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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 Proposal Form for Convening Grants for Internationally Collaborative Exhibitions. 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.

Please refer to the FAQ document found [here](#). 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.**

PLEASE NOTE * An institution may apply for a convening grant even if it has applied separately, or will be applying separately, for research travel or general exhibition support for the same project. Each proposal is considered on its own merits; grant approval in one program does not guarantee grant approval in the other.

Organization Information

* Organization Name

Please provide organization name in the native language as it should appear on a check. If name contains diacritics, you may need to copy and paste the correct version of the organization's name in the native language below. For university applicants, please include both the university name with the specific academic department and the university museum name.

* Legal Name of Organization

(THE LEGAL NAME THAT WOULD APPEAR ON A CHECK)

* Address

* City

State

If applicable

Postal Code

* Country

- Select One -

* 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***** 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***** 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 - Select One - <input type="button" value="v"/>	First Name <input type="text"/>	Last Name <input type="text"/>
Organization Name <input type="text"/>	Title <input type="text"/>	
Phone <input type="text"/>	Additional Phone, if applicable <input type="text"/>	E-mail <input type="text"/>
Address <input type="text"/>		
City <input type="text"/>	State <None> <input type="button" value="v"/>	Postal Code <input type="text"/>
		Country - Select One - <input type="button" value="v"/>

Program Proposal

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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Grant Request

Note: The maximum award available is \$25,000 (USD).

Grant Request Amount (USD)

* Please use the American convention for the amount, using commas to distinguish dollars in thousands and periods to distinguish cents (i.e. \$25,000.00).
Please see [Oanda](#) for latest exchange rate.

* Project Title

Word Limit: 40

* Executive Summary: Briefly describe the planned convening and funding requested.

Word Limit: 500

Word count 0 of 500

Description of Organization

* Describe the organization applying for funding - - including its history, mission, and objectives.

Word Limit 750

Word count 0 of 750

List other museums involved as principal organizers or confirmed presenters of the related exhibition.

* #1 Organization Name

* #1 Country

#2 Organization Name

#2 Country

#3 Organization Name

#3 Country

#4 Organization Name

#4 Country

* Name and briefly describe up to two projects your institution has organized in the past five years that are most like the project for which you seek Terra Foundation for American Art support.

Word Limit: 750

Word count 0 of 750

Project Description

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. If applicable, please elaborate on how your project expands narratives of American art and

* contributes to revisions of American art history through lenses such as anti-racism, decolonization, feminism, queer studies, and/or disability studies; reflects a commitment to inclusive research and curatorial practices; and/or engages diverse partners and audiences.

Word Limit: 1,000

Word count 0 of 1000

* Describe your institution's and venues' commitment to the exhibition in development.

Word Limit: 750

Word count 0 of 750

- * Describe the exhibition convening workplan, including when and where the convening will take place, and the timeline for its implementation (including start and end dates of the project).

Word Limit: 750

Word count 0 of 750

Program Objectives, Outcomes, and Evaluation

- * Concisely describe the main objectives and format of the pre-exhibition convening.

Word Limit: 500

Word count 0 of 500

- * 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.

Word Limit: 750

Word count 0 of 750

Key People

- 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.

Word Limit: 1,500

Word count 0 of 1500

Engaging Audiences

* How many total participants do you anticipate? Will there also be an audience that is distinct from the participants (not required)?
 Word Limit: 250

Word count 0 of 250

Program 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.

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

Note: The maximum award available is \$25,000 (USD). Please use the American convention for amounts, using commas to distinguish dollars in thousands and periods to distinguish cents (i.e. \$25,000.00).

Detailed Budget and Narrative

* Please provide the total costs (USD) for this program.
 (USD)

Please provide a detailed narrative describing the project budget and detailing the use of Terra Foundation for American Art funds. Please include a per-participant breakdown of the budget line items (such as travel, lodging, meal/per diem costs, etc.), listing known participants as applicable. No more than 15% of a Terra Foundation grant may go towards indirect costs.
 Word Limit: 1,000

Word count 0 of 1000

Total Expenses

Please include an itemized project budget that details the total project cost, organized by category, and the amounts requested from the Terra Foundation. You can provide category descriptions below. Some examples include:

1. Participant travel costs
2. Participant lodging costs
3. Participant meal costs or per diem
4. Modest honorarium, if any (only participants not affiliated with the organizing or presenting institutions are eligible for honoraria)
5. Facility/audio visual rental
6. Indirect costs

* Expense Line Item 1 Description * Total Amount 1 * Amount Requested from TFAA 1

* Expense Line Item 2 Description

* Total Amount 2

* Amount Requested from TFAA 2

* Expense Line Item 3 Description

* Total Amount 3

* Amount Requested from TFAA 3

* Expense Line Item 4 Description

* Total Amount 4

* Amount Requested from TFAA 4

* Expense Line Item 5 Description

* Total Amount 5

* Amount Requested from TFAA 5

Expense Line Item 6 Description

Total Amount 6

Amount Requested from TFAA 6

Expense Line Item 7 Description

Total Amount 7

Amount Requested from TFAA 7

Expense Line Item 8 Description

Total Amount 8

Amount Requested from TFAA 8

Expense Line Item 9 Description

Total Amount 9

Amount Requested from TFAA 9

Expense Line Item 10 Description

Total Amount 10

Amount Requested from TFAA 10

If you have more than ten line items, you can attach a detailed budget by line item here. Please include the amount requested from TFAA for each line item.

Browse...

Upload

Total Income

Please provide the total projected income for this program.

* Earned income:

* Pending income (outstanding grant requests):

* Contributed income:

Contributor Details

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

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

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

* **Exhibition Checklist:** Please include the in-progress illustrated list of works proposed for the exhibition. Copies of this checklist will be sent to the panel of reviewers. An example checklist is provided here: [Sample Exhibition Checklist](#)

Please format the checklist as follows: Organize the checklist by theme, section, or gallery. Secured objects should be listed first within each theme, section, or gallery followed by any objects not yet approved for that section..

1. Include the loan request status for each object (pending and/or secured).
2. Use color, thumbnail-size images accompanied by their object information (4-7 objects per page; fewer than 4 generates too much paper, while more than 7 is difficult to read). Readers appreciate legibility.
3. Please number each thumbnail.
4. Highlight in yellow the object information for works made before 1980 by artists from what is now the geographic United States.

Browse...

* **Governing Documents**

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.

Browse...

For US-based applicants: Internal Revenue Service Form 990

Browse...

*** 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. Organizations outside the United States must provide equivalent financial information (i.e., tax-exempt and non-profit organizations' annual financial information submitted to tax administration).

 Browse...*** Letter of Project Support**

Letter of project support from head of institution

 Browse...

For US-based applicants, please attach a letter of commitment from the international venue or co-organizer for the project, confirming participation in the exhibition.

 Browse...*** Board Member List**

List of board members and officers with outside affiliations

 Browse...*** Operating Budget**

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

 Browse...

* Other funding sources

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

 Browse...

Annual Report

Latest annual report, if available

 Browse...

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

 Browse...

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