



CULTURE

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Heritage Facilities 2011 Guidelines and Process

Who Can Apply

Nonprofit organizations may submit one application annually to the Heritage Cultural Facilities program.

Eligible Applicants Are King County-Based:

- Nonprofit heritage and cultural organizations, and public agencies, other than K-12 schools or schools districts, with at least a two-year operating history, tax exempt status, and demonstrated long-term site control

Note: All applicants must be able to demonstrate that they provide programmatic activities focused on the identification, collection, evaluation, preservation, restoration, exhibition, and/or interpretation of King County heritage.

Requirements for Applicant Organizations:

- A legally-constituted and working board of directors
- A record of providing heritage programs and services
- At least a **two-year operating history** as a legally constituted entity. Organizations may not apply under another organization's umbrella.
- **Tax exempt status**, preferably 501(c)(3)
- If an applicant's tax-exempt eligibility is "pending," but the application is recommended for funding, no contract will be negotiated until nonprofit status has been confirmed. Contact staff to discuss your organization's status, if you are unsure.
- **Ability to maintain net current liabilities at less than thirty percent of general operating expenses**
- Ability to sustain operational capacity beyond the completion of the facility or the purchase of fixed asset(s) as evidenced by project and operating budgets
- A strategic plan for the organization, the facility, and its programming or content is required for all facility applications
- **Control of the site** through ownership or a long-term lease (10 years; five years w/5 year option to extend) for all facility proposals
- **The ability to enter into a contract** that requires your organization to provide proof of nonprofit 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

Facilities Funding May be Used for:

- The purchase, design, construction and remodeling of heritage facilities
- The purchase of equipment that the organization plans to use to support heritage activities for at least 10 years. Fixed assets (casework, etc.) intended for use in permanent interpretive exhibits are eligible; items intended as collections items or for display in permanent exhibits are not eligible as purchases for this program.
- Preservation and restoration of cultural facilities to be used for Heritage Interpretive purposes that are designated as landmarks by a Certified Local Government or listed on the National Register
- Compliance with Section 504 of the [Federal Rehabilitation Act](#) of 1973, as amended, and the [Americans with Disabilities Act](#)

Facilities Funding May Not be Used For:

- For stand-alone general feasibility studies at the outset of a project
- For general facility maintenance, or to make repairs to buildings or equipment
- To purchase consumable items (i.e. light bulbs, small tools)
- To cover operating expenses, regular salaries or program expenses
- To pay for elements of a project completed before the award of funds
- To pay for fundraising costs associated with a capital project
- To preserve or restore a facility not used for heritage interpretation

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

When

2011 Program Deadline: September 14, 5pm PST

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Projects or portions thereof that are funded through 2011 Heritage Cultural Facilities may begin no earlier than January 1, 2012.

How

Applications to the Heritage Cultural Facilities program are reviewed by staff for eligibility, accuracy, and completeness. An independent peer review panel, composed of heritage specialists, museum

professionals, and other community representatives, meet to review applications. **All applicants must appear before this panel for a 10-minute interview. Be sure to send representatives who can answer questions regarding project budget, financial statements, and project goals and timelines.**

Note: In 2011, 4Culture is initiating a two-stage review process for Cultural Facilities requests over \$30,000.

- Heritage and Arts proposals over that threshold amount will be reviewed by a combined panel of heritage and arts specialists.
- Heritage proposals not recommended for funding by the first panel will then be submitted, along with proposals under \$30,000, to the Heritage Cultural Facilities panel for review.
- Applicants requesting over \$30,000 must contact staff in advance of the deadline to determine whether additional material, such as drawings, purchase agreements or other documents, should be submitted with their proposals.

Review panels will select and recommend funding for the most highly qualified proposals based on the following criteria:

Quality and Qualifications

- Clarity of proposed project description, including goals, timeline for completion, and significance
- Thoroughness and completeness of responses to application queries, and quality of writing
- Quality of proposal, including its alignment with professional standards, best practices, and methodologies for ensuring successful implementation
- 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 with respect to its intended use [The Secretary of the Interior's Standards for the Treatment of Historic Properties and the Secretary of the Interior's Standards for Historic Vessel Preservation Projects will be used to evaluate projects involving historic properties and vessels.]
- Qualifications and experience of staff and personnel working on the proposed project

Feasibility

- Applicant's preparedness to develop, administer, and complete proposed activities within budgetary, logistical 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 funding and support for the proposal
- Applicant's presentation of a well-developed plan for raising funds needed to complete the proposed activities
- Financial stability of the applicant as evidenced by the operating budget and financial statements
- Organization's ability to operate and use the facility or fixed asset as intended, including the organization's ability to secure appropriate leases, agreements, or permits
- 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

- **Timeliness of the request: Applicants to Heritage Cultural Facilities must expect to begin project implementation within 18 months of application submittal.**

Impact and Public Benefit

- Ability to generate broad and/or lasting public benefit
- Impact of the project on attaining programming, service, or organizational goals
- Project's contribution to the preservation, conservation or interpretation of King County's heritage resources
- Project's contribution to the protection and preservation of endangered historic resources
- Project's contribution to the interpretation and/or exhibition of resources which represent threatened or neglected aspects of King County heritage, such as those defined by theme, ethnicity or geography
- Project's contribution to increasing public access to historic resources
- Impact of the project on the community, county or region including number of people served and projected to be served ("community" includes, but is not limited to, a geographic, cultural, ethnic or specific heritage community)

Questions about your proposal or its eligibility? Contact [Eric Taylor](#) at 206 296.8688.

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, a copy of the online application with help notes is available [here](#).

If you do not have the Adobe Acrobat software required to view this document, you can download a free [Adobe® Acrobat viewer](#).

Requirements and appeals

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

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.

At the end of this section, a link will be provided to the Online Application.

Support Materials (Required)

You are **required** to submit the following during the "upload" step of the online application:

Project Budget (Required Upload)

Download the 4Culture project budget form provided here. Enter your estimated project costs in the Expenses column. Enter your sources of income for the project in the Income column.



[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 viewer. [here](#).

Operating Budget (Required Upload)

Download the 4Culture 3 year operating budget form provided here. Enter your estimated project costs in the Expenses section. Enter your sources of income for the project in the Income section.



[4Culture 3 Year Operating Budget](#)

Board List (Required Upload)

Submit a list of your organization's board members and their affiliations. Word or PDF files are preferred.

Financial Statement (Required Upload)

Submit your organization's 990 Federal Tax Return or an audit, review or compilation pertaining to the last completed fiscal year.

Fixed Asset List (Required Upload)

Submit a list only if requesting funds for equipment. Word or PDF files are preferred.

Note: The online application system will not allow uploads of files larger than 2MB.

Additional Support Materials (Optional)

You are **encouraged** to upload (Word or PDF files are preferred.) any of the following:

Long Range Plan

Portion of a long range plan **that references this project** in the larger context of your organizational priorities

Resumé(s) of Project Personnel

Resumé(s) of key project personnel, including professional consultants

Project Planning Documents

Project feasibility studies and cost estimates

General plan and timeline for implementation of the proposed project

Project Images

Renderings, architectural drawings, photos, etc., to illustrate the project

Mail/Deliver Instructions

If you prefer to send hard copies of the above, materials must be postmarked on or before September 14, 2011, or delivered to 4Culture offices by 5:00 p.m. PST, September 14, 2011, addressed to:

Eric Taylor
4Culture
101 Prefontaine Place S
Seattle, WA 98104

STEP 3 - Sign in to begin your application

Note: Once you have started the process of applying online, you can hit "save" after each completed step in 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.