

2012 Emily Hall Tremaine Exhibition Award | Application Checklist

Please do not include any more copies of items listed below than required. Please use only paper or binder clips to separate the 4 copies of the applications. Do not use any staples, binding material or folders.

*(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
 - _____ Visual document script
- _____ 1 copy of letter of commitment from the partner exhibiting institution to realize the exhibition no earlier than September 2013 and before September 2015
- _____ 1 copy of IRS 501(c)(3) letter determining tax exemption of the exhibiting institution
- _____ 1 copy of the first page IRS 990 form of the exhibiting institution
- _____ 1 copy of publication from exhibiting institution
- _____ 1 copy of publication from the applicant
- _____ 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 November 2012. Winners will be notified prior to the public announcement.