You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

**Organization Information**

Welcome to the Exhibition Proposal Form. Text and all attachments should be written in English. All proposals must be submitted electronically and received by the foundation’s deadline. If the proposal does not include all of the following components, it will be considered incomplete. Please bear in mind that proposals will be reviewed by scholars/curators of American art, and therefore, materials should be written accordingly.

Please refer to the FAQ document found here. Any questions about proposal components should be referred to the Terra Foundation’s Grants Manager:
Phone: 312.694.2275 or E-mail: grants@terraamericanart.org

You can scroll through the form prior to filling out the data fields. You can also print out a blank form for your reference.

Please note that proposal fields are plain text and that formatting options are limited. Please use numbers rather than bullet points if submitting a list.

**IMPORTANT:** Do not use your browser's BACK key - you will lose any unsaved data! SAVE OFTEN.

**Organization Information**

- **Organization Name**
  If name contains diacritics, you may need to copy and paste the correct version of the organization's name in the native language below.

- **Legal Name of Organization**
  THE LEGAL NAME THAT WOULD APPEAR ON A CHECK

- **Address**

- **City**
  State
  Postal Code
  Country
  - Select One -

- **Organizational Phone**
- **Website**

- **Tax Identification Number**
  Required for United States-based organizations. If outside the United States, please provide a Registered Charity Number, or your country's equivalent.

- **What year was your first Form 990 filed?**
  If not applicable, please enter 'N/A'.

- **When does your fiscal year end?**
  Month/Year

**Highest Ranking Staff Officer**

- **Prefix**
  - Select One -
- **First Name**
- **Last Name**

- **Title**

- **Office Phone**
- **E-mail**
Grant Contact

Please enter information for the primary grant contact who can provide additional information on this grant application and should receive all correspondence from the Terra Foundation.

- Prefix
- First Name
- Last Name
- Title
- Office Phone
- E-mail

Curator Contact

If more than one curator is working on the project, please designate a single contact.

- Prefix
- First Name
- Last Name
- Organization Name
- Title
- Office Phone
- E-mail
- Address
- City
- State
- Postal Code
- Country

Executive Summary

Please note that proposal fields are plain text and formatting options are limited. Please use numbers rather than bullet points if submitting a list.

IMPORTANT: Do not use your browser's BACK key - you will lose any unsaved data! SAVE OFTEN.

- Grant Request Amount (USD)
- Project Title
- Executive Summary

Describe the exhibition. (Please include the anticipated total number of visitors at all venues and funding amount requested.) Word Limit: 1,500

Project Proposal
Please note that proposal fields are plain text and formatting options are limited. Please use numbers rather than bullet points if submitting a list.

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**Description of Organization**

Describe the history and mission of your organization. If a partnering organization will be involved, provide information for it as well. Name and briefly describe (1 to 3 sentences) at least two projects your institution has organized/hosted in the past seven years that are most like the project for which you seek Terra Foundation for American Art support.

Word Limit: 750

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**Exhibition, Catalogue, and Programming Details**

* Describe the exhibition progression/thematic organization.
  Word Limit: 4,000

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* Describe the exhibition workplan and provide a timeline (with beginning and end dates of project, and including the production schedule of any major publication).
  Word Limit: 750

---

Please provide the names of the exhibition venues that are either confirmed or proposed. Click on the box to indicate for each venue if confirmed or proposed.

* Exhibition Venue #1
  If your organization is presenting the exhibition, please enter it as a venue.
  Exhibition Venue #1 Confirmed
  Exhibition Venue #1 Proposed

* Exhibition Venue #1 Location
  Exhibition Venue #1 Projected Attendance

* Exhibition Venue #1 Start Date
  Exhibition Venue #1 End Date

Click here if there will be no additional venues

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Describe the catalogue including: the names of authors, listing their institutional affiliations and qualifications; topics/themes to be addressed or essay titles; size of print run; language(s) of published text; number of pages; and number of illustrations.
If not applicable, please enter 'N/A'. Word Limit: 4,000

Provide the name of the catalogue publisher and/or distributor. Please note if confirmed or pending.

Provide the estimated number of catalogues that will be distributed.

Describe any scholarly programming for the exhibition:
If you are requesting funding for related scholarly programming (such as symposium or conference), please describe it and include the names of potential or known participants, institutional affiliations, and topics/themes. If participants will be selected through a call for papers, describe the process and timetable. Please include the expected number of participants. Word Limit: 750

Describe any plans for public and student programming for the exhibition, including the expected number of participants.
Word Limit: 500

Key People

*
Name the key people responsible for achieving the results of the exhibition and related programming (curators, education director, etc.) Please specify their names, institutional affiliations (if not the applicant organization), and qualifications in relation to the project.

Word Limit: 1,500

Exhibition Objectives

Please describe how this exhibition situates American art in an international context and/or will contribute to scholarship. If exhibitions on the same or similar topics have taken place in the past 15 years, please explain how the proposed exhibition differs.

