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 Re-envisioning Permanent Collections proposal form. Text and all attachments should be written in English. All proposals must be submitted electronically and received by the Terra Foundation's deadline. If the proposal does not include all of the following components, it will be considered incomplete.

Proposals will be reviewed by scholars/curators of American art. Please prepare your materials with that audience in mind.

Please refer to the FAQ document found here. Direct questions about proposal components to grants@terraamericanart.org.

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

You may copy and paste from other documents into the fields below.

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

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

Address

City State If applicable Postal Code Country - Select One -

Organizational Phone

Website

Annual Budget Size in US Dollars

Tax Identification Number

What year was your first Form 990 filed?

When does your fiscal year end? Month/Day (e.g. June 30)

Annual Number of Visitors

Highest Ranking Staff Officer

If name contains diacritics, you may need to copy and paste the correct version of the name in the native language below.

Prefix - Select One -

First Name

Last Name

Title

Office Phone E-mail
Grant Contact

☐ Click here if same as above

Please enter information for the primary grant contact: the person who can provide additional information on this grant application and should receive all correspondence from the Terra Foundation. If name contains diacritics, you may need to copy and paste the correct version of the name in the native language below.

Prefix
- Select One -

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

Prefix
- Select One -

First Name

Last Name

Organization Name

Title

Office Phone

E-mail

Address

City

State

Postal Code

Country
- Select One -

Organization Description

☒ Please provide a brief statement of the organization's history, purpose, goals, and values.

Word Limit: 200

Word count 0 of 200

☒ Please provide a brief statement of any partnering organization's purpose, goals, and values, if applicable.

If not applicable, please type "n/a".

Word Limit: 200

Word count 0 of 200

Executive Summary

You may copy and paste from other documents into the fields below.

Please note that proposal fields are plain text and formatting options are limited. Please use numbers rather than bullet points if submitting a list.
Grant Request Amount (USD)
Please use whole numbers only. Do not use currency symbols or punctuation.

Project Title
Word Limit: 40

Please select the category or categories in which you are requesting Terra Foundation funding:
Select all that apply:
- ☐ Temporary Exhibition
- ☐ Collection Reinstallation
- ☐ Planning, Research, and Development

Concisely describe the project, including the key ideas/themes/concepts that will be examined.
Please include the anticipated number of visitors.
Word Limit: 300

Explain how the project relates to this initiative’s focus, addressing each bullet item below:

- Share fuller histories of American art with the public, whether through the diversity of artists featured, voices influencing the curatorial vision/approach, and/or the narratives told
- Present diverse and inclusive narratives of American art that generate new scholarship and interpretive frameworks to advance the field, both within the galleries and published in print or online
- Show evidence of inclusive and collaborative research and planning

Word Limit: 500

Project Details
You may copy and paste from other documents into the field below.

Please note that proposal fields accept only 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.

Temporary Exhibition Support

If you are requesting support for a temporary exhibition, please address the following questions.
If not requesting temporary exhibition support, please type "n/a" in the required fields.

Please describe the progression of the exhibition in a way that will help reviewers understand how it will be organized.
If not requesting temporary exhibition support, type "n/a" in the field.
Word Limit: 500
**Exhibition Venues**

In order to understand the full scope of the project, please provide a list of venues secured or being considered and dates.

*Note: Please format the date using the American convention (month/day/year).*

<table>
<thead>
<tr>
<th>Exhibition Venue #1</th>
<th>Organizing Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not requesting temporary exhibition support, type &quot;n/a&quot; in the field.</td>
<td></td>
</tr>
<tr>
<td>Exhibition Venue #1 Projected Attendance</td>
<td>Exhibition Venue #1 Country</td>
</tr>
<tr>
<td>Exhibition Venue #1 Start Date</td>
<td>Exhibition Venue #1 End Date</td>
</tr>
</tbody>
</table>

**Click here if there will be no additional venues**

<table>
<thead>
<tr>
<th>Exhibition Venue #2</th>
<th>Exhibition Venue #2 Confirmed</th>
<th>Exhibition Venue #2 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Venue #2 Country</td>
<td>Exhibition Venue #2 Projected Attendance</td>
<td></td>
</tr>
<tr>
<td>Exhibition Venue #2 Start Date</td>
<td>Exhibition #2 End Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Venue #3</th>
<th>Exhibition Venue #3 Confirmed</th>
<th>Exhibition Venue #3 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Venue #3 Country</td>
<td>Exhibition Venue #3 Projected Attendance</td>
<td></td>
</tr>
<tr>
<td>Exhibition Venue #3 Start Date</td>
<td>Exhibition Venue #3 End Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Venue #4</th>
<th>Exhibition Venue #4 Confirmed</th>
<th>Exhibition Venue #4 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Venue #4 Country</td>
<td>Exhibition Venue #4 Projected Attendance</td>
<td></td>
</tr>
<tr>
<td>Exhibition Venue #4 Start Date</td>
<td>Exhibition Venue #4 End Date</td>
<td></td>
</tr>
</tbody>
</table>

If there are more than four exhibition venues, please list here. Please include venue name, whether it is confirmed or proposed, the location, the projected attendance and the start and end dates.
If you are requesting support for the reinterpretation and reinstallation of your American art permanent collection, please address the following question. If not requesting collection reinstallation support, please type "n/a" in the field.

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)? If not requesting reinstallation support, type "n/a" in the field.

Word Limit: 750

Research/Planning

If you are requesting support for research and/or planning for the exhibition/reinstallation, please address the following question. If not requesting research/planning support, please type "n/a" in the fields.

Please describe the activities (e.g. convening, research assistant, advisory committee, etc.) and how they will enrich the project that is being planned. If not requesting research/planning support, type "n/a" in the field.

