

- Organization Information
- Executive Summary
- Project Proposal
- Project Budget
- Attachments
- Review My Application**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Organization Information

Printer Friendly Version | E-mail Draft

* Required before final submission

Welcome to the Chicago K-12 Education Program Proposal Form. All proposals must be received electronically by the foundation's deadline. If the proposal does not include all of the following components, it will be considered incomplete.

Please refer to the FAQ document found [here](#) for detailed information about the online application process. Any questions about **proposal components** should be referred to the Terra Foundation's Grants Manager: Phone: 312.654.2275 or E-mail: grants@terraamericanart.org

You can scroll through the proposal prior to filling out the data fields. You can also print out a blank proposal form for your reference.

You may copy and paste from other documents into the fields below.

Please note that proposal fields are plain text and that formatting options are limited. Please use numbers rather than bullet points if submitting a list.

IMPORTANT: Do not use your browser's BACK key - you will lose any unsaved data! **SAVE OFTEN.**

Organization Information

Organization Name

Legal Name
(THE LEGAL NAME THAT WOULD APPEAR ON A CHECK)

* Address

* City

* State

* Postal Code

- Select One -

* Organizational Phone

Website

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* What year was your first Form 990 filed?

Tax ID

* When does your fiscal year end?

Month/Day (e.g. June 30)

Highest Ranking Staff Officer

* Prefix

- Select One -

* First Name

* Last Name

* Title

* Office Phone

* E-mail

Grant Contact

[Click here if same as above](#)

Please enter the information for the primary grant contact who can provide additional information on this grant application and should receive all correspondence from the Terra Foundation.

* Prefix

- Select One -

* First Name

* Last Name

* Title

* Office Phone

* E-mail

Executive Summary

You may copy and paste from other documents into the fields below.


Please note that proposal fields are plain text and that formatting options are limited. Please use numbers rather than bullet points if submitting a list.

Executive Summary

* Grant Request Amount (USD)

* Project Title

Word Limit: 40

* Executive Summary 

Concisely describe the project, including key dates. What are you trying to achieve with the project? What impact do you hope to have?

Word Limit: 1,500



Word count 0 of 1500

Project Proposal

You may copy and paste from other documents into the fields below.

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Description of Organization

* Describe the history and mission of your organization.

Word Limit: 750



Word count 0 of 750

Project Description

* Please describe the American art focus, topics, and/or themes for the project.

Word Limit: 150

* Provide the names of potential or confirmed presenters or content providers and their institutional affiliations.

Word Limit: 150

* Provide a detailed project description, including the following:

- a. An overview of key activities that will be undertaken (to achieve anticipated outcomes described later);
- b. Location(s) and anticipated date(s) of program(s)/activity(ies); and
- c. Assumptions made or rationale used to justify the strategies/activities, including any relevant research or best practices that inform your approach.

Word Limit: 1,000

Word count 0 of 1000

Please upload a program agenda as an attachment if relevant.

no file selected

What elements does this project include? (Check all that apply)

Direct student instruction

Professional development for teachers

Development of American art-focused teaching materials/resources

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Field trip(s) for students to see American art

Sustained or ongoing support for teachers to plan classroom applications

Follow-up with teachers to monitor their progress in implementing American art in their curricula

Opportunities for teachers/students to share their work resulting from the program

Indicate how often and for how long participants will need to be involved in the project in order to achieve the intended outcomes:

7 or fewer contact hours

8 - 15 contact hours

16 - 25 contact hours

26 or more contact hours

* Please list the key Common Core Standards for literacy and other state and national standards you will focus on and describe how they will be addressed.

Word Limit: 750

Word count 0 of 750

Program start date



Program end date



* Describe the project work plan and provide a timeline.

Word Limit: 750

Word count 0 of 750

Key People/Groups

Identify the key individuals who will develop/lead/manage the project and include information about their qualifications in relation to the

* project.
Word Limit: 750



Word count 0 of 750

* List any partners or advisors critical to the project's success and explain what roles they will play and commitments they have made to the project.

Word Limit 750



Word count 0 of 750

Project Outcomes and Evaluation

Please complete outcome, indicator, and assessment method boxes below:

See details below to guide your responses.

- Identify 3-4 anticipated outcomes (examples of expected changes resulting from the project). Please include at least one outcome that describes what you want audiences to learn (an example of how you envision the project will concretely affect audience members' perspectives, knowledge, or behavior).
- For each outcome below, describe the indicators (evidence or signs of success) you will use to assess progress toward these outcomes. You will be asked to report on these outcomes and indicators at the end of the grant period.
- Describe the methods/tools you will use to capture this evidence (e.g., audience surveys, interviews, comment cards, etc.). Please also indicate the timeframe for gathering this evidence and who will be responsible.

