

Graham Foundation
INQUIRY FORM WORKSHEET

The Graham Foundation's online Inquiry Form application system will be available to applicants on our website from August 15-September 15, 2016. So you may start to prepare your responses and gather requested materials, we encourage you to use this Inquiry Form Worksheet. Once the online Inquiry Form becomes available on August 15, you can copy your responses into the online form. **Please note that in order for your application to be considered for funding, you must submit an Inquiry Form through our online system. The deadline to submit the Inquiry Form is September 15, 2016.**

BEFORE YOU BEGIN

Before beginning your Inquiry Form Worksheet, please review the Graham Foundation's grantmaking guidelines on our website at www.grahamfoundation.org/grant_programs. Here you can read about our funding priorities and criteria; types of grants; eligibility; and other information on our grantmaking.

CALENDAR FOR 2017 GRANTS TO INDIVIDUALS CYCLE

Inquiry Form Worksheet available for download: July 15 – August 14, 2016

Inquiry Form available online: August 15, 2016

Inquiry Form deadline: September 15, 2016

Stage Two/Proposal Form notification: after December 15, 2016

Grant decision notification: April 2017

Earliest project start date: June 1, 2017

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This worksheet follows the form of the online Inquiry Form application.

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Page 9: Project Specifications - Publication (for applicants for publications)

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Page 12: Attachment Instructions (for all applicants)

Note that the questions on pages 2-6 and 12-13 of the worksheet are for all applicants. The questions on pages 8-11 of the worksheet pertain to the specific program area, or project type, for which you are seeking funding. You should fill out the page that corresponds to the program area for which you are applying for funding.

If you have any questions, please contact us at grantprograms@grahamfoundation.org.

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APPLICANT INFORMATION

Primary Contact Information. Please provide your contact information. If you are a collaborative of individuals, one person in the collaborative must be designated as the Primary Contact for the project and his/her contact information should be provided below. (Provide: Prefix, Name, Suffix, Title, Mailing Address, City, State, Postal Code, Country, Phone, Fax, E-mail Address, Twitter Handle)

If you are the sole individual applying for a grant, please skip the section below, Collaborative Information, and proceed to page 3. If you are a collaborative of individuals, please fill out the section below.

Collaborative Information

Please note that a collaborator is defined as a co-author of the project; if a grant is awarded, each collaborator is considered a grantee and is asked to sign a grant agreement. Given this, a collaborator is not a participant who is providing contracted services for the project.

Names of all individuals in the collaborative, including the Primary Contact. List names in alphabetical order (last name, first name), separated by a slash mark (/). Example: Doe, John/Jones, Jane. Names must be listed in this format to ensure correct entry in our database.

Below please provide the complete contact information for each individual collaborator excluding the Primary Contact, whose contact information should be provided above. If you have more than four individuals in your collaborative, please contact the Graham Foundation for instructions.

Co-Collaborator 1. (Provide: Prefix, Name, Suffix, Title, Mailing Address, City, State, Postal Code, Country, Phone, Fax, E-mail Address, Twitter Handle)

Co-Collaborator 2. (Provide: Prefix, Name, Suffix, Title, Mailing Address, City, State, Postal Code, Country, Phone, Fax, E-mail Address, Twitter Handle)

Co-Collaborator 3. (Provide: Prefix, Name, Suffix, Title, Mailing Address, City, State, Postal Code, Country, Phone, Fax, E-mail Address, Twitter Handle)

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APPLICANT INFORMATION (cont.)

Have you received a grant from the Graham Foundation before?

For collaborative projects, has any individual in the collaborative received a grant from the Graham Foundation before?

Prior Grant History. If yes, list the past five grants received from the Graham Foundation. For each, provide the award year, project title, and project status using the categories "in progress", "complete", or "incomplete." Note: If you have a prior grant and have not submitted an Annual Progress Report or a Final Report, you must do so as part of your Inquiry Form application. If you need to submit a grant report or if you have questions about the status of your grant, please contact grantprograms@grahamfoundation.org as soon as possible to request access to the online reporting form.

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PROJECT INFORMATION

Program Area.

Subject Area. Please choose a subject area that best describes your project.

Project Title.

Project Description, One Sentence. The sentence should therefore be a concise summary of your project that includes the final form the project will take. (It should not discuss how and when grant funds will be used.) The sentence should be written in the present tense.

Project Abstract. (150 word maximum) The abstract should therefore be a concise summary of your project that communicates to a broad public the significance of your project to the field. (It should not discuss how and when grant funds will be used.) The abstract should be written in the present tense.

Project Start Date. Any work to be funded by the Graham Foundation must start after April 15, 2017. While your project may have started before the application period, indicate the start date of the activities for which you are seeking Graham Foundation support.

Project End Date. Production and Presentation grants must be completed within two years. Research and Development grants must be completed in one year.

Have you applied for a Graham Foundation grant for this project in the past? If yes, describe any aspects of the proposed project that have changed since the last application.

Project Budget. (For the entire project, not just the Graham Foundation request)

Request Amount.

Project Expenses. (250 word maximum) In list format, provide the expenses for this project. Include the line item and amount, and total your expenses. Note that no more than 30% of total project request may be directed to compensation of the applicant.

Project Income. (250 word maximum) In list format, provide information on additional funding for this project, if applicable. Include funding source, amount, status, and total your income.