Word Count: 300

If known, please provide the names of potential participants in the above-mentioned activities. If not requesting research/planning support, type "n/a" in the field.

Word Count: 250

Scholarship and Distribution

This section is required for those requesting temporary exhibition or collection reinstallation support. Those applying ONLY for research/planning (for which a publication is not required for funding) may skip this section by entering "n/a" in the fields below.

Describe the key lines of inquiry/scholarly themes for the publication (printed or online) associated with the proposed project.

Word Count: 300
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). If requesting ONLY research/planning support, you may type "n/a" in the field below.

Word Count: 500

Please provide the name of the publisher and/or distributor. 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.

Word Count: 250

Please provide the internal deadline for submission of changes to the online or printed publication.

Word Count: 250

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).

Word Count: 300

Timeline/Work Plan

Please provide a general workplan and timetable.

Word Count: 250
Key People

- Identify the key individuals who will develop and lead the project. Please provide information about their qualifications to lead this particular project.

Word Count: 500

List any partners or advisors critical to the project’s success and explain the role they will play.

If an individual is listed elsewhere in this proposal, please do not list here.

Word Count: 500

Project Budget and Narrative

You may copy and paste from other documents into the field below.

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.

For budget numbers, please use whole numbers only. Do not use currency symbols or punctuation.

Detailed Budget and Narrative

Please download and review the relevant sample budget provided below:

- Sample Budget – Re-Envisioning Permanent Collections Program

Please attach an itemized project budget (in Excel) detailing the total project cost using the sample budget template provided above as a model. Include the applicant's expenses in U.S. dollars (including all internal costs, e.g., salaries, travel, marketing, evaluation of project).

Upload

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

(USD)

Please provide any narrative details or explanations that could provide useful context for the attached budget. Please also provide a brief description of the use of Terra Foundation funds.

Word Limit: 250
Please detail the total expenses in the following categories. Please note these numbers should coincide with the attached budget. For budget numbers, please use whole numbers only. Do not use currency symbols or punctuation.

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Staff Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 2</th>
<th>Research and Development Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 3</th>
<th>Project Implementation Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 4</th>
<th>Publication Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 5</th>
<th>Education Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 6</th>
<th>Marketing, Promotion, and Evaluation Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 7</th>
<th>Other Costs (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount Requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 8</th>
<th>Other Costs (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount Requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 9</th>
<th>Other Costs (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount Requested from TFAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 10</th>
<th>Other Costs (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount Requested from TFAA</td>
</tr>
</tbody>
</table>
Total Income

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

- **Committed Contributed Income**
  - Gifts and grants that have been secured

- **Total Projected Income**
  - Contributed: Gifts and grants not yet secured (please exclude amount requested from the Terra Foundation)
  - Earned: Catalogue sales, program revenue, venue fee(s) (If the venue(s) hasn’t yet been confirmed, please include the amount anticipated from admissions.)

Contributors

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

- Please provide a list of funders, including the amount of grants/sponsorships currently projected (requested or to be requested). Use format: Organization Name, $x,xxx,xxx

Object List

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.

- **For Temporary Exhibitions:** Please include the full illustrated list of works proposed for the exhibition.
- **For Collection Reinstallation:** Please include a list of types of objects considered for the reinstallation.
- **For Research/Planning:** Please include a list of the objects that are the subject of this project.

Copies of this list will be sent to the panel of reviewers. An example list is provided here: Sample Object List

Please format the list as follows: Organize the list by theme, section, or gallery. Confirmed objects should be listed first within each theme, section, or gallery followed by any objects only tentatively slated for inclusion in that section.

1. For loaned objects, include the loan request status (pending and/or secured).
2. Use color, thumbnail-size images accompanied by their object information (4–7 objects per page; fewer than four generates too much paper, while more than seven 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.

Please upload your list below.

Attachments

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

**IMPORTANT NOTE:** During this time of uncertainty in the wake of our global health crisis, we understand that organizations may not be functioning at full capacity and may not readily be able to supply all of the documents requested below. As such, please provide what is available to you at this moment. If TFAA staff needs any additional administrative materials from your organization, we will contact you via email with further instruction.

Most recently filed 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.

Letter of Project Support
Letter of project support from head of the institution applying for this grant

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. It is not necessary to indicate the placement of each individual object.

Annual Report
Latest annual report, if available
Administration Survey

Board of Directors and Staff Information

- **Board of Directors**
  - Total number of individuals on your Board of Directors: [field]

- **Staff**
  - Total number of individuals on your Staff: [field]
  - Number of staff in executive leadership positions: [field]

Demographic Information

Please provide demographic information for your Board of Directors and your executive leadership team

- **Women**
  - Executive Staff: [field]

- **Multiracial or Multi-Ethnic**
  - Executive Staff: [field]

- **Asian or Asian American**
  - Executive Staff: [field]

- **Black or African American**
  - Executive Staff: [field]

- **Latinx**
  - Executive Staff: [field]

- **Middle Eastern, North African**
  - Executive Staff: [field]

- **Native American, American Indian, or Alaska Native**
  - Executive Staff: [field]

- **Native Hawaiian or Other Pacific Islander**
  - Executive Staff: [field]

- **White**
  - Executive Staff: [field]

- **Other**
  - Executive Staff: [field]

- **Unknown or Decline to State**
  - Executive Staff: [field]
Please click 'Review & Submit'. You will see a full copy of your proposal for final review. After final review of your proposal, you must click 'Submit' again. After you have successfully submitted, you will immediately receive an automated e-mail with a copy of the proposal for your records. If you do NOT receive a copy of the proposal, please contact grants@terraamericanart.org.