

**Terra Foundation for American Art Publication Program**  
**Application Process and Checklist for non-U.S. based projects without**  
**a United States 501(c)(3) publisher or the international equivalent**

**Application Process & Schedule**

Formal proposals and all attachments must be submitted by the author or editor of the volume. Proposals should be written in English and not stapled or bound. Please bear in mind that proposals will be reviewed by scholars, so materials should be written accordingly.

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](mailto: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 purpose (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 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 previously awarded or pending
  - Projected revenue and sales

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

- Publisher's endorsement letter of the 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). For projects to be published in a language other than English, please make sure the abstract of the book clearly states the author's thesis and outlines the publication's basic structure and methodology (500 to 1,000 words). .
  4. Illustration list
  5. Sample photocopies of images
  6. Sample bibliography (no more than 5 pages)

## 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

### **Contact**

Any questions about proposal components should be referred to the foundation's Head of Publications at [publications@terraamericanart.eu](mailto:publications@terraamericanart.eu).