

Convening Proposal Form

*Bolded Questions are Required

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

Organization Information

Organization Name
Location
Primary Contact
Highest Ranking Staff Officer
Primary Program Contact
<i>If more than one individual is organizing the program, please designate a single contact.</i>
<i>If the contact is not listed above, provide contact information for the curator contact below (Include Prefix, First and Last Name, Title, Office Phone, E-mail)</i>
Annual Organizational Budget (in US Dollars)
<i>University art museums: please submit the budget for the museum (not the university)</i>
What year was your first Form 990 filed?
<i>If not applicable, please enter 'N/A'.</i>
When does your fiscal year end?
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>

Project Summary

Project Title (word limit of 40)
Concisely describe the convening program(s), including the key ideas/themes/concepts that will be examined. Character limit: 1950
Date of Event (approximate okay)

Description of Organization

Please provide a brief statement of the applicant organization's history, purpose, goals, and values. Character Limit: 2275

If applicable, briefly describe the history and mission of any partnering organization(s). Character Limit: 2275

If not applicable, type 'N/A'.

Program Description

Describe the format and key components of the program. Character Limit: 4875

Describe the workplan and provide a timeline for implementation (including beginning and end dates of program). Character Limit: 3250

If applicable, describe plans for capturing program content for wider dissemination, whether via print publication or online. Please indicate when and where content will be available, the anticipated number of readers/viewers, how audiences will be directed to it, and how any online content will be maintained and by whom. Character Limit: 1950

Please click on the box for each statement that is true for the program.

Program will have a website

Program will have an audio recording

Program will have a video recording

Program will be livestreamed

Program will have a publication

Program Outcomes and Process

Please describe how the project addresses each of the following objectives for the grant program: Character Limit: 3250

1. To collectively reflect the full breadth and complexity of American art and its histories through the artists represented, voices included, and stories told.

2. To engage artists, scholars, and communities who present a plurality of perspectives and methods, including intercultural and interdisciplinary approaches.

3. To catalyze inclusive and expansive practices in the field of American art.

If the primary goal of your project is to influence practice change, please explain how it will demonstrate engagement with the field of American art.

Please describe the institutional context for the project and how it advances your organization's goals and commitments. Character Limit: 3250

Key People

Identify the key individuals who will develop/lead the project and provide information about their qualifications. Character Limit: 975

List any partners or advisors critical to the project's success and explain what role they will play. Character Limit: 975

(a) Indicate the desired number of participants in the program and (b) provide the names and affiliations of individuals who will be invited to participate and/or present and reasons for their selection. Please indicate if any individuals have already agreed to participate. If participants have not yet been determined, explain how and when they will be identified. Character Limit: 975

Engaging Audiences

Estimate the anticipated total program audience, if applicable.

If not applicable, type "0".

Indicate whether the program is open to an audience. If it is, describe the audience(s) you hope to reach (e.g. scholars, general public, undergraduates, art students, etc.).

Character Limit: 650

If not applicable, type "n/a".

Provide a brief overview of marketing, public relations, or outreach strategies to reach the intended audience(s). Character Limit: 650

Detailed Budget and Narrative

Note: Convening Grants do not exceed \$25,000 unless there are unusual circumstances. No more than 15% of the grant amount may be applied towards indirect costs. Up to 20% of a Terra Foundation grant may offset direct administration costs. The Terra Foundation has a preference for programs that are free of charge.

Grant Request Amount (USD)

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

Please provide a detailed narrative describing costs in each line item of the project budget and detailing the use of Terra Foundation for American Art funds.

Funder Information

Please provide a list of funders, including the amount of grants/sponsorships secured and projected.

For each funder:

Name of Funder
Grant/Sponsorship Amount
Grant/Sponsorship Status
Select one of the following: Secured/Requested/To be Requested

Application Feedback (optional)

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

Required Documents:
Latest Filed and Audited Financial Statements: <i>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.</i>
Letter of Project Support: <i>Letter of project support from head of the institution applying for this grant</i>
Board Member List: <i>List of board members and officers, with outside affiliations</i>
Operating Budget: <i>Operating budget of the organization for the current year and/or period covered by proposal</i>

Additional Optional Documents:
Annual Report: Latest annual report, if available
Other Documents: If a Terra Foundation Program Director requested additional materials, please upload here.