

Terra Foundation for American Art Publication Program
Application Process and Checklist for projects involving
a United States 501(c)(3) publisher or the international equivalent

Application Process & Schedule

Formal proposals and all attachments must be submitted by the publisher. Proposals should be written in English and not stapled or bound.

Non-profit [501(c)(3)] status of the publisher must be approved by TFAA prior to application submission. Contact grants@terraamericanart.org to confirm non-profit status.

All proposals must be postmarked by January 15. Applications must be submitted in hard copy by mail or other delivery service with an additional electronic copy sent to publications@terraamericanart.eu.

All materials listed below should be sent to:
Terra Foundation for American Art Europe
Publication Program
29 rue des Pyramides
75001 Paris, France.

If the proposal does not include all of the following components, it will not be considered for review. Shortly after the application deadline, applicants will receive an email confirming the receipt and completeness of the proposal. Awards will be announced in May.

Application Checklist for Books

1. **Executive Summary (5 copies)**

Summary narrative describing the publication, the amount of funding requested and its proposed use (1-2 pages)

2. **Project Proposal (5 copies of each)**

Project Description

- Explain the publication's significance and contribution to the field of American art as well as its place in the current literature on the topic. For translations, please specify source language(s) of the book and target language(s)
- Provide print run and specifications including proposed trim size; estimated number of book pages; total number of manuscript words; number of color plates, black-and-white illustrations, line drawings, or special features; type of binding/format
- Include a timetable for completion of project

Publisher's Information

- Describe the publisher (history, mission) and its art list
- Detail the place of the book in publisher's program
- Outline the publicity, marketing and distribution plan to promote book as well as the audience the publication will reach

Project Budget

- Please include an itemized project budget in U.S. dollars with narrative and details, including all of the following:
 - Total project cost, with details of expenses broken down into relevant categories
 - Amount of funds requested from the Terra Foundation and their proposed use
 - Other funding or sponsorship of this project previously awarded or pending
 - Projected revenue and sales

3. **Required Attachments (5 copies except for partial manuscript)**

- Abstract of book (2 pages maximum)
- Author's curriculum vitae, or in the case of an anthology and/or a translation, the volume editor's and/or the translator's curricula vitae
- Partial manuscript including (1 copy only):
 1. Table of contents
 2. Introduction
 3. Sample chapter or partial chapters. For projects involving translation, please provide a sample in both languages (10 to 12 single-spaced pages)
 4. Illustration list
 5. Sample photocopies of images
 6. Sample bibliography (no more than 5 pages)
- Two or more recent and anonymous peer reviews of the complete manuscript

4. **Required Administrative Attachments (1 copy of each)**

- 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.
- Audited financial statements and Internal Revenue Service Form 990 plus attachments 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.
- Letter of project support from head of institution
- List of board members and officers with outside affiliations
- Operating budget of the organization for the current year and/or period covered by proposal

- List of major sources of support received by the organization in the current and prior fiscal years
- Latest annual report if available

Application Checklist for Articles

1. Executive Summary (5 copies)

- Summary narrative describing the article and the journal in which it will be released as well as the amount of funding requested and its purpose (1 page)

2. Project Proposal (5 copies of each)

Project Description

- Explain the article's significance and contribution to the field of American art as well as its place in the current literature on the topic. For translations, please specify source language(s) of the book and target language(s)
- Provide specifications including estimated number of pages, total number of manuscript words, as well as number of color plates, black-and-white illustrations, line drawings, diagrams, and maps
- Include a timetable for completion of the project

Journal Information

- Describe the journal, including its history, mission, audience, print run, and distribution.

Project Budget

- Please include an itemized project budget in U.S. dollars with narrative and details, including all of the following:
 - Total project cost, with details of expenses broken down into relevant categories
 - Amount of funds requested from the Terra Foundation and their proposed use
 - Other funding or sponsorship previously awarded or pending, if any

3. Required Attachments (5 copies)

- Full manuscript including illustration list and sample copies of images
- Detailed abstract in English if article is in another language
- Author's curriculum vitae
- Two or more recent peer reviews of the manuscript

4. Required Administrative Attachments (1 copy of each)

- 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.

- Audited financial statements and Internal Revenue Service Form 990 plus attachments 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.
- Letter of project support from head of institution
- List of board members and officers with outside affiliations
- Operating budget of the organization for the current year and/or period covered by proposal
- List of major sources of support received by the organization in the current and prior fiscal years

Contact

Any questions about proposal components should be referred to the foundation's Head of Publications at publications@terraamericanart.eu.