

Collections Proposal Form

*Bolded Questions are Required

Please edit prepopulated responses submitted from the Grant Inquiry questions, as needed.

Organization Information

Organization Name
Location (Auto-filled field, no action needed)
Primary Grant Contact
Highest Ranking Staff Officer
Curator Contact
<i>Provide contact information for the curator contact below (Include Prefix, First and Last Name, Title Office Phone, E-mail)</i>
Does this project have a Fiscal Sponsor?
Fiscal Organization Information
<i>If so, please provide legal name of the fiscal sponsor entity, name of project lead with their job title, email, and phone number.</i>
What year was your first Form 990 filed?
<i>If not applicable, please enter 'N/A'.</i>
When does your fiscal year end?
Annual Organizational Budget (in US Dollars)
<i>University art museums: please submit the budget for the museum (not the university)</i>
Annual Number of Visitors

Project Summary

Please select the category in which you are requesting Terra Foundation funding: (only one category can be selected)
Temporary Exhibition
Collection Reinstallation
Planning, Research, and Development
Grant Request Amount (USD)

Project Title
Opening date for the temporary exhibition or collection reinstallation
<i>If applying for planning, research, and development funds only, please provide an approximate date for when planning activities begin.</i>
If the project is co-organized with another institution, please check the box
<i>By “co-organized” we mean exhibitions that are co-curated, and each co-organizer will present the exhibition and has a financial responsibility beyond an exhibition fee. Therefore, please do not include venues that are paying an exhibition fee to take the show, individuals, and/or community partners (there is space later in the application to address these collaborators). We are asking this question for internal purposes, and it will not affect your eligibility or potential grant award.</i>
Please list the co-organizing institution(s) below: (if box above was checked)
Concisely describe the project, including the key ideas/themes/concepts that will be examined. Character Limit: 1950
Please describe how the project addresses each of the following objectives for this grant program: Character Limit: 3000
<ol style="list-style-type: none"> <i>1. To collectively reflect the full breadth and complexity of American art and its histories through the artists represented, voices included, and stories told.</i> <i>2. To engage artists, scholars, and communities who present a plurality of perspectives and methods, including intercultural and interdisciplinary approaches.</i> <i>3. To catalyze inclusive and expansive practices in the field of American art.</i>
Please provide a brief statement of any co-organizing partner’s purpose, goals, and values, if applicable. Character Limit: 1200
<i>If not applicable, type “n/a”.</i>

Exhibition Venues

In order to understand the full scope of the project, please provide a list of venues secured or being considered and dates.

How many venues will be listed?
<i>For Each Venue:</i>
Organizing Venue
Venue Status
Projected Attendance
Country
Start Date
End Date

Please describe how any contemporary art in the exhibition critically engages with American art, history, and/or art history. Character Limit: 2500

If applying for research/planning funds ONLY, type "n/a" in the field.

How are you navigating culturally and/or socially sensitive objects that may be included within this project? What progress have you made connecting/reuniting these objects with cultural knowledge holders and/or communities? Character Limit: 3000

If not applicable, type "n/a" in the field.

Please describe the institutional context for the project and how it advances your organization's goals and commitments. Character Limit: 2500

Temporary Exhibition

This question will only appear if you selected Temporary Exhibition support as the funding category above

Describe how the narrative you are proposing unfolds in your installation. Please provide details about the exhibition in a way that will help reviewers better understand its goals, objects featured, and curatorial process. How will it advance the objectives of this grant program? Character Limit: 2500

Collection Reinstallation

This question will only appear if you selected Collection Reinstallation support as the funding category above

Please provide details about the reinstallation in a way that will help reviewers better understand its goals, collections featured, process, and gallery spaces. How will the new installation differ from the previous one(s)? How will it advance the objectives of this grant program? Character Limit: 3750

Research/Planning

Please describe research goals and activities to be supported by the grant (e.g., convening, research assistant, advisory committee, etc.) and how they will enrich the project that is being planned. Character Limit: 1950

If not applicable, enter "n/a".

Written Materials

This section is strongly encouraged for those requesting temporary exhibition or collection reinstallation support. Those applying ONLY for research/planning may skip this section by entering "n/a" in the required fields below.

If applicable, describe the plan and format for the dissemination of project research and content (printed catalogue, online content, in-gallery, videos, etc.). If not applicable, type "N/A".

