



Foundation for American Art

## Exhibition Proposal Form

*Required fields are in bold*

### Organization Information

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

### Project Summary

<b>Please select the category in which you are requesting Terra Foundation funding:</b>
<b>Temporary Exhibition</b>
<b>Planning, Research, and Development</b>
<b>Grant Request Amount (USD)</b>
<b>Project Title (word limit of 40)</b>
Opening date for the exhibition
<i>If applying for planning, research, and development funds only, please provide an approximate date for when planning activities begin.</i>
<b>If the project is co-organized with another institution, please check the box</b>
<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</i>

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.

→ Please list the co-organizing institution(s) below:

**Please provide an executive summary for the project, including the key ideas/themes/concepts that will be examined. Please also address why this project is relevant now.** Character Limit: 1500

**Please describe how the project addresses each of the following objectives for this grant program:** Character Limit: 3000

1. To generate knowledge and interpretive frameworks that 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 practices and expansive histories in the field of American art

Please note: these objectives were updated as of April 1, 2026. Please review what you submitted with your initial grant inquiry and update your answer to reflect the reworded objectives, as appropriate.

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

**Please provide a brief statement of any partnering organization's purpose, goals, and values, if applicable.** Character Limit: 1200

If not applicable, please enter 'N/A'.

**Please describe how any contemporary art in the exhibition critically engages with American art, history, and/or art history and why an exhibition of featured artist(s) is relevant now.** Character Limit: 2500

For Planning, Research, and Development Grants, please enter 'N/A'.

**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, please enter 'N/A'.

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

To give readers an understanding of the visitor's in-gallery experience, describe how the narrative you are proposing unfolds in your exhibition or installation. Character Limit: 2500

## Exhibition Venues

In order to understand the full scope of the project, please provide a list of venues secured or being considered and dates. Please note that Foundation funding will be distributed to the organizing institutions only.

**How many venues will be listed? (up to 4)**

For Each Venue:

Organizing Venue
Venue Status
Projected Attendance
Country
Start Date
End Date

### 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**

*For Temporary Exhibition Grants, please enter 'N/A'.*

### Written Materials

**Describe the plan and format for the dissemination of exhibition research and content (printed catalogue, online content, in-gallery, videos, etc.). If online, how long will the materials be made accessible? Who is the primary audience for these materials?**

**Character Limit: 1200**

*For Planning, Research, and Development Grants, please enter '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**

*For Planning, Research, and Development Grants, please enter 'N/A'.*

**If producing a written catalogue, provide the name of the publisher and/or distributor, if applicable. Please note if confirmed or pending. Character Limit: 2500**

*For Planning, Research, and Development Grants, please enter 'N/A'.*

**If producing a written catalogue, please provide the total estimated number of publications that will be distributed.**

*For Planning, Research, and Development Grants, please enter 'N/A'.*

**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 and community engagement, leading up to or during the proposed project. 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.** Character Limit: 3750

*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. 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 you are working with one or more outside partners (e.g., guest curator, advisory group, artist), please indicate how you have gone about building these relationships and what steps you are taking to ensure their success.** Character Limit: 3750

*If not applicable, please enter 'N/A'.*

## 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

Only exhibition organizers are eligible to apply for funding through this grant program.

TFAA expects that contributors to the project (e.g., contracted staff, fellows, research assistants, community members, source material advisors, etc.) are compensated in an equitable way. Please detail direct staff salaries attributed to the project as well as compensation levels for any partners and advisors (e.g., hourly rates, fees, honoraria, etc., and the number of hours committed to the project.)

**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

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

Please use the following Exhibitions Budget Template to provide a breakdown of the expected expenditures for your project. When you are ready, click the green plus (+) button next to "Application Budget Upload".

Refer to Exhibitions Budget Template link provided in the portal for an Excel version. A screenshot is provided on page 7.

## Applicant Feedback (optional)

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

### **OBJECT LIST**

All applicants are required to provide an object list. Please read carefully for the requirements based on the type of application you are submitting.

**For Temporary Exhibition Grants ONLY:** Please provide the full illustrated list of works proposed for the exhibition (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.)

**For Planning, Research, and Development Grants ONLY:** Please provide a representative list of objects that are the subject of this project (up to eight one-sided pages).

**For ALL Grants:** 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; more than seven is difficult to read). Readers appreciate legibility.
- Please number each thumbnail.

