



CIFA A REGION OF SAIA

**CIFA AWARD FOR ARCHITECTURE 2021
and the
SOUTH AFRICAN INSTITUTE OF ARCHITECTS
AWARD OF MERIT & AWARD FOR EXCELLENCE 2022**

CONDITIONS FOR ENTRY

**CATEGORY A
PROJECTS COMPLETED DURING 2019 - 2020**

1. Any member of the Cape Institute for Architecture (CIFA) may submit work. More than one work may be submitted. International projects may be submitted through the Architectural Practice's membership region.
2. The regional Panel of Assessors has been appointed by the Management Committee of the Cape Institute for Architecture. The names of the members of the panel are:
 - Abrahamse, Claire [PrArch]
 - Borgstrom, Michael [PSAT]
 - Essa, Nabeel [PrArch]
 - Irving, Nicola [PrArch] - Panel Convener
 - Lourens, Henk [PrArch]
 - Ronne, Kirsty [PrArch]
 - Tymbios, Mike [Graphic Designer]

The regional panel will adjudicate all entries and recommend to the Committee which projects should be awarded the regional awards, having made its decision by mid August 2021. It is the regional Panel's responsibility to prepare the Assessor's report, regional citations, and arrange for the notification of these to SAIA. It is also the Region's duty to receive and forward any additional documentation that may be required for national assessment by the due date.

3. Submissions must be made **ONLINE ONLY** via the Awards Portal. A separate online entry must be used for each submission. SAIA may request printed material for national submissions.
4. **All submissions must be accompanied by the following and uploaded via the Awards Portal:**
 - 4.1 Proof of Payment (PoP) of the non-refundable entry fee of R862.50 (incl. VAT) to assist in defraying costs. This payment needs to be made prior to submission. All PoP's need to be uploaded before any entry will be accepted.
 - 4.2 2 x A1 Posters (*two different posters per project*) bearing the name of the author/s, the project name and the locality together with the following information: (refer proforma poster layout)
 - a. Where more than one practice is entering a project for the Awards, the details of all practices must be clearly indicated;
 - b. A full list of all the professionals / consultants and contractor/s;
 - c. A brief description of the project of approximately 300 words;
 - d. A brief comment on the project not exceeding 300 words from the user or client;
 - e. A locality map and address details
 - f. Sufficient scale drawings and photographs to illustrate the project and its context adequately.





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- 4.3 Entrants must upload 8-10 images (drawings and photographs) as jpegs. They should be a mixture of external and internal shots of the project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. We advise both wide shots and close-ups and if possible, show the building in use.
- 4.4 Entrants must also upload up to eight plans as jpegs which must include a location plan, site plan, floor plans, elevations and sections.

Images, file type: jpeg, quality and size: up to 5mb in size, no less than 2mb, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.

Plans, file type: JPEG, quality and size: up to 3mb in size, no less than 500kb. Please note: no symbols in the naming protocol: ProjectName01Platype.jpg.

- 5 Please note that all information provided will be the same information used for publishing and printing of the certificates and therefore **MUST** be accurate.
- 6 Only members of the Cifa and other recognised SAIA Regional Institutes are eligible to make submissions for these awards.

**Submissions must be uploaded
via the portal provided by no later than
Monday 7 June 2021.**





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THE FOLLOWING CONDITIONS WILL APPLY IF THE PROJECT RECEIVES A CIFA AWARD FOR ARCHITECTURE AND IS ELIGIBLE FOR ENTRY INTO THE SAIA AWARDS PROGRAMME.

SAIA Awards for projects completed during 2019-2020 (eligible entries ONLY)

- a. A submission will ONLY be considered eligible for entry in the National SAIA awards if the practice is enrolled as a fully paid-up SAIA Practice. The recipient/s of the award at the awards ceremony must be a member of SAIA in his/her individual capacity. Entries should identify clearly whether the entry also meets the requirements for consideration of a SAIA award.
- b. Every project entered must ensure that there will be an architect available and present at the site inspection, at the expense of the architect.
- c. If a project qualifies for national adjudication, the regional office will collate the project and submit all projects to the national office timeously. For the national adjudication, exhibition and record-keeping purposes, the following documentation must be submitted to SAIA by the end of November 2021 by the appropriate Regional Institute.
 - **6 copies** of the A4 brochure (or A3 folded to A4) containing the following information:
 - a. Completed submission form signed by the principal architect of the practice. (Where more than one practice is entering a project for the Awards, the details of all practices must be clearly indicated).
 - b. A full list of all the professionals / consultants and contractor/s
 - c. A brief description of the project of approximately 300 words. This should include a brief motivation as to why this project should be considered for an award.
 - d. A brief comment on the project not exceeding 300 words from the user or client.
 - e. Consent from the client to inspect the work. (**Critical**).
 - f. A locality map and address details with clear instructions on how to reach the site.
 - g. Name and contact numbers of the project architect (or representative) who will be present at the site visit and the contact name of the person who can assist the jurors in gaining access to the project during the site inspection.
 - h. Sufficient scale drawings and photographs to illustrate the project and its context adequately as follows:
 - Entrants must upload 8-12 images (drawings and photographs) as JPEGs. They should be a mixture of external and internal shots of the project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. We advise both wide shots and close-ups and if possible, show the building in use.





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- Entrants must also upload up to eight plans as JPEGs which must include a location plan, site plan, floor plans, elevations and sections.
Images, file type: JPEG, quality and size: up to 5mb in size, no less than 2mb, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.
Plans, file type: JPEG, quality and size: up to 3mb in size, no less than 500kb. Please note: no symbols in the naming protocol: ProjectName01Plantype.jpg.
- **2 different posters per project** - 2 x A1 laminated posters as per 4.2 above;
- **6 copies** (flash drives) of the submission, comprising:
 - Video footage of the building in use, even if taken with a cell phone.
 - Poster in live format (Indesign / Photoshop / PDF/ JPEG)
 - Individual images as follows:
 - Entrants must upload 8-12 images (drawings and photographs) as JPEGs. They should be a mixture of external and internal shots of the project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. We advise both wide shots and close-ups and if possible, show the building in use.
 - Entrants must also upload up to eight plans as JPEGs which must include a location plan, site plan, floor plans, elevations and sections.
 - Images, file type: JPEG, quality and size: up to 5mb in size, no less than 2mb, DPI: 300.
Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.
 - Plans, file type: JPEG, quality and size: up to 3mb in size, no less than 500kb. Please note: no symbols in the naming protocol: ProjectName01Plantype.jpg.

NOTE: All flash drives to be clearly marked. Submitted material will not to be returned but used for adjudication and record-keeping purposes.

- a. A project, which has received a regional Award for Architecture in 2021 and meets SAIA's eligibility requirements, will be submitted for consideration for the SAIA national awards, the Award of Merit and the Award for Excellence. Authors of the awarded project/s and the client/s must agree to this condition.
- b. It is the responsibility of the Regional Institutes to submit all the required documentation to SAIA by **the end of November 2021**.

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