



Foundation for
American Art

Collections Proposal Form

*Bolded Questions are Required

Organization Information

Contacts

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. Please include first name, last name, position, phone number, and email address.</i>

Organization Details

Annual Organizational Budget (in US Dollars) <i>University 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?
Annual Number of Visitors

Fiscal Sponsorship

The Terra Foundation for American Art accepts proposals only from institutions with United States 501(c)(3) tax-exempt status or the international equivalent. Some organizations choose to partner with a **fiscal sponsor**, an entity with 501(c)(3) tax-exempt status that can receive and manage grant funds on behalf of a project that does not have its own tax-exempt status. If your organization has partnered with a fiscal sponsor, please answer "Yes" below.

Does this project have a Fiscal Sponsor?

(IF YES)

Fiscal Organization Information

Please provide legal name of the fiscal sponsor entity, name of project lead with their job title, email and phone number.

Project Summary

Please select the category in which you are requesting Terra Foundation funding:
The category for this grant was selected at the inquiry stage. Should you wish to change the category at this stage, please email grants@terraamericanart.org.
(only one category can be selected)

Temporary Exhibition

Collection Reinstallation

Planning, Research, and Development

Grant Request Amount (USD)

Project Title (word limit of 40)

Opening date for the temporary exhibition or collection reinstallation

*NOTE: This grant cycle is for projects that begin **after** May 1, 2027. If applying for planning, research, and development funds only, please provide an approximate date for when planning activities begin.*

If the project is co-organized with another institution, please check the box.

By “co-organized” we mean exhibitions that are co-curated. 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, as 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.

(IF CHECKED)

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

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

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

- 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 provide a brief statement of any co-organizing partner’s purpose, goals, and values, if applicable. Character Limit: 1200

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

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

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

Temporary Exhibition

These questions will only appear if you selected Temporary Exhibition support as the funding category.

Please describe how any contemporary art in the exhibition critically engages with American art, history, and/or art history. Character Limit: 3000

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: 3500

Collection Reinstallation

These questions will only appear if you selected Collection Reinstallation support as the funding category.

Please describe how any contemporary art in the exhibition critically engages with American art, history, and/or art history. Character Limit: 3000

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: 3500

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, please enter 'N/A'.

Written Materials

These questions will only appear if you selected Temporary Exhibition or Collection Reinstallation support as the funding category.

Describe the plan and format for the dissemination of project research and content (printed catalogue, online content, in-gallery, videos, etc.). Character Limit: 1200
If not applicable, 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

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.

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 audiences 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.
If you are working with one or more outside partners (e.g., guest curator, advisory group, artist), please indicate how you have built these relationships and structured mutually agreed-upon expectations. What steps are you taking to ensure the success of your partnerships? Character Limit: 3750 <i>If not applicable, type "N/A".</i>

Funding Source List

Please list other organizing partners as well as secured funding sources and amounts for the projects, if relevant.
<i>For each funder:</i>
Name of Funder
Grant/Sponsorship Amount
Grant/Sponsorship Status:
<i>Select one of the following: Secured/Requested/To be Requested</i>

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.

Character Limit: 1250

Please review what we fund for Collections Grants at [this link](#) and click "What we fund". If the project is co-organized, please describe how funds will be allocated between co-organizers (the Terra Foundation prefers to support shared costs for co-organized projects).

Please use the following Collections Budget Template to provide a breakdown of the expected expenditures for your project.

Collections Budget Template - Planning, Research, and Development

Collections Budget Template - Collection Reinstallation or Temporary Exhibition

Refer to Collections Budget Template link provided in the portal for an Excel version. Screenshots are provided on pages 9-12. Please note there are two different budget templates depending on the funding category.

When you are ready, click the green plus (+) button next to "Application Budget Upload". If you wish to remove, add, or change the document after it is uploaded, scroll down to Uploaded Grant Documents to do so.

Application Budget Upload

Application Feedback (optional)

Your response to the survey below is 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. If you wish to remove, add, or change an uploaded document, scroll down to Uploaded Grant Documents to do so.

For Temporary Exhibition Grants and Collection Reinstallation Grants: 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.

For Planning, Research, and Development Grants: 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 13)**

COMPLIANCE DOCUMENTS

Please upload the required documents (noted with *asterisks*) below. When you are ready, click the green plus (+) button next to each document. Some documents may have been uploaded prior to beginning this proposal. If you wish to remove, add, or change an uploaded document, scroll down to Uploaded Grant Documents and Uploaded Organization Documents to do so.

***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.

TEMPORARY EXHIBITION Budget Page 1

COLLECTION REINSTALLATION Budget Page 1

TERRA FOUNDATION FOR AMERICAN ART

Sample Budget for Collections - Temporary Exhibition or Collection Reinstallation

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 research travel, interpretation, signage / labels, artist fees (excluding commissions), shipping, crating, couriers, insurance, loan fees, fabrication of temporary gallery walls and casework, conservation/framing/casework (up to 25 percent of the grant award), rental equipment, programs, convenings, events, marketing, project evaluation, dissemination of research (whether in digital or print form), direct staff support (up to 25 percent of grant award), and indirect costs (up to 15 percent of grant award).

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.)

