



**CULTURE**

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## Heritage Special Projects 2012 Guidelines and Process

### Who Can Apply

Organizations and individuals may submit one application annually to the Heritage Special Projects program.

#### *Eligible Applicants Include King County-Based:*

- Independent historians or heritage specialists
- Heritage and historical organizations (Note: Applicants are encouraged to obtain IRS 501c3 nonprofit status; however, it is not required by this program.)
- Cultural organizations or community groups with missions that include heritage programs and activities
- Public agencies with missions that include heritage programs and activities

#### *Eligible Projects Must:*

- Focus primarily on the identification, documentation, exhibition and/or interpretation of King County heritage resources
- Address at least one of the following heritage disciplines, as they relate specifically to King County's past: archaeology; indigenous and traditional cultures; ethnic, community, or regional history and heritage; historic preservation; or folklore
- Serve and be accessible to county residents and visitors

### What Gets Funded

#### *Project Funds May be Used to:*

*Support projects including, but not limited to:*

- Archaeological resource documentation or interpretation
- Books, tour guides and brochures that interpret heritage themes and resources (Note: A publication distribution plan identifying audiences, as well as distribution venues and publicity methods will be required of successful applicants.)
- Research projects that document heritage resources or information access aids
- Media projects (oral, video or electronic history documentation)
- Research and design of new, temporary, and traveling museum exhibits and programs

*Produce special events and programs that will highlight the region's history and heritage resources, including, but not limited to:*

- Conferences, workshops or public programs which provide technical assistance, apprenticeship or training opportunities, and have significant regional content
- Historic walking, cycling or driving tours
- Public participatory events such as field schools, institutes, and other programs
- Heritage fairs or heritage skills demonstrations
- Programs which facilitate collaboration between heritage organizations, such as the exchange and sharing of equipment, marketing tools and information services

*Provide opportunities for youth, special populations, under-served communities, and multicultural audiences to work firsthand with heritage resources, including, but not limited to:*

- Internships and training programs
- Participatory and public educational programs

*Eligible Costs Include:*

- Fees for historians, heritage specialists, professional consultants or services
- 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:*

- Major equipment purchases, construction or fabrication projects
- General operating support, indirect or overhead costs and fees, employee benefits or any regular staff salaries
- Elements of projects completed before the award of funds
- Services for events in which fundraising is a primary purpose
- Applications from religious institutions
- Applications from schools (schools should contact the Heritage 4Culture Program for information regarding partnerships for projects in the Cultural Education Program)
- Projects addressing general cultural or historical themes which lack a specific focus on King County's history and heritage
- Support for services and programs to be provided by the King County Landmarks Commission for land use regulation and archaeological resource management purposes as described in K.C.C. chapter 20.62 (King County Code 4.42.125H)

## **When**

2012 Deadline: February 29, 5pm PST

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

## How

Applications to the Heritage Special Projects 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. The panel will select and recommend the most highly qualified projects for funding based on the following criteria:

### *Quality and Qualifications*

- Clarity of proposed project description, including overall project goals, timeline, and historical significance and thoroughness and completeness of responses, and quality of writing and editing
- Quality of proposed project, including its alignment with professional standards, best practices, and methodologies for ensuring historical accuracy
- Experience and qualifications of applicant and project personnel in historical methodologies and heritage technical fields
- Relationship of proposed project to the mission and goals of applicant, to existing scholarship, and to existing or needed resources

### *Feasibility*

- Applicant's preparedness to develop, administer, and complete proposed project within budgetary, logistical and time constraints described in 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 project, and applicant's presentation of a well-developed plan for raising funds needed to complete the proposed project

### *Project Impact and Public Benefit*

- Project's contribution to the development and preservation of the historical record in King County
- Project's potential to raise the visibility of heritage preservation or interpretation
- Project's ability to increase public access to heritage resources and programs, including those developed or presented with support from this program, as well as outreach efforts to diverse populations
- Project's ability to generate broad and/or lasting public benefit

### *Heritage Priorities*

- Projects which contribute to the identification and documentation of endangered historic and heritage resources
- Projects which address interpretation and exhibition of neglected aspects of King County heritage such as those defined by theme, ethnicity, or geography

***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](mailto: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](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)***

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 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. Use the Project Budget Notes section to explain expenses and income. You will submit the completed 4Culture Project Budget form through the online application.

#### **[4Culture Project Budget](#)**

In order to fill out and SAVE this form, you must use Adobe Reader (download the latest free Adobe Reader at [www.adobe.com](http://www.adobe.com).) ATTENTION MAC USERS: The default program for PDF documents on a Mac is *Preview*, which will not allow you to save information in our form. You MUST USE Adobe Reader instead.

#### **Board List (Required for Organizations only)**

Submit a list of your organization's board members and their affiliations, limited to one page, in the upload section of the online application. Word or PDF files are preferred.

### Operating Budget (Required for Organizations only)

Submit a copy of your organization's most current annual operating budget in the upload section of the online application. Word or PDF files are preferred.

### *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.

#### Miscellaneous

Books, maps, technical drawings, etc.

#### Mail/Deliver Instructions

If you prefer to send hard copies of the above, materials must be postmarked on or before February 29, 2012, or delivered to 4Culture offices by 5pm PST, February 29, 2012, addressed to:

Eric Taylor

4Culture/Heritage Special Projects 2012 application

101 Prefontaine Place S

Seattle, WA 98104

Clearly label all additional support materials with the name of the individual or organization applying and the program. If submitting images via mail or hand delivery, copy/burn all images onto ONE CD or DVD only.

#### 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](mailto:brandi.link@4culture.org).