

Terra Foundation for American Art Convening Grant for Internationally Collaborative Exhibition 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.

Eligibility: 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. Executive summary of 1 to 2 pages that describes the project and the funding requested (5 copies)

II. Project proposal (5 copies):

Project Description and Objectives

1. Concisely describe the general subject of the exhibition to which the convening will relate, as well as when and where the exhibition will take place.
2. Concisely describe the main objectives and format of the pre-exhibition convening. Objectives must relate to: the refinement of ideas for an exhibition and its catalogue; and also possibly the development of programming related to the exhibition. Participants should seek ways to bring new perspectives and innovative thinking to their topic that results in new scholarship, and address how to make the exhibition more meaningful for international audiences. Convenings should not be primarily for logistical planning or exhibition design.
3. Explain how the proposed convening will enrich the exhibition that is being planned. Name 3 to 5 desired outcomes and describe how those outcomes will be measured.
4. Please describe the timetable and workplan for implementation of the convening (with beginning and ending dates of project, as well as the date when the exhibition catalogue will be printed).

Key People

5. Who are the key people who will be responsible for meeting the objectives of this project (indicate whether new positions will be required). Each of the organizing and presenting institutions must be represented by at least one person, and at least one of these institutions must be located outside the United States. Specify their names, institutional affiliations, and qualifications. If the project involves speakers or participants who are not yet determined, please explain how and when they will be selected. If funding is sought for more than one individual from an organizing or presenting institution, identify them and describe how they will contribute meaningfully to content discussions.
6. How many total participants do you anticipate? Will there also be an audience that is distinct from the participants (not required)? If so, what is the marketing/outreach plan for it?

Description of Organizations, including history and mission

7. Describe the organization applying for funding—including its history, mission, and objectives—as well as other museums involved as principal organizers or presenters of the related exhibition.

8. Name and briefly describe up to 2 projects your institution has organized in the past five years, if any, that are most like the project for which you seek support.

Project Budget

9. Please 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: participant travel/lodging/per diem or local meals/travel; modest honoraria, if any (only for participants not affiliated with the organizing or presenting institutions); facility/audio-visual costs; and indirect costs
 - Amount of funds requested from the Terra Foundation and their proposed use (the maximum award available is \$25,000); list known participants here, as they will be the only ones from organizing and presenting institutions eligible for funding through an awarded grant; note that no more than 15% of a Terra Foundation grant may go towards indirect costs
 - Other funding or sponsorship previously awarded or pending
 - Any projected revenue

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.
- **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 verifying its receipt. If you do not receive this email, the Terra Foundation has not received your proposal.