An example list is provided here: Sample Object List (see page 9)

## **COMPLIANCE DOCUMENTS**

Please upload the required documents (noted with \*asterisks\*) below:

*1. List of board members and officers, with outside affiliations
*2. Latest filed 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.
*3. Operating budget of the organization for the current year and/or period covered by proposal
*4. Letter of Project Support from head of the institution applying for this grant
*5. For US-based organizations, please attach your most recently filed IRS Form 990. For Non-US based organizations, please attach a copy of your governing documents in English (i.e., articles of organization or constitution, and evidence of your tax-exempt status in your home country). Additional documents may also be requested.

Please upload optional documents below:

Latest annual report, if available
------------------------------------

If a Terra Foundation Program Director requested additional materials, please upload them below.

Uploaded Grant Documents
Uploaded Organization Documents

**TERRA FOUNDATION FOR AMERICAN ART**  
**Sample Budget for Exhibitions**

**General instructions:**

We ask that budgets be divided into the main expense categories shown below. Typical expenses falling within each category are listed, though you should only include those expenses that are applicable to the project at hand. Other expenses that are not listed may be added. Each expense should be listed as a separate line item within the appropriate category.

Each institution applying for the grant and involved in organizing the exhibition should be represented by a column in the budget. Please note the budget below includes shared and local costs for all organizations.

Figures shown are purely illustrative and should not be considered as a model or ideal. **All figures should be given in U.S. dollars only.**

**Funding Guidelines:**

Grants may be used for costs associated with planning, research, interpretation, artist fees (except for commissions), shipping, crating, couriers, insurance, object loan fees, construction of temporary gallery walls, conservation/framing, programs, marketing, and dissemination of research, whether virtual or print. We are also happy to support related staff positions (up to 25% of the award amount) and indirect costs (up to 15% of the award amount).

**Grant funds may not be used for:**

- the creation or acquisition of existing or commissioned artwork, including materials to create the work
- capital expenditures or permanent equipment (technology, construction other than temporary gallery walls, contracted exhibition or architectural design, exhibition furniture/vitrines/casework, etc.)

EXHIBITION EXPENSES	Co-organizer 1: Name of Organization	Proposed Use of Terra Grant at Co- organizer 1	Co-organizer 2: Name of Organization	Proposed Use of Terra Grant at Co- organizer 2	TOTAL
<b>Item 1: Staff Costs</b>	<b>35,000</b>		<b>35,000</b>		<b>70,000</b>
Direct administration (current salaries for curatorial, education, special events, research assistant, etc.) (TFAA anticipates that no more than 25% of the grant awarded would apply to staff costs.)	35,000	0	35,000	0	70,000

**NOTE: Provide relevant research and planning costs below, adding additional line items as needed. If you are not applying for funding for research and planning, skip to Item 3.**

<b>Item 2: Research and Planning Costs</b>	<b>30,500</b>	<b>12,750</b>	<b>30,500</b>	<b>12,750</b>	<b>61,000</b>
<b>A. Convening Support:</b>					
Participant honoraria	3,000	1,000	3,000	1,000	6,000
Participant airfare	10,000	2,000	10,000	2,000	20,000
Participant accommodations, per diem, and ground transportation	7,000	2,000	7,000	2,000	14,000
Catering	2,000	500	2,000	500	4,000
Materials and supplies	1,000	500	1,000	500	2,000
<b>B. Curatorial Research Travel:</b>					
Airfare	1,500	1,000	1,500	1,000	3,000
Accommodations, per diem, and ground transportation	750	500	750	500	1,500
Research fees and expenses	250	250	250	250	500
<b>C. Research Fellow/Assistant (if new position):</b>					
Stipend/Salary	5,000	5,000	5,000	5,000	10,000

**NOTE: Provide relevant implementation costs below, adding additional line items as needed. If you are not applying for funding for implementation costs, skip this Item.**

<b>Item 3: Project Implementation Costs Total</b>	<b>96,000</b>		<b>96,000</b>		<b>192,000</b>
Installation materials, paint, etc.	20,000		20,000		40,000
Vitrines, casework, technology purchases					
Loan Fees					
Exhibition design	20,000		20,000		40,000
Artist fees for commissions and fabrication	10,000		10,000		20,000
Construction (temporary structures)	15,000		15,000		30,000
Construction (permanent structures)	2,000		2,000		4,000
Wall texts, labels, etc.	4,000		4,000		8,000
Lighting	2,500		2,500		5,000
Text Translations	2,500		2,500		5,000

