TERRA
FOUNDATION FOR AMERICAN ART

Organization Information   Executive Summary   Project Details   Project Budget and Narrative   Exhibition Checklist   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 **Exhibition Programs Proposal Form**. Text and all attachments should be written in English. All proposals must be submitted electronically and received 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 scholars/curators of American art, and therefore, materials should be written accordingly.
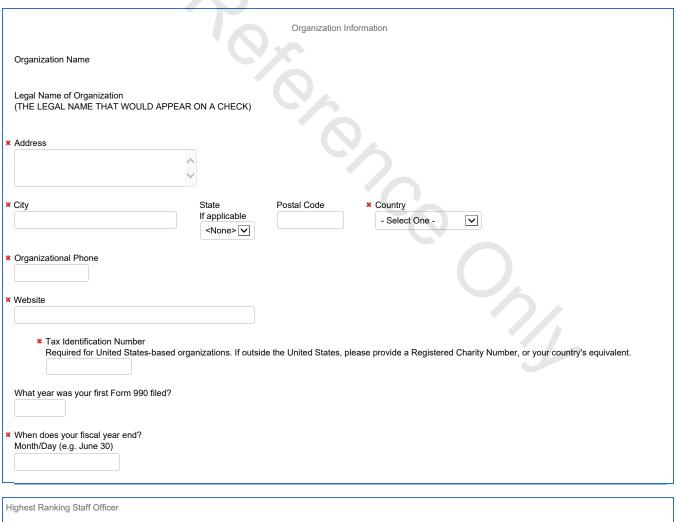
Please refer to the FAQ document found here. Any questions about **proposal components** should be referred to grants@terraamericanart.org.

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

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**.

Organization Information

Organization Name

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

✱ Address

✱ City   State   Postal Code   ✱ Country
                If applicable
                <None>   - 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?

✱ 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 organization's 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 organization's name in the native language below.

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

- Select One - ⌄   [   ]   [   ]

* Organization Name   ***** Title

[   ]   [   ]

* Office Phone   ***** E-mail

[   ]   [   ]

* Address

[   ]

* City   State   Postal Code   ***** Country
                          If applicable
[   ]   <None> ⌄   [   ]   - Select One -   ⌄

Description of Organization

* If a partnering organization will be involved, provide information for it as well. Name and briefly describe (1 to 3 sentences) at least two projects your institution has organized/hosted in the past seven years that are most like the project for which you seek Terra Foundation for American Art support.
Word Limit: 500   ✔

[   ]

Word count 0 of 500

Executive Summary

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

Please note that proposal fields are plain text and 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**.

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* Grant Request Amount (USD)
For budget numbers, please use whole numbers only. Do not use currency symbols or punctuation.

Please see Oanda for latest exchange rate.

* Project Title
Word Limit: 40

* Executive Summary
Describe the exhibition. 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: 1,200

Word count 0 of 1200

Project Details

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

Please note that proposal fields are plain text and 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**.

Exhibition and Catalogue Details

* To understand how the exhibition will be organized, describe the exhibition progression/thematic organization.
Word Limit: 1,000

Word count 0 of 1000

* Describe the exhibition workplan and provide a timeline (with beginning and end dates of project, and including the production schedule of any major publication).
Word Limit: 500

Word count 0 of 500

Please provide the names of the exhibition venues that are either confirmed or proposed. Click on the box to indicate for each venue if confirmed or proposed.
Note: Please format the date using the American convention (month/date/year).

✱ Exhibition Venue #1 [i]   Exhibition Venue #1 Confirmed   Exhibition Venue #1 Proposed
If your organization is presenting the exhibition,   ☐   ☐
please enter it as a venue.

