailto:chapter@iida-tx-ok.org)  
214.880.1511