

Terra Foundation for American Art

Online Form Frequently Asked Questions

What should I know before I start an online form?

1. For a full proposal, please refer to the applicable link from your invitation e-mail to begin your proposal form. You will be prompted to create a new user account for our online system if you are a first-time user. However, if you completed a form previously, please sign in with your e-mail and password.
2. For a requirement form, please log into your 'My Account' page to retrieve your form.
https://www.GrantRequest.com/SID_1538?SA=AM
3. 501(c)(3) organizations are required to enter a valid Federal EIN (Employee Identification Number) as it appears on the organization's 501(c)(3) determination letter from the IRS. This EIN information is provided by the U.S. Department of Treasury, not the state government.
4. Government entities (municipal, state or federal) will be required to upload supporting documentation to verify the organization is a government entity. If you can't proceed to the application without a 501(c)(3), please e-mail grants@terraamericanart.org
*If you are not a United States registered 501(c)(3), please enter your organization's Registered Charity Number or your country's equivalent.
5. You may find it helpful to use a word processor to draft certain elements of your form and then cut and paste the text into the form. Please note the proposal fields are plain text and that formatting options are limited in the form. Please use numbers rather than bullet points if submitting a list.
6. As you are filling out the form, we suggest saving your work regularly using the button at the bottom of each page.
7. Do NOT use your browser's back button while filling out the form or you will lose all unsaved data.
8. You may stop working on your form before it is complete and return to it at a later time by logging in with your e-mail and password. The website to log in and return to any saved form is:
https://www.GrantRequest.com/SID_1538?SA=AM. ***Do not use the original online form link because it will start a new form and not continue to the saved form.***
9. Once a form is submitted, you cannot add, modify or delete any text through the online system. If you need to make any important changes to a form after you have submitted it, please contact us at grants@terraamericanart.org.
10. If you are completing a full proposal, be sure to attach the required documents (i.e.: Board of Directors List, Detailed Project Budget, List of Funding Sources and Audited Financial Statements) specified on the last page of the form.
11. You will have an opportunity to review and print or e-mail your form before submitting it. The Terra Foundation staff will see your form only after you click the 'Submit' button. Additionally, an automatic e-mail will be sent to you with a copy of the submitted form for your records. If you do not receive an automatic e-mail, please log back into your 'My Account' page to confirm the request appears under the Show 'Submitted Applications'.

How do I begin a new form with my existing account information?

When you click on the form link, sign in with your existing e-mail and password.

How do I create a new user account for a new form?

When you click on the form link, select 'New Applicant?' and you will be taken to a different page to set up a user account and password. The password requires at least 5 characters, with both letters and numbers. After creating your account, you will receive an e-mail that confirms your new user account and password. ***This e-mail includes an important link needed to return to the form you saved as a draft before submitting.*** Be sure to save this e-mail, so you can refer to this important information while you work on your form.

How do I access my account and return to a saved form?

The following link https://www.GrantRequest.com/SID_1538?SA=AM allows you to return to your existing account. Sign in using your e-mail and password to return to your saved form. ***Do not use the original online form link because it will start a new form and not continue to the saved form.***

How do I get my password, if I have forgotten it?

If you have forgotten your password, select 'Forgot Password?' to receive an e-mail with instructions to reset your password.

How do I access an account for someone who has left our organization?

If the e-mail account used to create the account is no longer valid, please e-mail grants@terraamericanart.org with information regarding the old e-mail account and new contact information in order for the account to be updated.

How do I continue working on an incomplete saved form?

You can edit your form only if you have saved your form and have not yet submitted it. To return to your partially completed form, use the following link https://www.GrantRequest.com/SID_1538?SA=AM to access your existing account. Sign in using your e-mail and password to return to your saved form. You can view all your "In Progress Applications" or "Submitted Applications" by selecting the appropriate option under the "Show" drop down field to the right of the page.

How can I share my incomplete form with my colleagues at my organization for them to review before I complete the full form?

You can e-mail your form to others for review prior to submitting the form by selecting 'E-mail Draft' at the top of the form and completing the contact information to forward a copy of the form. If you have saved your form, an e-mail notification with the saved version should automatically be sent to your e-mail as confirmation of the saved form.

Can I preview the form before I start?

Yes, you can preview a printer-friendly version of the entire form or e-mail a copy of the form, by clicking on the appropriate buttons at the upper right hand corner of your form.

If I still have questions, who can help?

Please e-mail any additional questions to grants@terraamericanart.org.