

SUBMISSION REQUIREMENTS

1 PAGE APPLICATION FORM

- Registration & Copyright Release must be signed by the applicant.
- Endorsement must be signed by the chair, dean, or equivalent of the school or academic program. There is a limit of four (4) applicants per school.
- Applicants must be matriculated in a Master's Degree program in Architecture, Historic Preservation and/or Urban Design at an NAAB accredited institution in the United States or at an eligible institution in Canada or the United Kingdom (see list on page 3), and have completed at least one semester of graduate level study.

1 PAGE TRAVEL / RESEARCH PROPOSAL

- Proposals must be 500 words or less. Text should be clearly legible, at least 9 pt or larger.
- Illustrations on this page are allowed but not required.
- The proposal should outline the topic, its relevance to the Fellowship's mission, and express relevance to the applicant's interests and experience.
- **An itinerary is required** including a list of estimated dates of travel and approximate lengths of stay per location.
- **A budget is required** and should be realistic & practical based on the itinerary. The budget should be itemized with estimated costs by category and totalled.
- Applicants must be able to travel during the summer of 2024.

10 PAGES DESIGN PORTFOLIO

- We suggest applicants discuss their travel proposal with their design studio professors. The portfolio should demonstrate the applicant's current or previous design work, and be relevant to the topic of the travel proposal.
- Design work shown should be original work by the applicant, or in which the applicant was part of the creative team. If part of a creative team, be clear about the applicant's role.
- Do not include a cover or table of contents or they will be counted toward the 10 page limit.

THIS EQUALS 12 PAGES TOTAL.

IMPORTANT NOTES

- **ANONYMITY IS REQUIRED.** Names and identifying information of the applicant, schools of study, collaborators, professors, and so forth are prohibited from the Proposal and Design Portfolio. This information should only be included on the application and copyright release form.
- **Maximum page size is 11" x 17" or A3 for all pages.**
- **Applications must be submitted via email attachment only.** We recommend .PDF files smaller than 15Mb. Drawings should be flattened. Jury will review on computer screens, not printed.
- **It is the applicant's responsibility to confirm receipt of all materials by the deadline.**
- **Materials submitted after the deadline may not be accepted.**

JUDGING CRITERIA & TERMS

JURORS WILL SELECT A WINNER BASED ON THE FOLLOWING CRITERIA:

- The Proposal topic should be relevant to John Belle’s career and his commitment to the public realm.
- The Proposal should be well-written, original, and include a clear intent & focus of study.
- The itinerary and budget should be realistic and practical in terms of time, travel, and cost.
- The Portfolio should illustrate technical skill & design talent, and have strong resonance with the proposal topic.

TERMS OF FELLOWSHIP

- The \$10,000 stipend will be distributed to the selected Fellow in two (2) installments:
 - \$8,000 after receipt & approval of the Fellow’s itinerary, budget, & travel proposal. This is in advance of the Fellow’s travel to pay for anticipated expenses.
 - \$2,000 upon receipt & approval of the final report.
- A final report of the travel and research in accordance with the Fellow’s approved itinerary shall be submitted digitally to Beyer Blinder Belle Foundation for approval prior to receipt of the final payment.
- Fellows are required to present their report to the Beyer Blinder Belle Foundation & their respective school.
- Final report shall not exceed 11”x17” or A3 page size. There is no page count limitation.
- The Beyer Blinder Belle Foundation reserves the right not to award a Fellowship in any given year.

ITINERARY & BUDGET FORMAT EXAMPLE

ITINERARY / SCHEDULE

LOCATIONS, LENGTH OF STAY, TRAVEL BETWEEN DEPARTURES AND DESTINATIONS	# OF DAYS

BUDGET ESTIMATE

BUDGET CATEGORY	TYPES OF EXPENSES	BUDGET AMOUNT
TRANSPORTATION	airfare, rail fees, car rental, public transit, etc.	
ACCOMMODATIONS	hotel, hostel, camping fees, lodging, etc.	
ADMINISTRATION	allowances for visitor visa fees, currency exchange, etc.	
PER DIEM	meals, snacks, incidental daily expenses, etc.	
RESEARCH MATERIALS	books, periodicals, sketchbooks, drawing supplies, etc.	
MISCELLANEOUS	museum admissions, conference fees, tour guide fees, etc.	
TOTAL BUDGET ESTIMATE (IN USD)		\$

2024 JBTF – APPLICATION FORM

PROPOSAL TITLE: _____

APPLICANT'S FULL NAME: _____

PREFERRED NAME: _____ PRONOUNS: _____

EMAIL: _____ PHONE: _____

MAILING ADDRESS: _____

CITY: _____ STATE/PROV.: _____ ZIP/POSTAL: _____ COUNTRY: _____

GRADUATE INSTITUTION: _____

GRAD. DEGREE(S): _____ EXPECTED GRADUATION: _____

UNDERGRADUATE INSTITUTION(S): _____

UNDERGRAD. DEGREE(S): _____ UNDERGRAD. DEGREE YEAR: _____

COPYRIGHT RELEASE AND PUBLICATION PERMISSION – *MUST BE SIGNED BY THE APPLICANT*

I hereby affirm that I am the sole author and copyright holder of all materials submitted for the John Belle Travel Fellowship, including text, drawings, diagrams, and photographs (the Submission). I also affirm that I will be sole author and copyright holder of all Travel Reports and of all Final Report materials, including text, drawings, diagrams, photographs, and video (Final Report), or that if any report contains materials by others, that I will obtain all necessary permissions for the use of such materials. I hereby grant my permission for publication of the Submission, Travel Reports, and/or Final Report for the John Belle Travel Fellowship to the Beyer Blinder Belle Foundation for potential use in digital or hard copy media, such as press releases, marketing publications, website, social media, presentations, exhibitions, history books, and similar publications; as well as for public access for student and educational purposes in all digital or hard copy media. I understand that the Beyer Blinder Belle Foundation will credit me as the author of the published work. If there is any separate publication of any portion of my Submission, Travel Reports, Final Report, or other materials that I develop during or based upon the John Belle Travel Fellowship, I will ensure that the John Belle Travel Fellowship receives appropriate credit for its support.

I hereby grant a nonexclusive, perpetual, royalty-free license to the Beyer Blinder Belle Foundation and any designated assignee of any and all copyright and trademark rights in the Submission, Travel Reports, and Final Report, if selected for publication, solely for the uses described above. It is understood that this license is granted without reservation and remuneration, the publication being the sole consideration for the granting of permission.

APPLICANT'S SIGNATURE: _____ DATE: _____

2024 JBTF ENDORSEMENT – *MUST BE SIGNED BY THE SCHOOL'S DEAN, CHAIR, OR EQUIVALENT*

I, the dean/chair of the endorsing institution, affirm that the above student is approved as one of four possible candidates for the John Belle Travel Fellowship, that the student is currently matriculated in a Master's program, has completed at least one semester of graduate level study, and is expected to graduate from our University/College on the date stated above.

ENDORSER'S NAME: _____

TITLE: _____

EMAIL: _____ PHONE: _____

ENDORSER'S SIGNATURE: _____ DATE: _____