

THE PAPER PROJECT: EXHIBITION AND PUBLICATION SUPPORT AND DIGITAL PROJECT SUPPORT

To complete your application, please upload documents 1-8 as described below. Please include the applicant organization's name on each document and in document file names.

All files should be submitted in PDF format.

1. Project Description (5-10 single-spaced pages)

- a. **Project Summary** (no more than 1 page): Specify whether you are applying for support for an exhibition, a publication, a digital project, or a project that involves more than one of these outcomes. Summarize the goals of the project and its significance to the prints and drawings field.
- b. **Exhibition Support:** If requesting support for a gallery-based exhibition (i.e., not a virtual or online exhibition), describe the goals of the project, including: the subject and main themes of the exhibition; its contribution to the field; qualifications of the curator(s); its expected size (square footage) and number of objects; the scheduled opening/closing dates; and subsequent venues, if the show will travel. List remaining research still to be conducted. Summarize the status of loan requests, if applicable, and photographic or other documentation needs.
- c. **Publication Support:** If requesting publication support, provide a prospectus for the publication, including: the subject and main themes of the volume; how it will contribute to scholarship; the qualifications of the contributing author(s); the anticipated number and word count of object entries and essays; anticipated publisher and/or distributor (if known); and the intended audience. List any remaining research still to be conducted and photographic needs.
- d. **Digital Project Support:** If requesting digital project support, including virtual or online exhibitions, describe the goals of the project, including: the subject and main themes of the digital project; what digital platform will be used and whether it is already in use by your institution; what digital assets will be used or created for the project, and the rights status of these assets; and anticipated audiences or users. List any remaining research still to be conducted. Please note: as part of the review process, we may later request more detailed information about the digital platform, associated workflows, staffing, and assets described.
- e. **Lead Curator(s) Profile:** Describe how the completion of this project will contribute to the professional and intellectual goals of the lead curator(s), and how those professional goals align with any other institutional goals for the

project. If the project is to be led by an external or guest curator, this section should pertain to that curator, and should include a statement of commitment from the curator (email is fine).

- f. **Institutional Profile:** Describe the institution's capacity to provide the infrastructure, facilities, and other resources required to support the project.
- g. **Project Team:** List all key personnel associated with the planning and implementation of the project, including any consultants or advisors. Briefly explain their roles in the project and their qualifications. Include any key project roles for which an individual has not yet been identified, such as projected consultant or freelancer roles.

2. Curriculum Vitae: Include a CV for the project's lead curator(s). If the project will be led by external or guest curator(s), please also include a CV for the project lead at the applicant institution. If you are including more than one CV, please combine them and upload as a single PDF.

3. Timeline: Provide a timeline of significant milestones and activities, including the anticipated completion or publication date for the project. If the project is already underway, please include a brief description of work completed to date.

4. Itemized Budget: Provide a complete itemized budget for all project costs. Include one column for the total cost and another that indicates the portion requested from the Getty Foundation. A sample template is available for your reference on [The Paper Project web page](#). **Some possible costs to include in your itemized budget are:**

Exhibition costs (loan fees, transportation, couriers, insurance, installation expenses)

Publication costs (editorial costs, design fees, rights and reproduction fees, production and shipping)

Digital project costs (software licenses and fees, digital development and design, creation of digital assets including video production, testing and prototyping)

Object photography and associated costs

Project research travel

Honoraria and/or fees (including contributing authors, consultants, and advisors)

Research materials

Overhead/Indirect costs (maximum 15%)

Other

5. Budget Narrative: Explain how you arrived at the figures provided in the itemized budget, giving additional context or detail where helpful.

6. Letter of Support: Provide a letter of support for the project from the head of the organization or from the person authorized to sign grant agreements, if other than the head of organization.

Please note: non-U.S. applicants will be asked to provide additional organizational documents along with their application materials. A list of these documents is included in the Application FAQ, available on The Paper Project web page, or in Fluxx.

7. Images: Provide key images (with captions) relating to the project. Please collate all images into one PDF. (5 pages maximum)

8. Checklist: If applying for exhibition support, please attach a preliminary checklist.

Important Note: The Getty Foundation is dedicated to promoting international exchange between and among professionals, students, scholars, and experts in the Getty's fields, within the bounds of all applicable U.S. laws including financial sanctions administered by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC). In some cases, the Getty may need to obtain licenses (i.e. advance permission) from OFAC in order to allow certain individual or entities from sanctioned countries (including, but not limited to Iran, Syria, and Cuba) to participate in the programs we sponsor, particularly those taking place outside of the United States. Additional time may be required to review and process proposals including international participants and entities; support is always contingent on our ability to be in full compliance with U.S. law.