Conservation/framing	5,000		5,000	10,000
Crating and shipping, if applicable	15,000		15,000	30,000
<b>Item 4: Publication Costs Total</b>	<b>42,500</b>		<b>42,500</b>	<b>85,000</b>
Essayists	7,500		7,500	15,000
Contracted editor	2,500		2,500	5,000
Contracted designer	7,500		7,500	15,000
Images rights and reproduction	5,000		5,000	10,000
Printing	20,000		20,000	40,000
<b>Item 5: Educational Program Total</b>	<b>22,500</b>		<b>22,500</b>	<b>45,000</b>
Symposia/lecture series	7,500		7,500	15,000
Artist Fees (for program participation)	2,000		2,000	
K-12 and adult programs	10,000		10,000	20,000
Additional publications (brochures/guides)	3,000		3,000	6,000
<b>Item 6: Marketing and Promotion; Evaluation Total</b>	<b>110,000</b>		<b>110,000</b>	<b>220,000</b>
Print advertising	50,000		50,000	100,000
Television/radio advertising	50,000		50,000	100,000
Opening events/receptions	2,500		2,500	5,000
Evaluation	7,500		7,500	15,000

<b>Item 7: Indirect Costs</b> (may total no more than 15% of total project's cost)	<b>10,000</b>		<b>10,000</b>	<b>20,000</b>
---	---------------	--	---------------	---------------

<b>TOTAL EXPENSES</b>	<b>346,500</b>		<b>346,500</b>	<b>693,000</b>
-----------------------	----------------	--	----------------	----------------

<b>EXHIBITION INCOME</b>	<b>Co-organizer 1: Name of Organization</b>	<b>Co-organizer 2: Name of Organization</b>	<b>TOTAL</b>
<b>SUBTOTAL COMMITTED INCOME</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>
<b>Committed Earned Income</b> (includes venue/exhibition fee[s] to be paid to your museum by already secured venues)	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>
<b>Committed Contributed Income</b> (includes funding from corporations, foundations, government agencies, the museum's general operating budget or specialized funds, and individuals that has been secured. In the budget narrative, individually list funding sources and amounts; "anonymous" is acceptable for individuals who do not wish to be identified, and only include individuals who give \$5,000 or more)	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>

<b>SUBTOTAL PROJECTED INCOME</b>	<b>207,500</b>	<b>207,500</b>	<b>415,000</b>
<b>Projected Earned Income</b>	<b>157,500</b>	<b>157,500</b>	<b>315,000</b>
Admissions sales	50,000	50,000	100,000
Publication sales	55,000	55,000	110,000
Program ticket sales	2,500	2,500	5,000
Venue/exhibitions fee(s) to be paid by potential venues (\$50,000 x 2 museums)	50,000	50,000	100,000
<b>Projected Contributed Income</b> (includes requested or <b>to-be-requested</b> funding that has not <b>yet</b> been secured from corporations, foundations, government agencies, the organizing museum, and individuals. In the budget narrative, individually list funding sources and the amounts requested or to be requested from each)	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>

<b>TOTAL INCOME</b>	<b>332,500</b>	<b>332,500</b>	<b>665,000</b>
---------------------	----------------	----------------	----------------

**SAMPLE EXHIBITION CHECKLIST  
TERRA FOUNDATION FOR AMERICAN ART**

**Project title:**  
**Organization(s):**

Instructions: Please submit the exhibition's checklist in a PDF document with the following columns.

#	Image	Artist	Is this an American artist? <small>(Please answer "Yes" or "No.")</small>	Title	Dates	Medium	Dimensions	Object Location	Loan Status <small>(Pending, Secured, or Not Requested)</small>
<b>Section 1</b>									
1		Rembrandt Peale (1778-1860)	Yes	George Washington, <i>Rowthole Portrait</i>	1824	Oil on canvas	36-1/2 x 29-3/16 in. (92.1 x 74.1 cm)	Terra Foundation for American Art, Daniel J. Terra Collection, 1992.53	Secured
<b>Section 2</b>									
2		Samuel F.B. Morse (1791-1872)	Yes	<i>Gallery of the Louvre</i>	1831-33	Oil on canvas	73-3/4 x 108 in. (187.3 x 274.3 cm)	Terra Foundation for American Art, Daniel J. Terra Collection, 1992.51	Pending
3		Paul Cezanne (1839-1906)	No	<i>Still Life with Apples and a Pot of Primroses</i>	1890	Oil on canvas	28-3/4 x 36-3/8 in. (73 x 92.4 cm)	The Metropolitan Museum of Art, Bequest of Sam A. Lewisohn, 1951 Accession Number:51.112.1	Not requested
4		Jamie Wyeth (b. 1946)	Yes	<i>Kalounna in Fogtown</i>	1986	Oil on Masonite	36 x 50-1/8 in. (91.4 x 127.3 cm)	Terra Foundation for American Art, Daniel J. Terra Collection, 1992.163	Secured