

AEC Copy of Art Design Chicago Convening Grants (LOI)

Organization Information

Welcome to the **Art Design Chicago Convening Grants Letter of Inquiry (LOI) Form**. All Letters of Inquiry must be received by the established deadline. An LOI is a brief description of the project for which you seek a grant that is used by the Terra Foundation to determine whether to invite a full proposal.

Please refer to the FAQ document found [here](#) for detailed information about the online application process. Any questions about the LOI should be referred to grants@terraamericanart.org.

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

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

Please note that LOI 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

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 applicant's, please include both the university name with the specific academic department and the university museum name.

Legal Name

(THE LEGAL NAME THAT WOULD APPEAR ON A CHECK)

Address

City State Postal Code
 If applicable
 <None>

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.

When does your fiscal year end?

Month/Day (i.e. June 30)

Annual Budget Size in US Dollars

University Museums: Please submit the budget for the museum (not the university)

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

- Select One -

Last Name

Title

Office Phone

E-mail

Grant Contact

Please enter information for the primary grant contact who can provide additional information if needed and should receive all correspondence from the Terra Foundation.

[Click here if same as above](#)

No

Prefix First Name

- Select One -

Last Name

Title

Office Phone

E-mail

Project Description

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

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Project Description

Requested Grant Amount (USD)

Total Project Budget (USD)

Program Title

Word Limit: 40

Briefly describe the history and mission of your organization.

Word Limit: 250

Concisely describe the program, including the start and end dates, content focus, and format, and provide the name(s) and title(s) of the individual(s) who will develop it. If there are any partnering organizations, please provide information for them as well.

Word Limit: 500

Please provide the objectives of the project.

Word Limit: 150

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)

No Facebook No Instagram No Twitter No LinkedIn

No TFAA website

No TFAA email communications No TFAA funded program/exhibition/project

No TFAA staff recommendation

No Friend/colleague/word of mouth No Poster

No Listserv (specify in blank below)

No 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.