If your project is funded, what will Graham Foundation funds be used for? (One sentence maximum)

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PROJECT INFORMATION (cont.)

Project Statement. (350 word maximum) The project statement should describe your project and discuss its immediate and larger objectives to show its impact and how it will make a meaningful contribution to architectural discourse and/or to the field of architecture.

Biography. (150 word maximum per person, written in the third person) Provide a brief biography that identifies your current professional position(s), related academic or professional training, and other relevant background and qualifications. If you are awarded a grant, the biography will be published on our website and in other Graham Foundation materials relating to our funded projects. (Collaboratives should provide a biography for each collaborator.)

Work Plan and Project Timeline (200 word maximum) List key project dates.

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REFERENCES

If you are advanced to the second stage of review, you will be asked to provide two letters of reference. We strongly suggest that you seek referees who are outside of your organization and/or not directly involved in the proposed project, but who have expertise in the field and can speak to the importance of your proposed project. Members of the Graham Foundation Board of Trustees are not eligible to serve as references.

In preparation for the second stage of review, list the names of two people from whom you would seek letters of support.

We will not accept reference letters unless you are advanced to the second stage of review and we will not contact references at this time.

Provide: Reference Names, Titles, and Organizational/Company Affiliations

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PROJECT SPECIFICATIONS - EXHIBITION

If you selected Exhibition as the Program Area on page 4, please answer the questions below.

Committed Venue(s) and Opening/Closing Dates. If the exhibition will travel, provide the venue location(s) and opening and closing dates. Note that if you are invited to advance to the second stage of review and submit a Proposal Form, the venue will be asked to submit a letter confirming the presentation of your work.

Provide the mission statement for the committed exhibition venue(s) listed above.
(75 word maximum each mission statement)

If you do not have a committed exhibition venue, use the space below to explain the production and public distribution of the exhibition, the current plans for the opening and closing dates of the exhibition, and plans for the exhibition to travel.

Exhibition Curator. Are you working with a curator on the exhibition? If so, please provide the curator's name and organizational affiliation, and explain the nature and duration of the working relationship.

Exhibition Catalogue. If yes, provide the publication specifications. Include the title; the name(s) of the author(s)/editor(s); the name of the committed publisher; the anticipated print run; the list price; the page length; the image count; and any other relevant publication specifications.

Related Programs. If you are seeking support for exhibition-related programs, list them below along with the event date(s) and location; plans to document the program; and any other relevant program details.

Proceed to Page 12, Attachment Instructions.

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PROJECT SPECIFICATIONS - FILM/VIDEO/NEW MEDIA/WEB

If you selected Film/Video/New Media/Web as the Program Area on page 4, please answer the questions below.

Please select a project type.

For the proposed project, list the relevant project details, such as presentation venue and/or broadcast plans, screening dates; and the running length. Please also include a list of the names and roles of key participants in the development, production, and distribution of the project.

Proceed to Page 12, Attachment Instructions.

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PROJECT SPECIFICATIONS - PUBLICATION

If you selected Publication as the Program Area on page 4, please answer the questions below.

Do you have a signed contract with a publisher for the book?

If yes, list the name of the committed publisher with whom you have a signed contract to publish. Note that if you are invited to advance to the second stage of review and submit a Proposal Form, the publisher will be asked to submit a letter confirming its publication of your work.

If no, explain the current status of a publication contract and/or the production and public distribution of your project.

Expected Publication Date.

Publication specifications. Provide the title; the name(s) of the author(s)/editor(s); the anticipated print run; the list price; the page length; the image count; and any other relevant publication specifications.

Are you working with an editor on the publication? If so, please provide the editor's name and organizational affiliation, and explain the nature and duration of the working relationship.

Proceed to Page 12, Attachment Instructions.

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**PROJECT SPECIFICATIONS - OTHER PRODUCTION AND PRESENTATION
PROJECTS**

If you selected Other as the Program Area on page 4, please answer the question below.

For the proposed project, discuss the project logistics and specifications in more detail and describe the plans to present the project to the public. Please also include the names and roles of key participants or institutional partners in the development, production, and distribution of the project.

Proceed to page 12, Attachment Instructions.

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PROJECT SPECIFICATIONS - RESEARCH AND DEVELOPMENT

If you selected Research and Development as the Program Area on Page 4, please answer the question(s) below.

Research Plan and Timeline. Explain the goals and expected outcomes of your research; discuss where you will be doing research and the types of sources you will use; and provide a timeline for your research schedule. (250 word maximum)

Proceed to Page 12, Attachment Instructions.

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ATTACHMENT INSTRUCTIONS

WORK SAMPLES

Applicants should submit material from the proposed project or examples of work that will support the application. These materials are uploaded as attachments to the Inquiry Form.

Hard copy work samples for review may be sent to: Grant Review, Graham Foundation, 4 West Burton Place, Chicago, IL 60610. Be sure to reference your organization's name and the title of the project. Due to the volume of material, we are unable to return submitted material. Please do not send original or irreplaceable work.

List of Work Samples. In the space below, provide a list that identifies the work samples you are submitting with the application. Please clearly identify and caption all work samples in the space below. For example, sample texts should include the bibliographic citation and exhibition image captions should include the exhibition title, venue, and date. Also use the space below to explain briefly the relationship of the work sample to the proposed project.

When uploading materials, please use this file naming convention for uploaded work samples: Applicant Last Name_Title. Example: Graham_Sample Chapter