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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 US Curatorial Travel Grant 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 scholars and curators of American art, and therefore, materials should be written accordingly.

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](mailto:grants@terraamericanart.org)

An institution may apply for a travel grant even if it has applied separately, or will be applying separately, for general exhibition support for the same project. Proposals for travel grants and proposals for general exhibition support are considered on their own merits; grant approval in one program does not guarantee grant approval in the other.

**Eligibility:** Though proposals will presumably be written by or in conjunction with the curator who would be traveling, the foundation only accepts proposals from non-profit institutions with United States 501 (c) (3) status or the international equivalent. Grants are not made to individuals.

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 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

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

\* Legal Name of Organization

(THE LEGAL NAME THAT WOULD APPEAR ON A CHECK)

\* Address

\* City

\* State

- Select One -

\* Postal Code

\* Country

- Select One -

\* Organizational Phone

\* Website

\* Tax ID

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 the 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

\* First Name

\* Last Name

\* Organization Name:

\* Title

\* Office Phone

Additional Phone, if applicable

\* E-mail

\* Address

|             |                         |                              |                           |
|-------------|-------------------------|------------------------------|---------------------------|
| <div></div> |                         |                              |                           |
| * City      | State<br>If applicable  | Postal Code<br>If applicable | * Country                 |
| <div></div> | <div>&lt;None&gt;</div> | <div></div>                  | <div>- Select One -</div> |

### 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.

Note: The maximum award available is \$7,000.

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

Executive Summary

\* Total Cost of Travel/Grant Request Amount (USD)  
Please use the American convention for the amount, using a comma to distinguish dollars in thousands and a period to distinguish cents (i.e. \$7,000.00).  
Please see [Oanda](#) for latest exchange rate.

\* Research Topic Title  
Word Limit: 40

\* Proposed Travel Period

### Project 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.

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

Description of Organization

\* Describe the history and mission of your organization.  
Word Limit: 750

Word count 0 of 750

\* Name and briefly describe up to two exhibitions your institution has organized in the past five years that are most like the exhibition the curator will be researching and for which you seek Terra Foundation for American Art support. (This particular curator need not have organized them.)  
Word Limit: 1500

Word count 0 of 1500

- \* Is funding available to the curator from your institution for the travel specified in this application? (Financial need is not a requirement but will be considered as one factor among others in determining awards.)

Word Limit: 250

Word count 0 of 250

### Program Description

- \* Describe the exhibition idea(s) on which the curator would like to conduct research outside the United States and why these ideas would be of potential interest to your museum's audience. 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 750

- \* Describe any research the curator has already conducted on these topics.

Word Limit: 750

Word count 0 of 750

- \* Explain your institution's current level of commitment to this/these exhibition(s), including potential exhibition dates, if applicable.

Word Limit: 250

Word count 0 of 250

- \* Describe the itinerary and timeline for the curator's research outside the United States (with beginning and ending dates). Cite the specific resources to be consulted and the reasons for these choices (provide details such as the names of specialists, art collections, and/or key archives/papers to be consulted and how they relate to the project(s) being researched).

Word Limit: 750

Word count 0 of 750

### Program, Outcomes, and Evaluation

- \* Describe 3 to 5 specific outcomes that the curator aims to accomplish on this research trip.

Word Limit: 750

Word count 0 of 750

- \* If your museum has not yet committed to the exhibition(s) to be researched, describe whether and how the planned research would result in your museum being more likely to mount an exhibition of historical American art.

Word Limit: 500

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.

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

Note: The maximum award available is \$7,000. Please use the American convention for the amount, using a comma to distinguish dollars in thousands and a period to distinguish cents (i.e. \$7,000.00).

#### Detailed Budget and Narrative

- \* Please provide the total budget (USD) 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 that details the total project cost, broken out into applicable categories, and the amounts requested from the Terra Foundation. You can provide category descriptions below. Some examples include:

1. Travel
2. Lodging
3. Meals
4. Research fees and expenses (such as photocopying)

- \* 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

|                                   |                      |                                |
|-----------------------------------|----------------------|--------------------------------|
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| * Expense Line Item 3 Description | * Total Amount 3     | * Amount requested from TFAA 3 |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| * Expense Line Item 4 Description | * Total Amount 4     | * Amount requested from TFAA 4 |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 5 Description   | Total Amount 5       | Amount requested from TFAA 5   |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 6 Description   | Total Amount 6       | Amount requested from TFAA 6   |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 7 Description   | Total Amount 7       | Amount requested from TFAA 7   |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 8 Description   | Total Amount 8       | Amount requested from TFAA 8   |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 9 Description   | Total Amount 9       | Amount requested from TFAA 9   |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |
| Expense Line Item 10 Description  | Total Amount 10      | Amount requested from TFAA 10  |
| <input type="text"/>              | <input type="text"/> | <input type="text"/>           |

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.

Total Income

Please provide the total projected income for this program.

\* Earned income:


- Earned income from venue/exhibition fees to be paid to your museum by already secured venues
- Funding or sponsorship already awarded

\* Pending income:


- Projected earned income (from potential venue fees to your museum, admission fees, catalogue sales, event income, etc.)
- Any funding or sponsorship pending
- Amount of funds requested from the Terra Foundation (note that no more than 15% of a Terra Foundation grant may go towards indirect costs)

\* Contributed income (outstanding grant requests):

Contributor Details

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

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

- \* Please provide a list of exhibition 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.

\* **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.

\* **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. 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).

\* **Two to four images of the core types of objects that are the subject of the research topic**

\* Curator's resume or curriculum vitae that outlines (with dates) the curator's educational and employment histories, exhibitions organized, publications, and major lectures

Browse...

Upload

\* Letter of Project Support

Letter of project support from head of institution

Browse...

Upload

\* Board Member List

List of board members and officers with outside affiliations

Browse...

Upload

\* Operating Budget

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

Browse...

Upload

\* Other Funding Sources

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

Browse...

Upload

Annual Report

Latest annual report, if available

Browse...

Upload



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

You 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](mailto:grants@terraamericanart.org).