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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 **Art Design Chicago Research and Development Proposal Form**. Text and all attachments should be written in English. 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 bear in mind that proposals will be reviewed by curators and scholars of American art, and therefore, materials should be written accordingly.

For more information about the Art Design Chicago 2024 initiative, please refer to the FAQ document found [here](#).

Any questions about **proposal components** should be referred to 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**
For university applicants, please include both the university name with the specific academic department and/or the university museum name.

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

* **Address**

* **City** **State** **Postal Code** * **Country**

If applicable

* **Organizational Phone** * **Website**

* **Tax Identification Number**
Required for United States based organizations. If outside the United States, please provide a Registered Charity Number, or your country's equivalent.

* **What year was your first Form 990 filed?**
If not applicable, please enter 'N/A'.

* **When does your fiscal year end?**
Month/Day (e.g. June 30)

Highest Ranking Staff Officer

If name contains diacritics, you may need to copy and paste the correct version of the name in the native language below.

* **Prefix** * **First Name** * **Last Name**

- Select One -

* Title

* Office Phone * E-mail

Grant Contact

Click here if same as above

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

* Prefix * First Name * Last Name

- Select One -

* Title

* Office Phone * E-mail

Curator Contact

If more than one curator is working on the project, please designate a single contact.

If name contains diacritics, you may need to copy and paste the correct version of the name in the native language below.

Prefix First Name Last Name

- Select One -

Organization Name Title

Phone Additional Phone, if applicable E-mail

Address

City State Postal Code Country

- Select One - - Select One -

Project Summary and Details

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Project Summary

* Project Title
Word Limit: 40

Word count 0 of 40

* Concisely describe the exhibition research project and the proposed use of the funds.

Word Limit: 250

Word count 0 of 250

Project Details

* Please describe (a) the exhibition topic and (b) the research question(s) or line(s) of inquiry that will be examined through this grant.

Word Limit: 500

Word count 0 of 500

* Explain how the research activities relate to the Art Design Chicago 2024 initiative focus and the requirements and priorities described in the guidelines for Art Design Chicago Research and Development Grants.

Word Limit: 500

Word count 0 of 500

* Explain your institution's current level of commitment to this exhibition project, including potential exhibition dates and any prospective tour venue(s).

Word Limit: 150

Word count 0 of 150

* If you did not receive an exhibition grant through Art Design Chicago previously, please name and briefly describe up to two projects your organization has organized in the past ten years that are most like the project for which you seek Terra Foundation for American Art support.

Word Limit: 250

If not applicable, type "N/A".

Word count 0 of 250

Key People and Organizing Partner(s)

* Identify the key individuals who will develop and lead the project. Please provide information about their qualifications including, but not limited to, any exhibitions, publications, and/or other major projects organized.

Word Limit: 150

Word count 0 of 150

* List any partners or advisors critical to the project's success and explain the role they will play.

Word Limit: 150

Word count 0 of 150

* If a partnering organization(s) will be involved, provide information about it as well.

Word Limit: 250

Word count 0 of 250

Project Outcomes and Evaluation

* Explain how the proposed activities will enrich the exhibition that is being planned. Name 3 to 5 desired outcomes and describe how those outcomes will be measured.

Word Limit: 500

Word count 0 of 500

Requested Support

You may copy and paste from other documents into the field 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.

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Type(s) of Support Requested

* Please select the type(s) of exhibition research and development support you are requesting (select all that apply).

- Convening Support
- Travel Support
- Research Fellow

To learn more about the types of support offered and their eligibility requirements and guidelines, please visit the [webpage for Art Design Chicago 2024 Exhibition R&D grants](#).

Section A: Convening Support (Awards up to \$20,000)

If you are requesting funding for one or more convenings, please complete all questions in Section A; otherwise, type "N/A" in each field in Section A.

* Indicate when and where the convening(s) will take place.

Word Limit: 150

If not applicable, type "N/A".

Word count 0 of 150

* Describe (a) the format and agenda of the convening(s) and (b) how the convening(s) will inform content and plans for both the exhibition and audience/community engagement.

Word Limit: 500

If not applicable, type "N/A".

Word count 0 of 500

(a) Indicate the desired number of participants and (b) provide the names and affiliations of individuals who will be invited and reasons for their selection. If the convening(s) will involve participants who have not yet been determined, explain how and when they will be identified.

* **Note:** In addition to inviting scholars with expertise in the exhibition topic, TFAA encourages the participation of engagement staff and external representatives who can lend an audience perspective.

Word Limit: 300
If not applicable, type "N/A".

Word count 0 of 300

Section B: Travel Support (Awards up to \$4,000)

If you are requesting funding for curatorial research travel, please complete all questions in Section B; otherwise, type "N/A" in each field in Section B.

* Indicate the timeline for the curator's research travel, with beginning and ending dates.

