



CULTURE

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Heritage Cultural Education 2012 Guidelines and Process

Who Can Apply

Applicants may submit one application annually to the Heritage Cultural Education program.

Eligible Applicants Include King County-Based:

- History and heritage organizations
- Independent heritage specialists
- Cultural organizations or agencies, and community organizations with missions that include heritage education programs and activities
- PLEASE NOTE: Schools may not apply directly for funding, but must partner with an eligible applicant to develop a project proposal.

Eligible Projects Must:

- Serve King County public schools or school districts and their students
- Focus primarily on the identification, documentation, exhibition and/or interpretation of King County heritage resources
- Address at least one of the following subjects, as they relate specifically to King County's past: archaeology; indigenous and traditional cultures; ethnic, community, or regional history and heritage; landmarks, historic sites and historic preservation; or folklore
- Involve an active partnership between an applicant and a school or school district. The applicant must be directly involved in the planning, development, implementation, promotion and evaluation of the project.
- Align with EALRs (Essential Academic Learning Requirements) and CBAs (Classroom Based Assessments) which have been adopted by Washington State Public Schools for Social Studies.
- Include as a component, the creation of written curriculum materials in electronic format that will be broadly publicized or shared via widely distributed print media or long-term posting on a web site.
- Demonstrate the ability to provide a long term public benefit, i.e., resources and/or services must have the ability to survive beyond the term of the funding contract and be accessible for 3-5 years.

What Gets Funded

Program funds may be used to support:

- Fees for heritage specialists and organizations
- Stipends for teachers to participate in training workshops, curriculum development, project planning or assessment which is outside of their regular work hours and responsibilities
- Materials and consumable supplies used for program purposes
- Direct project costs, which may include transportation, documentation, and other items and fees specifically described in the application

Program funds may NOT be used to:

- Supplant staff salaries of either sponsoring or collaborating organizations or schools [However, reimbursement may be allowed for work completed outside of regular work hours and duties]
- Purchase permanent equipment or fixed assets
- Cover operating expenses, indirect or overhead costs or fees, or employee salaries or benefits
- Pay for elements of projects completed before the awarding of funds
- Support projects addressing general cultural or historical themes which lack a specific focus on King County's history and heritage

When

2012 Program Deadline: February 29, 5pm PST

Projects or portions thereof that are funded through 2012 Heritage Cultural Education may begin no earlier than May 1, 2012.

How

All applications will be reviewed within the context of the overall heritage program goals of cultural and geographic diversity, and variety of schools and grade levels served, as well as the following specific program criteria:

Quality and Qualifications

- Quality and effectiveness of proposed project to develop or enhance comprehensive and sequential heritage education programs in King County public schools
- Attention to detail in describing how project will align with current Washington State standards; be accessible via the Internet and provide 3-5 years of public benefit
- Clarity of proposed project goals, timeline, documentation, and assessment as well as their relationship to the mission and goals of applicant
- Experience and skills of applicant and key project personnel as they relate to knowledge of King County history and heritage and heritage education program implementation
- Strength of partnership between applicant and schools, defined as the active roles played both by applicant and schools in planning, developing, implementing, promoting and evaluating the proposed project

Feasibility

- Applicant's experience and qualifications in working in a public school setting, and applicant's preparedness to develop, administer, and complete proposed project within budgetary and time constraints described in the application
- Appropriateness of overall budget and request, including applicant's ability to use 4Culture funds to leverage private or other public support for the project as needed
- Extent of school and community support, which may include, but is not limited to, community involvement and in-kind or cash contributions from school, district, PTA, individuals, foundations, corporations, or other jurisdictions

Project Impact and Public Benefit

- Lasting impact of the project through transmission of historical knowledge and heritage skills to students, teacher training component of project, and/or development of curriculum materials for long-term use (Applicant must provide detailed description of how project will provide public benefit for 3-5 years.)
- Accessibility of project curriculum materials to other organizations, educators, schools and school districts
- Projects that request multi-year funding will be evaluated using the following additional criteria: evolution of project; assessment of long-term impact; service to new schools or districts; and provision for cash or in-kind contributions

Heritage Priorities

- Projects that develop, test and distribute curriculum materials addressing local history and heritage themes, content, skills, and resources
- Projects that involve K-12 students in the identification, documentation, preservation, or interpretation of King County's historical and heritage resources
- Projects that increase access to local historic, archaeological, and other cultural resources for K-12 students and teachers

Note: Priority will be given to projects that serve underrepresented geographic areas or ethnic groups, if above criteria are met.

Questions about your proposal or its eligibility? Contact Eric Taylor at 206 296.8688 or eric.taylor@4culture.org.

Funding from 4Culture programs is awarded on a competitive basis. The following opportunities are available to help applicants plan projects and prepare applications:

- **Free workshops** are presented by program staff to identify the types of projects eligible for funding, explain how funding decisions are made, provide a step-by-step review of the application, and offer tips for preparing your proposal.
- Applications from previous years are available for review at the 4Culture offices.
- For **reference purposes only**, copies of the online application with help notes are available via the program's web page or upon request from Heritage staff.

Requirements and appeals

Learn about the legal requirements of award recipients and about the process for appeal of a 4Culture award by visiting http://www.4culture.org/apply/documents/Obligations_and_Appeals.pdf.

Ready to Apply

How to prepare your 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. In this section, you will find information on how to prepare your application and submit support materials.

Support Materials (Required)

Project Budget (Required Upload)

Download the 4Culture Project Budget form provided on the program's web page. Enter your estimated project costs in the Expenses column. Enter your sources of income for the project in the Income column. You will not be allowed to submit the online application without uploading a completed 4Culture Project Budget form.

[4Culture Project Budget](#)

If you do not have the Adobe Reader software required to fill out and save these documents, you can download the free Adobe Reader [here](#).

Board List (Required for Organizations only)

Upload a list of your organization's board members and their affiliations, limited to one page. Word or PDF files are preferred.

Operating Budget (Required for Organizations only)

Upload your organization's most current annual operating budget. Word or PDF files are preferred.

School Partner Form

The completed and signed School Partner Form must be mailed with a postmark no later than February 29, 2012, or faxed or delivered to 4Culture offices by 5:00 p.m., February 29, 2012.

[School Partner Form](#)

Download the School Partner form [here](#), fill out and submit with your application.

Mail/Deliver Instructions

Mailed materials must have a postmark of February 29, 2012, or be delivered by 5:00 p.m., February 29, 2012, to:

Eric Taylor

4Culture/Heritage Cultural Education 2012 application

101 Prefontaine Place S

Seattle, WA 98104

Additional Support Materials (Optional)

You are encouraged to upload any of the following:

(Note: The online application system will not allow uploads of individual files larger than 2 megabytes.)

Images

You may submit up to 5 digital color images. Supported file types for the online application are .jpg, .gif and .png.

Writing Sample

A writing sample, in English, on white, 8.5x11" paper (or digital equivalent), of no more than ten (10) pages with a minimum font size of 12 points. Include your first and last name on each page. Word or PDF files are preferred file formats for the online application.

Other Work Samples/Miscellaneous

Books, maps, technical drawings, etc.

STEP 3 - Sign in to begin your application

Once you have started the process of applying online, you can hit "save" within each step of the application, sign 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 signing 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 changes.

For technical questions about the online application system, contact staff member Brandi Link at 206 296.8707 or Brandi.Link@4culture.org.