



**CULTURE**

TEL 206.296.7580  
V/TTY 206.296.8574  
FAX 206.296.8629

101 PREFONTAINE PL S  
SEATTLE WA 98104

[WWW.4CULTURE.ORG](http://WWW.4CULTURE.ORG)

## Arts Facilities 2011 Guidelines and Process

### Who Can Apply

King County non-profit arts organizations and public agencies

### *Eligible applicants include King County-based:*

- Not-for-profit arts organizations
- Public agencies other than K-12 schools or school districts

### *Requirements for Applicant Organizations:*

- A legally-constituted and working board of directors
- The ability to demonstrate a record of artistic or cultural accomplishments
- At least a **two-year operating history** as a legally constituted entity.
- **Tax exempt status**, preferably 501(c)(3). No contract will be negotiated until after non-profit status has been confirmed. Contact staff if your organization is not a 501(c)(3)
- **Ability to maintain net current liabilities at less than thirty percent of general operating expenses**
- Ability to sustain operational capacity of the facility as evidenced by a strategic plan, projected and operating plans and other analyses
- **Control of the site** through ownership or a long-term lease (at least 10 years; five years w/ five year option to extend)
- **The ability to enter into a contract** that requires your organization to provide proof of non-profit status and a W-9 form, complete an ADA status review, have liability insurance that names 4Culture as additional insured, and provide other information as required by King County statutes.

### What Gets Funded

Building, remodeling and buying facilities. (Need funding for equipment? Check out our [Equipment funding program](#).)

### *Projects Eligible for Funding*

- Projects must be able to begin using 4Culture funds within 12 months of the facilities deadline

- The purchase, construction and remodeling of arts cultural facilities
- A portion of awards can be use for architectural/engineering design fees, testing, site analysis and/or construction documents
- Building projects that bring compliance with Section 504 of the [Federal Rehabilitation Act](#) of 1973, as amended, and the [Americans with Disabilities Act](#)

### ***Cultural Facility funding may not be used***

- For feasibility studies alone at the outset of a project
- For general facility maintenance and repairs
- To purchase consumable items (i.e. light bulbs, small tools)
- To cover operating expenses, any regular staff salaries, or program expenses
- To pay solely for the purchase of equipment (we have a separate program for equipment purchases)
- To pay for work completed before the award of funds
- To pay for fundraising costs associated with a capital project

**Confused by language we use? Check out our [glossary of terms](#)**

### **When**

2011 Deadline: September 14, 5pm PST

Add to [Google](#) | [Outlook](#) | [iCal](#)

### **HOW Awards are Made**

Review criteria and competitive selection process

Every award starts with a competitive selection process that involves peer panel review and results in a contract with 4Culture that calls for you to provide services and public benefit to the people of King County.

The process takes about 4 months from the time you submit a proposal to the time your award is approved and we're ready to create a contract that reimburses you for your expenses.

### ***Review Criteria***

#### **Quality**

- Quality of existing and proposed programming, and the relationship of the programming to the mission and goals of the organization
- Quality of the proposed project and relationship of its intended use to the organization's mission

#### **Feasibility**

- Overall feasibility of the proposed project

- Timeliness of the request: applicants for construction or renovation funds **must expect to begin construction within 18 months of application**
- Financial stability of the applicant as evidenced by the operating budget and financial statements
- Qualifications of those who will be involved in executing the project
- Organization's ability to leverage 4Culture's funds into private or other public support for the project
- Extent of community support, which may include, but is not limited to, community involvement, endorsements, and in-kind or cash donations from individuals, foundations, corporations, or other government sources.

### Impact

- Impact of the project on the organization's ability to serve its community ("community" includes but is not limited to a geographic, cultural, ethnic or artistic community)
- Geographic location and audience
- Improving access to cultural opportunities to under-served populations

### *The Panel Process*

- Your application will be reviewed by 4Culture staff and a peer review panel. The panel is made up of arts administrators and community representatives from all over King County who have been through the arts facilities program, know the local community, and have expertise in one or more aspects of this program.
- You will meet with the panel for a brief conversation about your project on the panel day
- Each panelist receives applications in advance for review. The panel then convenes to evaluate every application, talk with each applicant, and make funding recommendations to the 4Culture Arts Advisory Committee.
- Because of their different areas of focus and geographic diversity, it is not likely that every panelist will be familiar with every organization's work. Keep that in mind as you draft your narrative responses.
- A lead panelist is appointed for every application. That person and the staff are the only people who will see any support materials you mail in. Your lead panelist will be prepared with questions and will initiate discussion about your proposal with the panel.
- In 2011, we'll start a two-stage review process for requests over \$30,000. Both arts and heritage requests over that threshold will be combined and reviewed first by a joint panel who will make all major awards. Arts requests not supported through that process will be sent back to the arts panel for their consideration, along with the proposals seeking less than \$30,000.
- Applicants requesting over \$30,000 must contact staff in advance to discuss whether additional information, drawings, purchase agreements or other documents should be submitted with your proposal!