For catalogues and essays, please list the authors (or potential authors) citing their institutional affiliations (if applicable), qualifications, and the topic/themes they will address (or provide essay titles and a brief description). For other formats, please identify the individuals or departments responsible for written content. Character Limit: 2500

Please provide the name of the publisher and/or distributor, if applicable. Please note if confirmed or pending.

If printed, please provide the total estimated number of publications that will be distributed.

If online, please describe the format of the content, as well as how long it will be made accessible. Character Limit: 1250

Please provide the internal deadline for submission of changes to the online or printed publication.

Audience Engagement

Explain your plans for offering inclusive and accessible audience-engagement activities or opportunities (required), leading up to or during the proposed project; for activities, include the number of expected participants overall and indicate which audience programs aim to reach (public, student, scholarly, other). Character Limit: 1500

Workplan and Key People

Please provide a general workplan and timetable. Character Limit: 1250

Identify the key individuals of your organization's staff who will develop and lead the project. Please provide information about their qualifications to lead this particular project. Character Limit: 2500

List any partners or advisors critical to the project's success and explain the role they will play. This list could include institutional partners, community collaborators, or relevant advisors. If museum staff does not have expertise in certain material to be displayed and discussed, identify content advisors or specialists who will be consulted. Evidence of a collaborative research and development process is required.
Character Limit: 3750

For each partner listed, address the following: How have these partners been engaged to date and when did their involvement begin? Please explain each partner's commitment status to the project (i.e., Have they been invited? Are they committed? Are they committed only if funding is secured?). If an individual is listed elsewhere in this proposal, please do not list here.

Funding Source List

Please list other organizing partners as well as secured funding sources and amounts for the projects, if relevant.

For each funder:

Name of Funder

Grant/Sponsorship Amount

Grant/Sponsorship Status:

Select one of the following: Secured/Requested/To be Requested

Budget Information

Please provide the total budget (a single number representing anticipated expenses) for this project in US Dollars.

Please provide any narrative details or explanations that could provide useful context for the budget as well as a brief description of the use of Terra Foundation funds. If the project is co-organized, please describe how funds will be allocated between co-organizers (the Terra Foundation prefers to support costs for co-organized projects).

Character Limit: 1250

Optional Feedback by Applicant

Your responses to the survey questions below are optional and will be used for the Terra Foundation's internal assessment purposes only.

Approximately how many hours of staff time did it take your organization to complete this application?

Is there anything on this application form that you found particularly cumbersome or difficult to complete?

Is there anything on this application form that you found especially helpful in explaining your project in a clear and concise manner?

Documents

Please format the object list as follows:

- Organize the list by theme, section, or gallery (if applicable).
- Confirmed objects should be listed first within each theme, section, or gallery, followed by any objects only tentatively slated for inclusion for that section.
- For any loaned objects, include the loan request status (pending or secured).
- Use color, thumbnail-size images accompanied by their object information (4–7 objects per page; fewer than four generates too much paper, while more than seven is difficult to read). Readers appreciate legibility.

- Please number each thumbnail.

An example list is provided here: [Sample Object List](#)

If requesting funding for a Temporary Exhibitions or Collection Reinstallation Implementation (with or without planning support):

- Please include the full illustrated list of works proposed for the exhibition or installation (up to 20 one-sided pages). (Note: If you are unable to supply a complete list, please submit a representative sampling up to the page limit so that readers may have a clearer understanding of the objects you are considering.)

If requesting funding only for Research/Planning:

- Please provide a representative list of objects that are the subject of this project, noting any prospective lenders (up to eight one-sided pages).

Required Documents:

Object List: *Please format the object list as follows*

- *Organize the list by theme, section, or gallery (if applicable).*
- *Confirmed objects should be listed first within each theme, section, or gallery, followed by any objects only tentatively slated for inclusion for that section.*
- *For any loaned objects, include the loan request status (pending or secured).*
- *Use color, thumbnail-size images accompanied by their object information (4–7 objects per page; fewer than four generates too much paper, while more than seven is difficult to read). Readers appreciate legibility.*
- *Please number each thumbnail.*

Latest Filed and 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 the institution applying for this grant*

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

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

Optional Documents:

Letter of Key Partner(s) Support: *Please provide a letter of support from any key partner(s).*

Preliminary Exhibition Floorplan: *Please attach a preliminary exhibition floor plan if you are submitting a request for Temporary Exhibition Support. It is not necessary to indicate the placement of each individual object.*

Annual Report: *Latest annual report, if available*

Other Document: *If a Terra Foundation Program Director requested additional materials, please upload them here.*