☐ [   ]

✱ Exhibition Venue #1 Country   **✱ Exhibition Venue #1 Projected Attendance**

[   ]   [   ]

✱ Exhibition Venue #1 Start Date   **✱ Exhibition Venue #1 End Date**

[   ] 📅   [   ] 📅

Click here if there will be no additional venues
☐

Exhibition Venue #2 [i]   Exhibition Venue #2 Confirmed   Exhibition Venue #2 Proposed
[   ]   ☐   ☐

Exhibition Venue #2 Country   Exhibition Venue #2 Projected Attendance
[   ]   [   ]

Exhibition Venue #2 Start Date   Exhibition #2 End Date
[   ] 📅   [   ] 📅

Exhibition Venue #3 [i]   Exhibition Venue #3 Confirmed   Exhibition Venue #3 Proposed
[   ]   ☐   ☐

Exhibition Venue #3 Country   Exhibition Venue #3 Projected Attendance
[   ]   [   ]

Exhibition Venue #3 Start Date   Exhibition Venue #3 End Date
[   ] 📅   [   ] 📅

Exhibition Venue #4 [i]   Exhibition Venue #4 Confirmed   Exhibition Venue #4 Proposed
[   ]   ☐   ☐

Exhibition Venue #4 Country   Exhibition Venue #4 Projected Attendance
[   ]   [   ]

Exhibition Venue #4 Start Date   Exhibition Venue #4 End Date
[   ] 📅   [   ] 📅

If there are more than four exhibition venues, please include here.
Please include venue name, whether it is confirmed or proposed, the location, the projected attendance as well as the start and end dates.

[   ]

✱ Please provide the internal deadline for submission of changes to the exhibition catalogue.
Please be aware that the Terra Foundation for American Art requires sponsorship credit in the catalogue of any funded exhibition.

[   ]

✱ Describe the catalogue including: the names of authors, listing their institutional affiliations and qualifications; topics/themes to be addressed or essay titles; size of print run; number of pages; and number of illustrations.
If not applicable, please enter 'N/A'. Word Limit: 1,000

[   ]

Word count 0 of 1000

* Please select the language(s) in which the catalogue will be produced.
Select all that apply.

☐ English   ☐ Chinese   ☐ Dutch   ☐ French   ☐ German   ☐ Italian   ☐ Japanese   ☐ Portuguese   ☐ Russian   ☐ Spanish
☐ Scandinavian Languages   ☐ Other

* Provide the name of the catalogue publisher and/or distributor. Please note if confirmed or pending.

[   ]

* Provide the total estimated number of catalogues that will be distributed.

[   ]

* Please describe how this exhibition and catalogue contribute to scholarship. If exhibitions or publications on the same or similar topics have taken place in the past 10 years, please explain how the proposed exhibition differs.
Word Limit: 500

Word count 0 of 500

Describe any scholarly programming for the exhibition:
If you are requesting funding for related scholarly programming (such as symposium or conference), please describe it and include the names of potential or known participants, institutional affiliations, and topics/themes. If participants will be selected through a call for papers, describe the process and timetable. Please include the expected number of participants.
Word Limit: 500

Word count 0 of 500

* Describe any plans for public and student programming for the exhibition for all venues seeking TFAA funding, including the expected number of participants.
Word Limit: 300

Word count 0 of 300

Key People

* Name the key people responsible for achieving the results of the exhibition and related programming (curators, education director, etc.) Please specify their names, institutional affiliations (if not the applicant organization), and qualifications in relation to the project.
Word Limit: 1,000

Word count 0 of 1000

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 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**.

For budget numbers, please use whole numbers only. Do not use currency symbols or punctuation.

Exhibition Detailed Budget and Narrative

Please attach an itemized project budget (in Excel) detailing the total project cost. Include the applicant's direct and indirect expenses in U.S. dollars (including all internal costs, e.g., salaries, travel, marketing, evaluation of project). Please download and review the relevant sample budget provided below:

1. **One Organizer**
2. **Multiple Organizers**

Please note that sample budgets should be used as a model template for formatting purposes only. Figures shown are purely random and should not be considered as a model or ideal. Contact TFAA staff with questions regarding venue eligibility and budget format.