### *Requirements and appeals*

Learn about the legal requirements of award recipients, and about the process for appeal of a 4Culture award [here](#).

## FAQ

- What are the number and size of awards made each cycle?
- Awards have ranged from \$5,000 to \$150,000 over the past 5 years. Generally, around 40% of the projects applying receive some funds. In 2011, the Arts panel will make funding recommendations up to \$30,000. The new Joint Arts and Heritage Panel will make a limited number of recommendations for larger awards.
- Do you make partial awards?
- Yes. Less than 1/4 of our applicants receive full funding in each cycle; most receive a portion of the funds requested.
- If my organization is collaborating with other organizations to share ownership of equipment, can we submit a joint application?
- Yes, we encourage creative uses of every facility so that cultural spaces are active 24/7!
- Will 4Culture staff help me with my application?
- Yes! Give us a call, send an email, or attend a free workshop. We are happy to answer questions and give pointers. We want to help you submit the best-possible application. Debra Twersky is your primary contact for the Cultural Facilities program. You can contact [Deb](#) at (206) 205-8558
- If my project has been funded once through the Arts Facilities program can I get a second award?
- Yes, you may apply and get funds more than once, as long as you can demonstrate that your project is moving forward and meeting your goals and timeline.
- If I don't currently have site control or I need to apply under the umbrella of another organization could I still be eligible?
- Call Deb Twersky to talk about your project if you are looking at new space, have a lease with less than 5 years left, or do not have your own 501c(3) status.
- What if my facility has an emergency or I have an opportunity to purchase property and cannot wait until the next regular cycle?
- 4Culture does set aside limited funds every year to respond to facility emergencies and unforeseen real estate opportunities that cannot wait until the next regular cycle. Contact [Deb Twersky](#) to talk about any project that you feel meets that definition.

## Ready to Apply

How to prepare your ONLINE application

STEP 1 - Read all of the above sections

STEP 2 - Gather and prepare your information

You are required to submit your application using the online form and also to mail in additional information. In this section, you will find tools for preparing your information, and the support materials you are required to submit with your application.

### *Application Preview with Help Text*

The online application will ask you for information that you should prepare before you login to apply. To prepare your information, we suggest you review the Application Preview, a screen capture of the actual online application with help text.

#### [2011 Application Preview with Help Text](#)

Adobe® Acrobat is required. [Download](#) a free version.

### *Support Materials Guide*

**The following required support materials will be submitted to us online as a part of your application:**

1. Project Budget Income and Expense sheet – download our excel sheet
2. Organization 3 Year Operating Budget - download our excel sheet
3. Budget Notes Page – download our excel sheet  
NOTE: If you have another similar Excel format Operating Budget page used for Artsfund or City of Seattle proposals, feel free to upload that sheet
4. Board of Directors List -submit in your own format- board member names, length of service and community affiliation - this MUST be a single page.

**The following required support materials will be mailed or delivered directly to 4Culture:**

1. A copy of your most recent audit or 990 form
  2. Your organization's board-approved long range/strategic plan approved by your board that gives context to why this facility project is a priority. Contact staff to discuss what to submit if you don't have this information.
- If you are a new applicant to 4Culture funding programs, you must submit your IRS letter of determination - contact [Deb Twersky](#) if you do not have this document
  - Up to 2 pages of architectural plans, illustrations, other format budgets or information about your facility project

Mail must be **postmarked by September 14** and sent to: Deb Twersky  
4Culture/Arts Facilities  
101 Prefontaine Place S  
Seattle, WA 98104

### STEP 3 - Sign in to fill out your application

Note: Once you have started the process of applying online, you can hit "save" after completing the required fields in each section, log out, and your application will remain saved as a draft. You can then return to your application any time before the deadline to continue working or to make changes by

logging in with the username and password you created. Once you hit "submit," you will still be able to see your application, but you will not be able to make any more changes.

For technical questions about the online application system, contact staff member [Paige Weinheimer](#) by email or at 206 296.8605.

SAMPLE  
GUIDELINES