

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 **Art Design Chicago** Public Programs Letter of Inquiry (LOI) form. 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.

Visit our [website to review grant guidelines and for more details outlining proposal procedures](#). It is a requirement that funding from the Terra Foundation must be acknowledged in all communication materials related to funded programs. Applicants should time their requests such that grant notification will come before any of these materials are produced or distributed.

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 the Terra Foundation's Grants Manager: Phone: 312.654.2275 or E-mail: 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

* Legal Name

(THE LEGAL NAME THAT WOULD APPEAR ON A CHECK)

* Address

* City

* State

* Postal Code

* Organizational Phone

* Website

* Tax ID

* When does your Fiscal Year end?

Month/Day (e.g. June 30)

* Annual Budget Size in US Dollars

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

Highest Ranking Staff Officer

* Prefix

* First Name

* Last Name

* Title

* Office Phone

* E-mail

Grant Contact

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

Click here if same as above

* Prefix

* First Name

* 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)

* Project Title

Word Limit: 40

* Approximate Project State Date

Format: Month, Day, Year

* Approximate Project End Date

Format: Month, Day, Year

* Please provide a brief statement of the organization's purpose and goals.

Word Limit: 350



Word count 0 of 350

* Concisely describe the project. Please indicate the content focus, format, and name(s) and title(s) of the individual(s) who will develop it.

Word Limit: 500

Word count 0 of 500

* Please share the goals of the project.

Word Limit: 200

Word count 0 of 200

* Please indicate how the project aligns with the goals and priorities of the [Art Design Chicago Public Programs grant guidelines](#).

Word limit: 200

Word count 0 of 200

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