The Terra Foundation will only accept one proposal per exhibition and related tour (if applicable). Because the foundation supports the creation of exhibitions of American art, grants are provided to the organizing institution(s) (unless there is a Chicago venue, in which case please contact the Foundation for additional instructions). The Terra Foundation requires that the organizer(s) request modest additional support to offset costs for non-organizing tour venues outside the United States within its proposal. When possible, the Terra Foundation prefers to only fund shared costs for co-organizing venues.

[Browse...]

[Upload]

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

[_____]

* Please provide a detailed narrative describing the project budget and detailing the proposed use of Terra Foundation for American Art funds. (Note: TFAA strongly prefers to support shared costs only for the exhibition. If there are no shared costs, please contact grants@terraamericanart.org.)
Word Limit: 500

[text box]

Word count 0 of 500

If there are non-organizing venues for this exhibition, how are they expected to contribute financially toward the exhibition, including any anticipated venue fees or
* contributions to shared costs? Please be specific. (Note: If there is a non-organizing venue(s) hosting the exhibition outside the United States, TFAA requires that a portion of any grant awarded directly benefit that institution, ideally by offsetting the venue fees or shared costs for that venue.)
Word Limit: 500

[text box]

Total Expenses

Please provide the total exhibition expenses in the following categories. Please note these numbers should coincide with the attached budget.
For budget numbers, please use whole numbers only. Do not use currency symbols or punctuation.

* Exhibition research and development (including direct staff costs)   * Amount requested from TFAA

[_____]   [_____]

* Implementation (which could include insurance, loan fees, packing, crating, shipping, insurance, couriers, installation)   * Amount requested from TFAA

[_____]   [_____]

* Catalogue   * Amount requested from TFAA

[_____]   [_____]

* Educational programs   * Amount requested from TFAA

[_____]   [_____]

* Marketing and promotion (including evaluation of project)   * Amount requested from TFAA

[_____]   [_____]

Other (amount)   Please specify (description).   Amount requested from TFAA
                                        Please include in the budget you attached.

Total Income

Please provide the total exhibition income for the organizing institution(s) in the following categories (these numbers should coincide with the attached budget):

✱ Committed Contributed Income

  • Gifts, grants, and other income that have been awarded (do not include venue fees or request to Terra Foundation)

✱ Earned Income

  • Venue/exhibition fees to be paid to your institution by potential or already secured venues
  • Catalogue sales, program revenue, etc. (If the venue(s) hasn't yet been confirmed, please include the amount anticipated from admissions.)

✱ Total Projected Income

  • Gifts, grants, and other income not yet secured (do not include venue fees or request to Terra Foundation)

Contributors

✱ Please provide a list of exhibition funders, including the amount of grants/sponsorships already **awarded.** ℹ️
Use format: Organization Name, $x,xxx,xxx

✱ Please provide a list of exhibition funders, including the amount of grants/sponsorships currently **projected** (requested or to be requested; do not include request to Terra Foundation). ℹ️
Use format: Organization Name, $x,xxx,xxx

Exhibition Checklist

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

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Exhibition Checklist

✱ Please include the full 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...]

[Upload]

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.

Note: 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.

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* 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...
Upload

* Internal Revenue Service Form 990

[   ] Browse...
Upload

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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. 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...
Upload

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* Letter of Project Support
Letter of project support from head of institution

[   ] Browse...
Upload

Additional Letter(s) of Support
From head of any secured venue(s) for which funding is being sought

[   ] Browse...
Upload

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* Board Member List
List of board members and officers, with outside affiliations

[   ] Browse...
Upload

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

[_____] Browse...
[Upload]

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* Other Funding Sources
List of major sources of support received by the organization in the current and prior fiscal years
[_____] Browse...
[Upload]

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* Please attach a preliminary exhibition floor plan (without indicating object placements).
[_____] Browse...
[Upload]

Annual Report
Latest annual report, if available
[_____] Browse...
[Upload]

If a Terra Foundation Program Director requested additional materials, please upload here.
[_____] Browse...
[Upload]

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.

[Save & Finish Later]   [Submit]