



CULTURE

TEL 206.296.7580
V/TTY 206.296.8574
FAX 206.296.8629

101 PREFONTAINE PL S
SEATTLE WA 98104

WWW.4CULTURE.ORG

HERITAGE 4CULTURE FUNDING PROGRAMS

PHOTO DOCUMENTATION GUIDELINES

Awardees of all Heritage funding programs are required to submit project photos as a final contract “deliverable.” These documentation photos are a critical part of your grant-funded project. They must be submitted in accordance with these guidelines in order to receive your final reimbursement.

Each contract requires the submittal of 5-8 good digital images, showing the funded project, event, facility or accomplishments.

Images Help 4Culture Do its Job

- Project photos make a compelling visual case for the value of heritage in our communities.
- Images allow 4Culture to communicate and market our services to constituents via our Web site, PowerPoint programs, publicity materials, etc.
- Images are one of the *public benefit requirements* that awardees must provide in exchange for the public funds they receive.

Technical Aspects

- Please **submit all images in electronic format**. Heritage 4Culture has limited capacity to digitize photographic prints, color copy prints, or slides.
- Please submit digital images in .jpg or .tiff format. We prefer files between 2 and 5 megabytes in size.
- Images **must be submitted to us on CD, DVD**. We cannot accept images on other types of media or via email.

Appealing Content & Publishable Quality

- Images submitted should be sharp and have appealing content.
- Project images should show significant aspects of the project or work being funded. Images of the work in progress, action shots, or the completed project are all great.
- **Note:** We cannot accept images with kid’s faces without the express, **written** permission of the parents for each child identified in the photograph. The organization must keep a copy of a signed permissions form for each child, on file for reference.
- Feel free to send in more than the required 5-8 images.
- We use these images to promote your organization and projects. Send us images that represent them well!

Images Should be Accompanied by:

- Photographer’s name, if known
- Captions if content is not evident
- Credit information (how the organization or individual would like to be credited for the image. Example: courtesy of Museum of History & Industry, Seattle; All Rights Reserved.)

- A permission statement - a simple statement granting 4Culture permission to use the images in promoting its programs, PowerPoint presentations, web site, reports, exhibits and other media.

Accompanying information can be supplied in a separate Word document, and included on the submitted CD/DVD.

If you have questions about these image guidelines, please contact Brandi Link at 206-296-8707 or brandi.link@4culture.org.