

**Terra Foundation for American Art  
Chicago Art & Design Initiative  
Academic Program Grant Application**

All proposals must be received by the Terra Foundation's deadline. Proposals and attachments should be written in English and should not be stapled or bound in any way. Proposals that do not include all of the following components will be considered incomplete. Proposals will be reviewed by academics/curators, so materials should be written accordingly. Hard copies of proposals with attachments should be sent to the Terra Foundation in Chicago with an additional electronic copy sent to [grants@terraamericanart.org](mailto:grants@terraamericanart.org).

**I. Executive Summary of 1 to 2 pages that describes the academic program and the funding requested (3 copies)**

**II. Program Proposal (3 copies)**

Description of Organization

1. In one paragraph, describe the history and mission of your organization and that of any partnering organization(s).
2. Name and briefly describe (1 to 3 sentences) 2 programs your institution has organized in the past five years that are most like the program for which you seek Terra Foundation support.

Academic Program

3. Concisely describe the program's components (not to exceed 2 pages).
4. Specify the names, institutional affiliations, and qualifications of any potential or known speakers. If the program involves participants who are not yet determined, explain how they will be selected and the timetable for doing so.
5. State how this program will make a new contribution to scholarship on Chicago's art and design history.
6. If applicable, describe plans for capturing program content for wider dissemination via the web (including where it will be posted electronically, how audiences will be directed to it, anticipated numbers of visitors and/or downloads to comparable posted programs, and how long the content will be maintained).
7. Describe the program work plan and provide a timeline for implementation (with beginning and ending dates of program).

Objectives and Evaluation

8. Please provide 3 to 5 institutional objectives for this program.
9. Describe the methods and/or tools that will be used to evaluate whether these outcomes have been achieved.

Key People

10. Please provide the names, institutional affiliations, and qualifications of the key people who will be responsible for organizing this program and for meeting program objectives.

Audience

11. State the audience(s) you want to reach with this program (e.g., scholars, general public, undergraduates, art students, etc.).

(continued)

12. State the anticipated attendance number for the program.

13. Provide a brief overview of marketing, public relations, or other strategies for reaching the intended audience(s).

#### Budget

14. Include an itemized program budget (in U.S. dollars) with narrative and details, including the following:

- Total program cost, including detailed direct and indirect expenses broken down into the relevant categories (including all internal costs, ex: salaries [excluding benefits], travel, marketing, evaluation of program)
- Funding or sponsorship awarded or pending for this program (specify names and amounts)
- Any projected revenue from this program
- Amount of funds requested from the Terra Foundation and their proposed use (NOTE: grants for conferences and symposia do not exceed \$25,000 unless there are unusual circumstances; the Terra Foundation prefers not to be the sole contributor to an event; and no more than 15% of a Terra Foundation grant may go towards indirect costs)

### **III. Attachments (1 copy)**

- **Verification** that the organization is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (a copy of the IRS tax-exempt determination letter must accompany the proposal). If applicable, the organization should also include the IRS determination that it is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Organizations outside the United States must provide copies of their governing documents (such as articles of organization or constitution and bylaws) in English, and, if applicable, evidence of their tax-exempt status in their home country. Additional documents may also be requested.
- **Audited financial statements and Internal Revenue Service Form 990** plus attachments for the most recently completed fiscal year. If audited statements for the most recently completed fiscal year are not yet available, include the unaudited statements in addition to the financial statements from the organization's latest audit. Organizations outside the United States must provide equivalent financial information (i.e., tax-exempt and non-profit organizations' annual financial information submitted to tax administration).
- **Letter of project support** from head of institution (or applicable department or division) and any partner institution
- **List of board members and officers** with outside affiliations
- **Operating budget of the organization** for the current year and/or period covered by proposal
- **List of major sources of support** received by the organization in the current and prior fiscal years
- **Latest annual report** if available

If you have questions about Chicago Art & Design Initiative Academic Program Grants, please contact Grants Manager Amy Gunderson: [grants@terraamericanart.org](mailto:grants@terraamericanart.org) or 312.654.2275.