

2010 Emily Hall Tremaine Exhibition Award Application

Purpose and Goal of the Award

The Exhibition Award was created in 1998 to honor the talent and artistic vision of our founder, Emily Hall Tremaine, whose passion for art inspired, challenged and brought joy to those around her. Applications are accepted on a biennial basis from any curator applying in partnership with an established non-profit exhibition space. The Foundation invites potential candidates to develop thematic exhibitions that challenge convention through the exploration of critical ideas in contemporary art. Through the Exhibition Award, the Foundation seeks to give life to thematic shows that are fresh and experimental in nature for which funding is not yet forthcoming. Applicants are encouraged to think expansively, reaching beyond existing priorities and opportunities. **This award is intended to provide funding for exhibitions at the beginning stage of their development and to provide the curator with the support needed to fully explore a concept and realize an exhibition.**

Grant Amounts

The Foundation will consider requests up to \$150,000 but no less than \$50,000 per exhibit. The number of awards granted will be no greater than 3 and will depend on the quality of the applications received. The Emily Hall Tremaine Exhibition Award should be the sole or primary source of funding for the exhibition. **Therefore, the Exhibition Award request should represent at least 66% of all funding secured or sought specifically for the exhibition from outside of the exhibiting institution.**

Application Process and Deadline Dates

- I. All applicants **must** complete the **Intent to Apply Form** by **5 PM EST on Friday, March 5, 2010**. The form is available on the Foundation website at www.tremainefoundation.org under Art Programs. It can be downloaded, completed and emailed to sklar@tremainefoundation.org. *If you do not complete the Intent to Apply Form, your application will not be accepted.*
- II. All **completed applications** must be received at the Foundation office by **5 PM EST on Monday, April 5, 2010**. *Please note, that when you submit an Intent to Apply Form, the Foundation expects to receive a full proposal; there will be no formal invitation to apply.*

Application Requirements

Make sure to review these requirements very carefully before submitting your application.

Application format:

- The font size should be **no less than 10 point**.
- All pages should be **three-hole punched**.
- The application should be **no more than 15 written pages total** (*excluding the cover page and Image Script*) and all pages should be printed **double-sided**.
- Do not use any staples or binding material except paper clips on the applications.

Application materials:**4 copies of the main application with the following headings must be submitted in the order below:**

- I. Project narrative
 - a. Description of the premise of the exhibition concept
 - b. Explanation of the concepts distinction from other major art exhibitions either planned or mounted within the last 10 years
 - c. Explanation of the concepts potential impact on art discourse as well as the surrounding public community of the exhibiting institution
 - d. Justification that the partnering space is best suited to present the proposed exhibit
 - e. Explanation of how the concept fulfills the purpose and goal of the Exhibition Award
 - f. Explanation of why funding for this concept may be difficult to secure from other sources
- II. Plan for public outreach including public engagement as well as how this plan fits in with the organizations current outreach and education program
- III. A one-page organizational background of the exhibition venue and a list of ***no more than 10*** past exhibitions of major significance (2 pages maximum)
- IV. Résumé(s) of the applicant(s)
- V. Name and biography of the person(s) proposed to write the exhibition publication
- VI. Budget (*See Project Budget section on page 3 for details*)
- VII. Image script (*See Submitting Visual Appendices section on page 4 for details*)

Only 1 copy of each of the following application materials should be submitted:

- I. Cover sheet(s) for application following the provided form
- II. A letter of firm commitment from the established exhibition space to mount the show by September 2013, should the proposal be chosen to receive the award
- III. A copy of the IRS 501(c)(3) letter confirming the exhibiting institution's tax status
- IV. One publication from the applicant(s)
- V. One publication from the partner institution
- VI. CD with PowerPoint presentation of the exhibition with no more than **20 visual images** (*See Submitting Visual Appendices section below for details*)

Project Budget

Applicants must include a Project Budget with the line items listed below. Staff salaries, benefits, insurance and other general operating / administrative costs must not be included in the budget.

- a. **Exhibition Honoraria/ Fees** - Itemize for all relevant project personnel, including guest curators, exhibition designers and other related costs. Provide hourly rate and percentage of time spent on exhibition. *The cost of shipping, crating and insurance should be allocated for each artist that loans a piece of work to this exhibition.*
- b. **Installation Expenses** – Includes costs of crating, shipping, insurance and special materials.
- c. **Public Outreach Related Expenses** – Itemize for educational programming, guest speakers, print material and other related costs.
- d. **Publicity/ Marketing** – Includes public relations, advertising, and other related costs.
- e. **Catalogue** – Includes writers’ fees, cost of photography, design, scan, layout, printing and the proposed number of catalogues to be published.

Submitting Visual Appendices

Applicants must include a visual representation of the exhibition in the form of a PowerPoint presentation on CD as well as four copies of the Image Script.

Image Script:

- **Four** copies of a numbered Image Script must accompany the submission. **The maximum number of visual images is 20.**
- Each of the 20 listings must include the following:
 - Artist
 - Title of the work
 - Dimensions
 - Medium
 - Date
 - Label indicating whether the image represents the *type of work* to be included in the exhibit, a *sample of the work of an artist* to be included in the exhibit, or an *actual piece of work* to be included in the exhibit
 - One sentence explanation for each image

CD with PowerPoint presentation:

- **One** CD should be submitted labeled with curator, exhibition title and exhibiting institution
- The CD must be PC compatible
- **No more than 20 images** may be submitted in a PowerPoint presentation with one visual image per slide. The presentation may include an introductory slide not included in the 20 with information such as curator, exhibition title and exhibiting institution
- Each PowerPoint slide should include the following in addition to the single visual image:
 - Number corresponding to the Image Script
 - Artist
 - Title of the work
 - Date of the work

All other requested information should be only on the Image Script. For video or digital work, please submit still images from the piece in the PowerPoint.

If you would like your publications returned, please include a self-addressed Fed-Ex slip. Self-addressed stamped envelopes will not be accepted.

While the Foundation staff will make every effort to handle the work samples with expert care, the Foundation will not take responsibility for any loss or damage to your work.