

## 2010 Emily Hall Tremaine Exhibition Award Application Checklist

***Please do not include any more copies of items listed below than required. Do not use staples or binding material except paper clips on the application.***

*(Please note this checklist is for your use only as you complete the application process; do not send this to the Foundation with your completed application.)*

- \_\_\_\_\_ 1 copy of application cover sheet
- \_\_\_\_\_ 4 copies of the entire application which includes:
  - \_\_\_\_\_ Project narrative
  - \_\_\_\_\_ Public outreach plan
  - \_\_\_\_\_ Organizational background
  - \_\_\_\_\_ Primary applicant(s) résumé(s)
  - \_\_\_\_\_ Biography of proposed author(s) of exhibition publication
  - \_\_\_\_\_ Budget
  - \_\_\_\_\_ Image script
- \_\_\_\_\_ 1 copy of letter of commitment from the partner exhibiting institution to realize the exhibition no earlier than June 2011 and before September 2013
- \_\_\_\_\_ 1 copy of IRS 501(c)(3) letter determining tax exemption of exhibiting institution
- \_\_\_\_\_ 1 copy of publication from exhibiting institution
- \_\_\_\_\_ 1 copy of publication from the applicant
- \_\_\_\_\_ 1 CD with PowerPoint presentation
- \_\_\_\_\_ Self-addressed Fed-Ex slip if you wish to have publications and/or visuals returned. *(Self-addressed stamped envelopes will not be accepted.)*

*We look forward to reviewing your completed application. The results of the award will not be announced until September 2010. Winners will be notified prior to the public announcement.*