

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

All proposals and attachments should be submitted by the publisher, which needs to have United States 501(c)(3) status or the international equivalent. 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 necessary components will be considered incomplete. 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.

I. Executive Summary of 1 to 2 pages that describes the publication and the amount of funding requested (5 copies).

II. Project Proposal (5 copies):

Publisher

1. Describe the history and mission of the publisher and its art list.
2. Describe the place of the publication in the publisher's program.
3. Outline the publicity, marketing, and distribution plan to promote the publication as well as the audience it will reach.

Publication

4. Explain the publication's significance and state how the publication will make a new contribution to scholarship on Chicago's art and design history and how it aligns with initiative priorities (e.g., exploring art and/or design that emerged from Chicago; examining Chicago's distinctive character as an art and design center; situating Chicago's art and design history within a national/international context).
5. For translations, please indicate the current language(s) of manuscript and language(s) for translation; and describe the importance of translating the text into another language.
6. Provide print run and format specifications (estimated number of book pages, total number of manuscript words, proposed trim size, etc.). Indicate whether a digital version will be available and describe its format, features, and how it will be accessed.
7. Explain how the publication will be illustrated, including specifications for color plates, black-and-white illustrations, maps, line drawings, charts, and/or other special features.
8. Include a timetable for completion of the project.

Budget

9. Please provide an itemized project budget (in U.S. dollars) with narrative and details, including the following:
 - Total project cost, with expenses broken down into relevant categories
 - Other funding for or sponsorship of this project awarded or pending
 - Projected revenue and sales
 - Amount of funds requested from the Terra Foundation and their proposed use

III. Attachments (3 copies, except for manuscript)

- Abstract of publication (2 pages maximum)

- Author's curriculum vitae, or in the case of an anthology and/or a translation, the volume editor's and/or the translator's curricula vitae
- One or more recent peer reviews of the complete manuscript that have been submitted to the publisher. Reviews must be analytical evaluations that address originality, quality of research and prose, and scholarly contribution, and they must be written by authorities on the material of the book. Reviews written by the author's dissertation adviser or other interested parties, such as a series editor, will not be accepted. Reviews should be anonymous to the author but should be signed and dated for the benefit of grant reviewers (to be kept confidential). If the publisher does not have a process in place for peer reviews, applicants may submit instead a Terra Foundation Manuscript Assessment Form completed by a qualified reviewer. The form is available by request from the Grants Manager.
- A summary paragraph of the findings of and the author's response to the peer-review process.
- The complete manuscript, including the following (1 copy only):
 - Table of contents
 - Introduction
 - For translation projects, please provide a sample for each language involved (10 to 12 single-spaced pages)
 - Illustration list
 - Sample photocopies of images
 - Sample bibliography (no more than 5 pages)

IV. Administrative 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.
- Letter of project support from head of organization
- 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

(continued)

Please note:

- The Terra Foundation funds publications as it considers them to be lasting resources for scholarship. In order to document such support, the foundation requires that its grants be acknowledged in publications.
- Awarded funds are disbursed when publication projects are in a closing stage of production—final galley proofs or the equivalent.

If you have questions about Chicago Art & Design Initiative Publication Grants, please contact Grants Manager Amy Gunderson: grants@terraamericanart.org or 312.654.2275.