



2012 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 Emily Hall Tremaine, the founder of the Emily Hall Tremaine Foundation (EHTF). Her passion for art and particularly her support of living artists, inspired, challenged and brought joy to those around her. Through the award, the Foundation seeks to give life to thematic exhibitions of contemporary art that are fresh and experimental in nature and for which funding is not yet forthcoming.

Applications are accepted on a biennial basis from any curator, or curatorial team comprised of curators and/ or artists, applying in partnership with a non-profit exhibition space, whether a traditional gallery or museum, or an alternative non-profit venue. Applicants are encouraged to think expansively and challenge conventional thought through the exploration of critical ideas in the context of contemporary art. The award is intended to provide support for exhibitions at the beginning stage of their development and to offer the curator the support needed to fully explore a concept and realize an exhibition.

Exhibition Award 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 Dates and Timeline

March 1, 2012

Intent to Apply Forms must be completed and submitted by **5 pm EST**.

The form is available on the Foundation website at www.tremainefoundation.org under Art Programs and then The Emily Hall Tremaine Exhibition Award and then Intent to Apply Form, or click [here](#).

If you do not complete the Intent to Apply Form, your application will not be accepted. Please note, the Foundation expects to receive a full proposal once an Intent to Apply Form is submitted; there will be no formal invitation to apply.

April 5, 2012

Applications must be received at the Foundation office by **5 pm EST**.

November 2012

Announcement of the 2012 Emily Hall Tremaine Exhibition Award recipients.

Given that the Exhibition Award is designed to support the curator's research and development process as well as the exhibition, the exhibition must open no sooner than one year (September 2013) and no later than three years (September 2015) after the award is granted.

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 cover page & Visual Documents Script*) and all pages should be printed **double-sided** for a total of 7 pages submitted.
- Please use *only* paper or binder clips to separate the 4 copies of the applications. Do not use any staples, binding material or folders.

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 exhibition concept
 - b. Explanation of how the concept fulfills the purpose and goal of the Exhibition Award
 - c. Explanation of the concepts distinction from other major art exhibitions either planned or mounted within the last 10 years in the U.S.
 - d. Explanation of the concepts potential impact on art discourse as well as both the immediate and broader public audiences
 - e. Explanation of why the exhibition space is best suited to present the proposed exhibit
 - 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 current outreach and education programs at the organization
- 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 for details*)
- VII. Visual Documents Script (*See Submitting Visual Documents section 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 2015, 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. A copy of the first page of the exhibiting institution's most recent IRS 990 form
- V. One publication from the applicant(s)
- VI. One publication from the partner institution
- VIII. Visual Documents (*See Submitting Visual Documents section for details*)

Project Budget

Applicants must include a Project Budget with the line items listed below. Staff salaries, benefits, insurance and other general operating or administrative costs **may 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.
- b. **Installation Expenses** – Includes costs of crating, shipping, insurance and special materials. *The cost of shipping, crating and insurance should be allocated for each artist that loans a piece of work to this exhibition.*
- 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.
- f. **Living Artist Stipend for Existing Work**

In honor of Emily Hall Tremaine’s dedication to supporting living artists, the EHTEA requires all applicants to include a line item in the budget that provides for a \$1000 stipend to each living artist for the inclusion of an existing work in the exhibition. The Living Artist Stipend for Existing Work is in addition to the Total Award Amount Requested for the exhibition. The Total Amount Requested must be between \$50,000 and \$150,000 and the Living Artist Stipend would be funds received from EHTF in addition to the award.

Each Exhibition Award recipient may request Living Artist Stipends for up to 25 artists or artist collaborative for a maximum total of \$25,000. There is a limit to one stipend per artist or artist collaborative. While an artist or collaborative may have multiple existing pieces in the exhibition, they may only receive one stipend.

As the exhibition will be in the early stages of conception, it is expected that this will be an estimation at the time of application and the actual number of artists and stipends will not be finalized until a final exhibition checklist is completed.

Please note, for curators commissioning new work for an exhibition, honorariums for the artists creating new work should be incorporated into the Total Award Amount Requests and reflected in the Project Budget under Exhibition Honoraria/ Fees.

Submitting Visual Documents

Applicants must provide visual representation for the proposed exhibition as well as four copies of the Image Script.

Visual Documents:

All visual documents must be submitted online. **The maximum number of visual documents is 20.** After submitting the Intent to Apply Form online, an email with the instructions below will be sent to the address you provided when completing the Intent to Apply Form.

Create Your Account

- Please click [here](http://www.tremainefoundation.org/FTP/create.asp) to create a new account (or copy and paste the following URL into your browser: <http://www.tremainefoundation.org/FTP/create.asp>).
- Fill out the requested information, (Fields in **RED** are required) and then click “Create Account.”
- Once you have created your account, you will be redirected to the main File Transfer Protocol (FTP) area. Your information including your name and password can be edited at any time by selecting "Edit Profile" in the top right corner of this page.
- Follow the directions below to upload your documents.

Upload Your Documents

- After logging in to the FTP area, select "Upload New File."
- On the next page, enter a title for the document you are uploading, and click “Choose File” to find and select the document on your computer. Be sure your file is saved in one of the supported formats listed on this page. You may enter any remarks about the attached file into the “Comments” field, but this is not required.
- For larger files, please be patient while the document uploads. A pop-up window will notify you when the upload is completed, and you will be automatically returned to the main FTP page. You should then see your file in the "Uploaded Files" section.
- After you have uploaded all associated documents, your application will be considered complete.

Visual Documents Script:

- **Four** copies of a numbered Image Script must accompany your full application sent to EHTF.
- Each of the 20 listings must include the following:
 - Artist
 - Title of the work
 - Dimensions
 - Medium
 - Date
 - Label indicating whether the image represents 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
 - ***Please do not include any images in the Image Script.***