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**

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](https://www.grantrequest.com/Application.aspx?sid=1538&aid=31354) 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**

- Select One -

**Postal Code**

**Organizational Phone**

Website

**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

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First Name</th>
<th>Last Name</th>
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<td>- Select One -</td>
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<th>Office Phone</th>
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Executive Summary

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.

<table>
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<tr>
<th>Prefix</th>
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Executive Summary

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

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.

Description of Organization

» Describe the history and mission of your organization.
Word Limit: 250

Word count 0 of 250

Project Description

The Terra Foundation prioritizes projects that interrogate and broaden definitions of American art and aims to lend support for projects engaged in transforming or complicating how the story of American art is told. To expand histories of American art, we encourage projects that employ the lenses offered by, but not limited to, the perspectives of anti-racism, decolonization, feminism, queer studies, and/or disability studies; reflect a commitment to inclusive models of research and project development (e.g., through stories portrayed, diversity of artists featured, interpretive perspectives included, or methods of collaboration used); and/or engage diverse partners and audiences.

Please describe the American art focus, topics, and/or themes for the project. If applicable, please explain how your project engages with these priorities.
Word Limit: 500

Word count 0 of 500

» Provide the names of potential or confirmed presenters or content providers and their institutional affiliations.
Word Limit: 150

Word count 0 of 150
Provide a detailed project description, including the following:

a. An overview of the program format and key activities to be undertaken;

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: 750

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

- Direct student instruction
- Professional development for teachers
- Development of materials/resources focused on art of the US
- Field trip(s) for students to see art of the US
- Sustained or ongoing support for teachers to plan classroom applications
- Follow-up with teachers to monitor their progress in using art of the US 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
- Not Applicable
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: 500

Program start date

Program end date

Describe the project work plan and provide a timeline.

Word Limit: 500

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: 250

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 250

Project Outcomes and Evaluation

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

See details below to guide your responses.

a. 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).
b. 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.

c. 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

### Outcome 2

**Outcome**
Word Limit: 250

**Indicator(s)**
Word Limit: 100

**Assessment Method(s)**
Word Limit: 100
**Outcome 3**

- **Outcome**
  - Word Limit: 250
  - Word count 0 of 250

- **Indicator(s)**
  - Word Limit: 100
  - Word count 0 of 100

- **Assessment Method(s)**
  - Word Limit: 100
  - Word count 0 of 100

**Outcome 4**

- **Outcome**
  - Word Limit: 250
  - Word count 0 of 250

- **Indicator(s)**
  - Word Limit: 100
  - Word count 0 of 100

- **Assessment Method(s)**
  - Word Limit: 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:** 250
  - Word count 0 of 250
Engaging Audiences

» Describe the **primary** audience you hope to reach with this project (include grade levels and subject areas).
   Word Limit: 150

» Describe the **secondary** audience you hope to reach with this project.
   Word Limit: 150

» What criteria are you using to select schools? Teachers? Students?
   Word Limit: 250

» 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: 150
Provide an overview of marketing and outreach strategies that will be employed to reach the audiences described above. 
Word Limit: 250

Sample Agenda

Please attach a sample agenda for program.

Choose File
No file chosen
Upload

Project Budget

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.

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: 500

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
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Requested from TFAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional fees and honoraria</td>
<td></td>
</tr>
<tr>
<td>Travel related costs (buses, etc.)</td>
<td></td>
</tr>
<tr>
<td>Materials, supplies, and catering</td>
<td></td>
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<tr>
<td>Marketing and outreach</td>
<td></td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
</tr>
<tr>
<td>Indirect costs (maximum 15%)</td>
<td></td>
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<tr>
<td>Other (1) Description</td>
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<tr>
<td>Other (2) Description</td>
<td></td>
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<tr>
<td>Other (3) Description</td>
<td></td>
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</tbody>
</table>

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.

Total Income

Please provide the total projected income for this program.

**Earned income:**
- Funding or sponsorship already awarded

**Pending income:**
- 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.

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.

* Internal Revenue Service Form 990
  Choose File No file chosen
  Upload

* 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.

* Letter of Project Support
  Letter of project support from head of institution
  Choose File No file chosen
  Upload
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>File Chooser</th>
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</thead>
<tbody>
<tr>
<td>Board Member List</td>
<td>List of board members and officers with outside affiliations</td>
<td><img src="#" alt="Choose File" /> No file chosen</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>Operating budget of the organization for the current year and/or period covered by proposal</td>
<td><img src="#" alt="Choose File" /> No file chosen</td>
</tr>
<tr>
<td>Other Funding Sources</td>
<td>List of major sources of support received by the organization in the current and prior fiscal years</td>
<td><img src="#" alt="Choose File" /> No file chosen</td>
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<tr>
<td>Annual Report</td>
<td>Latest annual report, if available</td>
<td><img src="#" alt="Choose File" /> No file chosen</td>
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<tr>
<td>Additional Materials</td>
<td>If a Terra Foundation Program Director requested additional materials, please upload here.</td>
<td><img src="#" alt="Choose File" /> No file chosen</td>
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</table>

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)
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.