Outcome 1

* Outcome
Word Limit: 250



* Indicator(s)
Word Limit: 100



* Assessment Method(s)
Word Limit: 100



Word count 0 of 250

Word count 0 of 100

Word count 0 of 100

Outcome 2

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* Outcome
Word Limit: 250



* Indicator(s)
Word Limit: 100



* Assessment Method(s)
Word Limit: 100



Word count 0 of 250

Word count 0 of 100

Word count 0 of 100

Outcome 3

* Outcome
Word Limit: 250



* Indicator(s)
Word Limit: 100



* Assessment Method(s)
Word Limit: 100



Word count 0 of 250

Word count 0 of 100

Word count 0 of 100

Outcome 4

Outcome
Word Limit: 250



Indicator(s)
Word Limit: 100



Assessment Method(s)
Word Limit: 100



Word count 0 of 250

Word count 0 of 100

Word count 0 of 100

* Explain why your organization is well-suited to undertake the project and to achieve the outcomes described earlier. Include information about your organization's experience and capacity to effectively carry out the project.

Word Limit: 500



Word count 0 of 500

Engaging Audiences

* Describe the **primary** audience you hope to reach with this project (include grade levels and subject areas).

Word Limit: 500

Word count 0 of 500

* Describe the **secondary** audience you hope to reach with this project.

Word: Limit 500

Word count 0 of 500

* What criteria are you using to select schools? Teachers? Students?

Word Limit: 1,000

Word count 0 of 1000

* Number of CPS Schools Proposed

* Number of non-CPS Schools Proposed

Please provide the total number of individuals who will be served by the proposed project.

* Number of CPS Teachers Proposed

* Number of CPS Students Proposed

* Number of Non CPS Teachers Proposed

* Number of Non CPS Students Proposed

Number of other individuals served by K12 program, if relevant

Please describe the other individuals served.

Word Limit: 250

FOR REFERENCE ONLY



* Provide an overview of marketing and outreach strategies that will be employed to reach the audiences described above.

Word Limit: 750



Word count 0 of 750

Project Budget

You may copy and paste from other documents into the fields below.

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Detailed Budget & Narrative

* Please provide the total budget for this project.

* Please provide a detailed narrative describing the project budget and detailing the use of Terra Foundation for American Art funds.