Word Limit: 750

From the exhibition curator(s)’ perspective, describe the desired objectives for this exhibition, including, if applicable, scholarly objectives.

Word Limit: 750

Please describe any other objectives you would like to achieve with this exhibition.

Word Limit: 250

Briefly, describe the indicators that will be used to evaluate whether the above-named objectives have been met (i.e., your “signs of success” – how you will know you are making or have made progress); describe the methods and/or tools for collecting any data/information.

Word Limit: 250
Engaging Audiences

* Name the audience(s) you want to influence with this exhibition (i.e., scholars, general public, university students, etc.).

Word Limit: 250

* Provide a brief overview of marketing and public relations strategies that will be employed to reach the audiences described above.

Word Limit: 750

Project Budget and Narrative

Please note that proposal fields are plain text and formatting options are limited. Please use numbers rather than bullet points if submitting a list.

IMPORTANT: Do not use your browser's BACK key - you will lose any unsaved data! SAVE OFTEN.

Exhibition Detailed Budget and Narrative

Please attach an itemized project budget (in Excel) detailing the total project cost for the applicant, as well as shared costs for venues eligible for TFAA funding. Include:
- the applicant's direct and indirect expenses in U.S. dollars (including all internal costs, e.g., salaries, travel, marketing, evaluation of project). A sample budget can be found here: Sample Exhibition Budget. Please contact TFAA staff with questions regarding venue eligibility and budget format.

Upload

* Please provide the total budget for this project.

(USD)

* Please provide a detailed narrative describing the project budget and detailing the proposed use of Terra Foundation for American Art funds.

Word Limit: 1,000

Total Expenses

Please provide the total exhibition expenses in the following categories. Please note these numbers should coincide with the attached budget.

* Exhibition research and development (including direct staff costs)

* Implementation (which could include insurance, loan fees, packing, crating, shipping, insurance, couriers, installation)

* Catalogue

* Educational programs
Total Income

Please provide the total exhibition income in the following categories (these numbers should coincide with the attached budget):

★ Earned income:
  • Earned income from venue/exhibition fees to be paid to your museum by already secured venues
  • Funding or sponsorship already awarded

★ Pending income:
  • Projected earned income (from potential venue/exhibition fees to your museum, admission fees, catalogue sales, event income, etc.)
  • Any funding or sponsorship pending
  • Amount of funds requested from the Terra Foundation (note that no more than 15% of a Terra Foundation grant may go towards indirect costs)

★ Contributed income:

Contributors

★ Please provide a list of exhibition funders, including the amount of grants/sponsorships already awarded.
Use format: Organization Name, $x,xxx,xxx

★ Please provide a list of exhibition funders, including the amount of grants/sponsorships currently pending.
Use format: Organization Name, $x,xxx,xxx

Exhibition Checklist

Please note that proposal fields are plain text and formatting options are limited. Please use numbers rather than bullet points if submitting a list.

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★ Please include the full illustrated list of works proposed for the exhibition. Copies of this checklist will be sent to the panel of reviewers. An example checklist is provided here: Sample Exhibition Checklist

Please format the checklist as follows: Organize the checklist by theme, section, or gallery. Secured objects should be listed first within each theme, section, or gallery followed by any objects not yet approved for that section.

1. Include the loan request status for each object (pending and/or secured).
2. Use color, thumbnail-size images accompanied by their object information (4-7 objects per page; fewer than 4 generates too much paper, while more than 7 is difficult to read). Readers appreciate legibility.
3. Please number each thumbnail.
4. Highlight in yellow the object information for works made before 1980 by artists from what is now the geographic United States.
Attachments

Please attach the following documents by choosing a file from your computer and pressing "Upload". If multiple documents are required for a single line item, please upload them as one file. If you do not feel a particular requirement is relevant to your organization, please attach a document to the line item explaining why it does not apply.

- **Verification of 501(c)(3)**
  Verification that the organization is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (a copy of the IRS tax-exempt determination letter must accompany the proposal). If applicable, the organization should also include the IRS determination that it is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Organizations outside the United States must provide copies of their governing documents (such as articles of organization or constitution and bylaws) in English, and, if applicable, evidence of their tax-exempt status in their home country. Additional documents may also be requested.

- **Internal Revenue Service Form 990**

- **Latest Filed 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. Organizations outside the United States must provide equivalent financial information (i.e., tax-exempt and non-profit organizations’ annual financial information submitted to tax administration).

- **Letter of Project Support**
  Letter of project support from head of institution

- **Additional Letter(s) of Support**
  From head of any secured venue(s) for which funding is being sought

- **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

**Other Funding Sources**
List of major sources of support received by the organization in the current and prior fiscal years

Please attach a preliminary exhibition floor plan (without indicating object placements).

**Annual Report**
Latest annual report, if available

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