Word Limit: 100
If not applicable, type "N/A".

Word count 0 of 100

Detail the itinerary for the curator's research travel, citing locations and specific resources to be consulted, and explaining the reasons for these choices.
* Please provide details such as names of individuals, art collections, and/or key archives/papers to be consulted and how they relate to the project being researched.

Word Limit: 500
If not applicable, type "N/A".

Word count 0 of 500

Section C: Research Fellowship Support

If you are requesting funding to support a Terra Foundation Exhibition Research Fellow, please complete all questions in Section C; otherwise, type "N/A" in each field in Section C.

* Provide the fellowship start and end date and work schedule, including anticipated hours per week.

Word Limit: 100
If not applicable, type "N/A".

Word count 0 of 100

* If a candidate has already been identified, provide the individual's name and qualifications, and explain your selection process. If the candidate has not yet been determined, explain how, when, and with what criteria the fellow will be selected.

Word Limit: 250
If not applicable, type "N/A".

For Reference Only

Word count 0 of 250

* Describe the fellow's duties and specific activities to be undertaken. Name the person(s) to whom the fellow will report.

Word Limit: 500
If not applicable, type "N/A".

Word count 0 of 500

Project Budget and Narrative

You may copy and paste from other documents into the field 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.

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Project Budget and Narrative

You may request up to the following amounts for each type of support:

- Convening Support: Awards up to \$20,000
- Curatorial Travel Support: Awards up to \$4,000
- Research Fellowship Support: Awards will vary based on scope and scale of the project
- No more than 15% of the Terra Foundation grant for this project may go towards staff and indirect costs combined.

* Please provide the total budget for this project (USD)

* Total Grant Request Amount (USD)

No more than 15% of a Terra Foundation grant may go towards staff and indirect costs combined.

* Please provide a description of each line item in the budget and detail the use of Terra Foundation for American Art funds.

Word Limit: 300

Word count 0 of 300

Total Expenses

Detailed Budget: Please attach an itemized project budget detailing the total project cost. Please include the amount requested from TFAA for each line item.

* Download and review the sample budget template provided here: [Budget Template](#).

Note: No more than 15% of the Terra Foundation grant for this project may go towards staff and indirect costs combined.

Summary Budget: Please include an itemized project budget that details the total project cost, organized by category, and the amounts requested from the Terra Foundation for each line item. Please note these numbers should coincide with the budget you attached above.

Note: No more than 15% of the Terra Foundation grant for this project may go towards staff and indirect costs combined.

Expense Line Item 1 Description Staff Costs	* Total Amount 1 <input type="text"/>	* Amount Requested from TFAA 1 <input type="text"/>
Expense Line Item 2 Description Indirect Costs	* Total Amount 2 <input type="text"/>	* Amount Requested from TFAA 2 <input type="text"/>
Expense Line Item 3 Description Convening Support (grant amount capped at \$20,000)	* Total Amount 3 <input type="text"/>	* Amount Requested from TFAA 3 <input type="text"/>
Expense Line Item 4 Description Curatorial Research Travel (grant amount capped at \$4,000)	* Total Amount 4 <input type="text"/>	* Amount Requested from TFAA 4 <input type="text"/>
Expense Line Item 5 Description Research Fellow	* Total Amount 5 <input type="text"/>	* Amount Requested from TFAA 5 <input type="text"/>

Total Income

Please provide the total projected income in the following categories. These numbers should coincide with the budget you attached above.

* Committed Contributed Income: * Projected Contributed Income:

* Please provide a list of funders for this project, including the amount of grants/sponsorships already **contributed**.
Use format: Organization Name, \$x,xxx,xxx

* Please provide a list of potential funders for this project, including the amount of grants/sponsorships still **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.

Preliminary List of Artworks

* To help reviewers understand your project, in a single Word or PDF document, please provide 5 to 10 examples of works of art and/or design that are representative of your project and might eventually be featured in your exhibition.

Curriculum Vitae

* Exhibition Curator's Curriculum Vitae

Potential Research Fellow's Curriculum Vitae, if available

Administration Materials

*** Internal Revenue Service Form 990**

*** 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.

*** Operating Budget**

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

*** Other funding sources**

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

*** Board Member List**

List of board members and officers with outside affiliations

*** Letter of Project Support**

Letter of project support from head of institution

Annual Report

Latest annual report, if available

For Reference Only

Other

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

Your response to the survey question below is optional and will be used for TFAA's internal assessment purposes only.

How did you hear about this award program? (select all that apply)

- Facebook Instagram Twitter LinkedIn TFAA Website
- TFAA email communications TFAA funded program/exhibition/project TFAA staff recommendation
- Friend/colleague/word of mouth Poster Listserv (specify in blank below)
- Other (specify in blank below)

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.

For Reference Only