Word Limit: 1,000



Word count 0 of 1000

Total Expenses

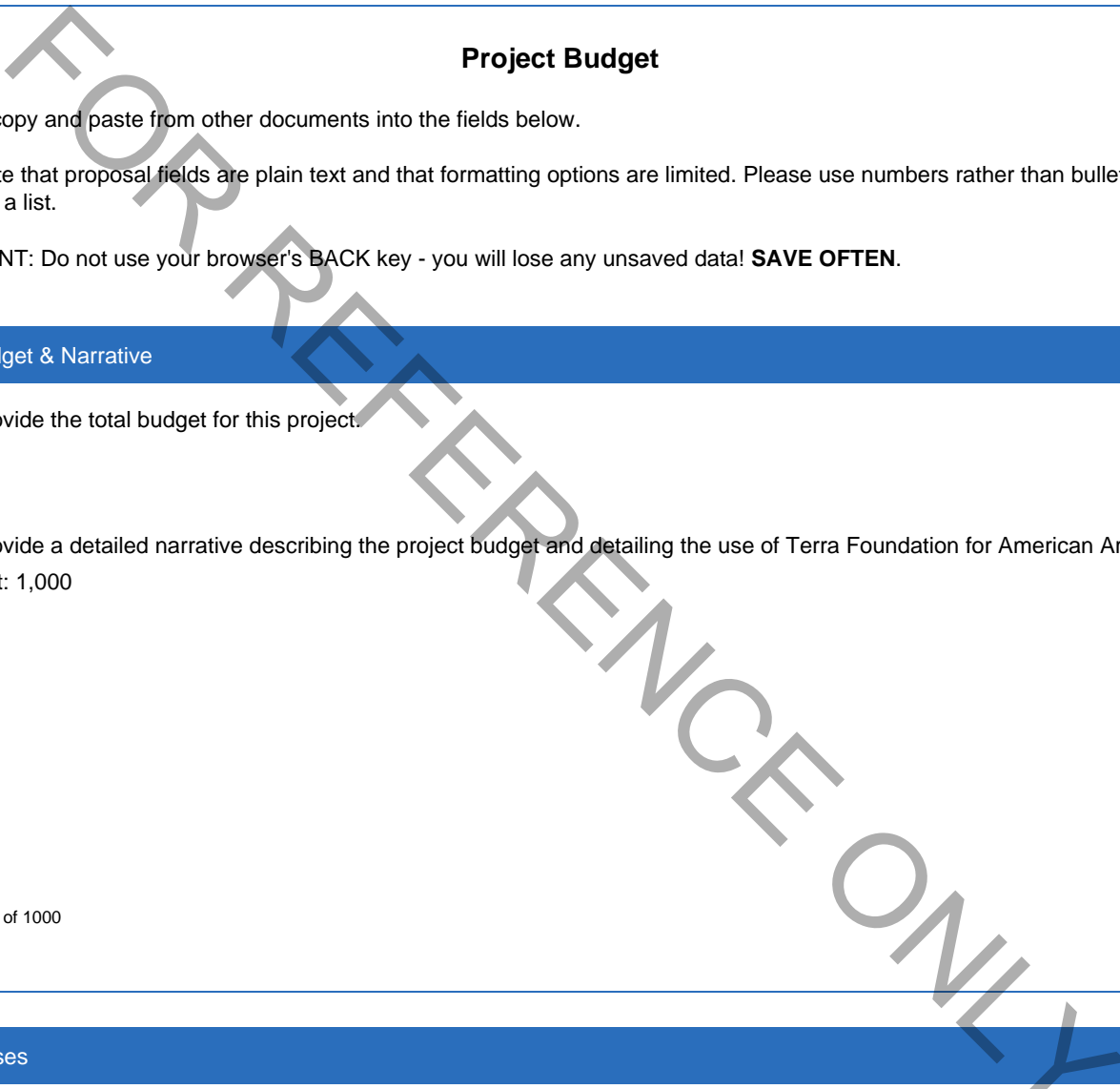
Please include an itemized project budget, broken out into applicable categories, and the amounts requested from the Terra Foundation.

* Program development and staff costs amount

* Amount Requested from TFAA

* Professional fees and honoraria amount

* Amount Requested from TFAA



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* Travel related costs (buses, etc.) amount

* Amount Requested from TFAA

* Materials, supplies, and catering amount

* Amount Requested from TFAA

* Marketing and outreach amount

* Amount Requested from TFAA

* Evaluation amount

* Amount Requested from TFAA

* Indirect costs (maximum 15%) amount

* Amount Requested from TFAA

Other (1) Description

Amount

Amount Requested from TFAA

Other (2) Description

Amount

Amount Requested from TFAA

Other (3) Description

Amount

Amount Requested from TFAA

* Please attach a detailed budget by line item (in Excel) here. Please include the amount requested from TFAA for each line item. Attachment should correspond to the budget listed above.

no file selected

Total Income

Please provide the total projected income for this program.

* Earned income:

- Funding or sponsorship already awarded


* Pending income:

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- Any projected revenue from the project
- Any funding or sponsorship pending

Contributed income:

Contributor Details

- * Please provide a list of funders, including the amount of grants/sponsorships already **awarded**. 

Use format: Organization Name, \$x,xxx,xxx

- * Please provide a list of funders, including the amount of grants/sponsorships currently **pending**. 

Use format: Organization Name, \$x,xxx,xxx

Attachments

Please attach the following documents by choosing a file from your computer and pressing "Upload". If multiple documents are required for a single line item, please upload them as one file. If you do not feel a particular requirement is relevant to your organization, please attach a document to the line item explaining why it does not apply.

- * Sample agenda for program

no file selected

- * Internal Revenue Service Form 990

no file selected

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* Latest Filed Audited Financial Statements

Audited financial statements 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.

no file selected

* Letter of Project Support

Letter of project support from head of institution

no file selected

* Board Member List

List of board members and officers with outside affiliations

no file selected

* Operating Budget

Operating budget of the organization for the current year and/or period covered by proposal

no file selected

* Other Funding Sources

List of major sources of support received by the organization in the current and prior fiscal years

no file selected

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Annual Report

Latest annual report, if available

no file selected

If a Terra Foundation Program Director requested additional materials, please upload here.

no file selected

Please click 'Review & Submit'. You will see a full copy of your proposal for final review. After final review of your proposal, you must click 'Submit' again. After you have successfully submitted, you will immediately receive an automated e-mail with a copy of the proposal for your records. If you do NOT receive a copy of the proposal, please contact grants@terraamericanart.org.

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