

Terra Foundation for American Art International Curatorial Travel Grant Application

Formal proposals and all attachments should be written in English. We request that proposals not be stapled or bound. All proposals should be received by the foundation's deadline. If the proposal does not include all of the following components, it will be considered incomplete. Please bear in mind that proposals will be reviewed by scholars/curators, so materials should be written accordingly. Hard copies of proposals with attachments should be sent to the Terra Foundation headquarters in Chicago with an additional electronic copy sent to grants@terraamericanart.org.

An institution may apply for a travel grant even if it has applied separately, or will be applying separately, for general exhibition support for the same project. Proposals for travel grants and proposals for general exhibition support are considered on their own merits; grant approval in one program does not guarantee grant approval in the other.

Eligibility: Though proposals will presumably be written by or in conjunction with the curator who would be traveling, the foundation only accepts proposals from non-profit institutions with United States 501 (c) (3) status or the international equivalent. Grants are not made to individuals.

I. Project proposal (5 copies):

1. Please list the following information:
 - Applicant Organization Name
 - Research Topic Title
 - Curator's Name and Position
 - Proposed Travel Period
 - Total Cost of Travel/Requested Amount

Description of Organization, including its history and mission

2. In one paragraph, describe the history and mission of the applying organization.
3. Name and briefly describe up to two exhibitions your institution has organized in the past five years that are most like the exhibition the curator will be researching and for which you seek Terra Foundation for American Art support. (This particular curator need not have organized them.)
4. Is funding available to the curator from your institution for the travel specified in this application? (Financial need is not a requirement but will be considered as one factor among others in determining awards.)

Project Description

5. Describe the exhibition idea(s) on which the curator would like to conduct research in the United States and why these ideas would be of potential interest to your museum's audience.
6. Describe any research the curator has already conducted on these topics.
7. Explain your institution's current level of commitment to this/these exhibition(s), including potential exhibition dates if applicable.
8. Describe the itinerary and timeline for the curator's research in the United States (with beginning and ending dates). Cite the specific resources to be consulted and the reasons for these choices (provide details such as the names of specialists, art collections, and/or key archives/papers to be consulted and how they relate to the project(s) being researched).

Project Outcomes and Evaluation

9. Describe 3 to 5 specific outcomes that the curator aims to accomplish on this research trip.
10. If your museum has not yet committed to the exhibition(s) to be researched, describe whether and how the planned research would result in your museum being more likely to mount an exhibition of historical American art.

11. Include 2 – 4 images of the core types of objects that are the subject of the research topic.

Project Budget & Narrative

12. Include an itemized project budget in U.S. dollars with narrative and details, including all of the following:
 - Total project cost, with details of expenses broken down into relevant categories, which may include: travel, lodging, meals, and research fees and expenses (such as photocopying)
 - Amount of funds requested from the Terra Foundation and their proposed use (the maximum award available is \$7,000); note that none of the Terra Foundation grant may go towards direct administration or indirect costs. The Terra Foundation does not have a standard per diem rate, as these vary by city. The Terra Foundation reserves the right to modify requested per diem levels, and will generally not allow per diems of over \$100 per day.
 - Other funding or sponsorship previously awarded or pending for this project (give names and amounts)

II. Curator information (5 copies):

13. Provide the curator's name, current title, institutional affiliations, address, phone number, and email address.
14. Provide a résumé or curriculum vitae that outlines (with dates) the curator's educational and employment histories, exhibitions organized, publications, and major lectures.
15. Describe the two most important exhibitions that the curator has organized in more detail (these do not have to be on American topics; not to exceed two pages total).
16. Describe the curator's general level of knowledge of historical American art, citing any formal study or in-depth research. Note: the curator does not have to be an expert in American art.
17. Describe the curator's current interests in American art (specific areas of interest; curatorial or scholarly projects in development).

III. Attachments (1 copy of each of the following):

- **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
- **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

Any questions about proposal components should be referred to the foundation's Grants Manager (phone: 312-654-2275 or by email at grants@terraamericanart.org).

After proposal submission, you will receive an email from the foundation alerting you to the fact that your proposal is either complete or incomplete. If you do not receive this email, the Terra Foundation has not received your proposal.