



Convening 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 <i>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: 40
Concisely describe the convening program(s), including the key ideas/themes/concepts that will be examined. Character Limit: 2275
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 <i>If not applicable, type "N/A".</i>

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 long any online content will be maintained and by whom. Character Limit: 1950
Please select each statement that is true for the program. Use the arrow button to move the true statements to the box on the right side.
☐ 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 this grant program: Character Limit: 3250

- 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*

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

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 the 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. Character Limit: 1625

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

Refer to **Convenings Budget Template** link provided in the portal for an Excel version. A screenshot is provided on pages 6-7.

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

Funder Information

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

<i>For each funder:</i>	
Name of Funder	
Grant/Sponsorship Amount	
Grant/Sponsorship Status	
Select one of the following: Secured/Requested/To be requested	

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

Compliance Documents

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

TERRA FOUNDATION FOR AMERICAN ART
Sample Convening Programs Budget

We ask that budgets be divided into the seven main expense categories shown below. Typical expenses falling within each category are listed in the sample budget below, though you should only include those that are applicable to your project. Add additional line items within the main expense categories as needed.

Figures shown are purely hypothetical and should not be considered as a model or ideal.

	Total Project Cost	Grant Request Amount
CONVENING PROGRAM EXPENSES	\$ (USD)	
Program Development and Staff Costs	3,000	1,500
Direct administration salaries (marketing, special events, etc.)	1,000	500
Program coordinator	2,000	1,000
Professional Fees and Honoraria	3,000	3,000
Honoraria for guest speakers and/or panelists	3,000	3,000
Travel Related Costs	10,000	2,000
Airfare	800	800
Hotel	1,000	1,000
Per diem	100	100
Ground transportation	100	100
Program Costs	5,000	3,500
Venue fee	500	500
Program guide design and printing	500	500
Catering	500	500
AV rental	500	500
Photography and videography	1,000	500
Publication or proceedings*	2,000*	1,000*
Marketing and Outreach	2,000	1,000
Print and digital advertising	500	500
Promotional flyer design and printing	500	500
Website design and development	1,000	0
Other	0	0
Indirect Costs (requested indirect cost may total no more than 15% of grant amount)	1,000	0
TOTAL EXPENSES	24,000	11,000

* Up to \$5,000 of an awarded grant may be used for resulting proceedings or publications, whether online or in print; funds for this purpose need to be spent within a year of the event.

PROGRAM INCOME	Amount
COMMITTED CONTRIBUTED INCOME	5,000
Committed Contributed Income (includes funding from corporations, foundations, government agencies, 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)	4,000
Funds from the organization's general operating budget or other specialized funds.	1,000
PROJECTED CONTRIBUTED INCOME	0
Projected Earned Income (includes requested or to be requested funding that has not 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)	0
PROJECTED EARNED INCOME	0
TOTAL INCOME	5,000