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
Item 1: Staff Costs	35,000		35,000		70,000
Direct staff (current salaries for curatorial, education, special events, research assistant, etc.) (up to 25% of the grant award)	35,000		35,000		70,000
Item 2: Project Implementation Costs Total	126,500		126,500		253,000
Curatorial Research:					
Airfare	1,500		1,500		3,000
Accommodations, per diem, and ground transportation	750		750		1,500
Research fees and expenses	250		250		500
Short-Term Positions (stipend/salary)	5,000		5,000		10,000
Advisory Committee	8,000		8,000		16,000
Interpretation, signage, and labels	3,000		3,000		6,000
Installation materials, paint, etc.	20,000		20,000		40,000
Conservation, framing, and casework (up to 25% of the grant award)	15,000		15,000		30,000
Exhibition design	20,000		20,000		40,000
Exhibition fabrication	15,000		15,000		30,000
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
Crating and shipping	15,000		15,000		30,000
Artist fees (not commissions)	10,000		10,000		20,000
Insurance	2,000		2,000		4,000
Rental equipment	2,000		2,000		4,000
Item 3: Research Dissemination Costs Total	42,500		42,500		85,000
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
Catalogue printing and/or project web hosting	20,000		20,000		40,000
Item 4: Educational Program Total	20,500		20,500		41,000
Symposia, convenings, lecture series	7,500		7,500		15,000
K-12 and adult programs	10,000		10,000		20,000
Additional publications (brochures/guides)	3,000		3,000		6,000
Item 5: Marketing and Promotion; Evaluation Total	60,000		60,000		120,000
Advertising	50,000		50,000		100,000
Events (e.g. Opening)	2,500		2,500		5,000
Project Evaluation	7,500		7,500		15,000
Item 6: Indirect Costs (up to 15% of grant award)	10,000		10,000		20,000
TOTAL EXPENSES	294,500	0	294,500	0	589,000

TEMPORARY EXHIBITION Budget Page 2

COLLECTION REINSTALLATION Budget Page 2

INCOME	Co-organizer 1: Name of Organization	Co-organizer 2: Name of Organization	TOTAL
SUBTOTAL COMMITTED INCOME	125,000	125,000	250,000
Committed Earned Income (includes venue/exhibition fee[s] to be paid to your museum by already secured venues)	25,000	25,000	50,000
Committed Contributed Income (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)	100,000	100,000	200,000
SUBTOTAL PROJECTED INCOME	207,500	207,500	415,000
Projected Earned Income	157,500	157,500	315,000
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
Projected Contributed Income (includes requested or to-be-requested funding that has not yet 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)	50,000	50,000	100,000
TOTAL INCOME	332,500	332,500	665,000

PLANNING, RESEARCH, AND DEVELOPMENT

Budget Page 1

TERRA FOUNDATION FOR AMERICAN ART
Sample Budget for Collections - Research and Planning

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. 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 only be used for costs associated with short-term positions (e.g., project-specific research fellows or assistants), pre-exhibition convenings, research and planning travel, advisory committees, conservation (up to 25 percent of the grant award), direct staff support (up to 25 percent of grant award), and indirect costs (up to 15 percent of grant award).

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.)

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
Item 1: Staff Costs	35,000		35,000		70,000
Direct staff (current salaries for curatorial, education, special events, research assistant, etc.) (up to 25% of the grant award)	35,000		35,000		70,000
Item 2: Research and Planning Costs	43,500		43,500		87,000
A. Convening Support:					
Participant honoraria	3,000		3,000		6,000
Participant airfare	10,000		10,000		20,000
Participant accommodations, per diem, and ground transportation	7,000		7,000		14,000
Catering	2,000		2,000		4,000
Materials and supplies	1,000		1,000		2,000
B. Curatorial Research:					
Airfare	1,500		1,500		3,000
Accommodations, per diem, and ground transportation	750		750		1,500
Research fees and expenses	250		250		500
C. Short-Term Positions					
Stipend/Salary	5,000		5,000		10,000
Advisory Committee (stipend/fees)	8,000		8,000		16,000
D. Conservation					
Conservation (up to 25% of grant award)	5,000		5,000		10,000
Item 3: Indirect Costs (up to 15% of grant award)	10,000		10,000		20,000
TOTAL EXPENSES	88,500		88,500		177,000

PLANNING, RESEARCH, AND DEVELOPMENT

Budget Page 2

INCOME	Co-organizer 1: Name of Organization	Co-organizer 2: Name of Organization	TOTAL
SUBTOTAL COMMITTED INCOME	125,000	125,000	250,000
Committed Earned Income (includes venue/exhibition fee[s] to be paid to your museum by already secured venues)	25,000	25,000	50,000
Committed Contributed Income (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)	100,000	100,000	200,000
SUBTOTAL PROJECTED INCOME	207,500	207,500	415,000
Projected Earned Income	157,500	157,500	315,000
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
Projected Contributed Income (includes requested or to-be-requested funding that has not yet 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)	50,000	50,000	100,000
TOTAL INCOME	332,500	332,500	665,000

**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 a US artist? <small>(Please answer "Yes" or "No.")</small>	Title	Dates	Medium	Dimensions	Object Location	Loan Status <small>(Pending, Secured, or Not Requested)</small>
Section 1									
1		Rembrandt Peale (1778–1860)	Yes	<i>George Washington, Porthole Portrait</i>	1824	Oil on canvas	36-3/4 x 29-3/16 in. (92.1 x 74.1 cm)	Terra Foundation for American Art, Daniel J. Terra Collection, 1992.53	Secured
Section 2									
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 Frogtown</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