

**Terra Foundation for American Art**  
**Academic Program**  
**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, 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](mailto:grants@terraamericanart.org).

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

**II. Program proposal (3 copies):**

Description of Organization, including its history and mission

1. In one paragraph, describe the history and mission of your organization. If a partnering organization will be involved, provide information for it as well.
2. Name and briefly describe up to 2 programs your institution has organized in the past five years that are most like the program for which you seek Terra Foundation for American Art support.

Program Description

3. Concisely describe the program's components (not to exceed 2 pages), including, if applicable, any 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).
4. Describe the workplan and timeline for implementation (with beginning and ending dates of program).

Key People

5. Name the key people who will be responsible for meeting the objectives of this program. Specify the names, institutional affiliations, and qualifications of the organizers and participants in relation to the program. If the program involves speakers or fellows who are not yet determined, explain how they will be selected and the timetable for doing so.

Program Outcomes and Evaluation

6. Describe how this program will contribute to scholarship of historical American art.
7. Describe how this program situates American art in an international context or involves a significant number of international participants. (For programs that take place in the United States, but outside of Chicago, this is a funding requirement.)
8. Name 3 to 5 specific outcomes that you would like to achieve with this program.
9. Describe the methods and/or tools that will be used to evaluate whether the above-named outcomes have been met.

Engaging Audiences

10. Name the audience(s) you want to influence with this program (e.g., scholars, general public, undergraduates, art students, etc).
11. State the anticipated number of program participants.

12. Provide a brief overview of marketing, public relations, or outreach strategies to reach the intended audience(s).

### Program Budget & Narrative

13. Include an itemized program budget in U.S. dollars with narrative and details, including all of 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)
  - Amount of funds requested from the Terra Foundation and their proposed use; (NOTE: Academic Program 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)
  - Other funding or sponsorship previously awarded or pending for this program (give names and amounts)
  - Any projected revenue from this program

### **III. Attachments (please include one 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 (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

Any questions about proposal components should be referred to the foundation's Grants Manager (phone: 312.654.2275/ email: grants@terraamericanart.org).