



CULTURE
KING COUNTY LODGING TAX

**2008
Heritage
Cultural Facilities
Program**

**Deadline:
August 25, 2008**

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A Message from the Director

4Culture is pleased to present the 2008 Heritage Cultural Facilities guidelines and application. This annual program enhances the cultural life of King County by funding the purchase, design, construction, and remodeling of heritage facilities, and the purchase of equipment.

The Heritage Cultural Facilities program is funded through lodging tax revenue and is overseen by 4Culture's Heritage Advisory Committee and Board of Directors. These dedicated volunteers endeavor to foster civic pride in the accomplishments of the past and to ensure that present and future generations of residents and visitors have the opportunity to appreciate King County's cultural heritage.

Since this program is highly competitive, we encourage you to read and follow the guidelines carefully as you prepare your application. The extra effort may provide unforeseen dividends. Past successful applicants can attest to the significant impact their funded projects have made to their organizations and communities.

Every award made by 4Culture through the Heritage Cultural Facilities program plays an important part in assisting the heritage community with critical work that enhances the quality of life in King County. The work of the local heritage field creates a unique and authentic sense of place for residents and visitors in this rapidly changing region.

As a unique agency encompassing arts, heritage, preservation and public art, 4Culture is proud to support the excellence demonstrated by the great diversity of heritage organizations in this region. 4Culture applauds the heritage community for its continuing efforts to develop museums and cultural centers that celebrate and teach about our rich and diverse heritage. Thank you for your contributions to the cultural vitality of King County.

Jim Kelly
Executive Director

OVERVIEW OF THE HERITAGE CULTURAL FACILITIES FUNDING PROGRAM

The 4Culture Heritage Cultural Facilities Program enhances the cultural life of King County citizens by funding the purchase, design, construction, and remodeling of heritage facilities, and the purchase of equipment intended to be used for at least 10 years. King County-based cultural organizations and public agencies that provide heritage programs may apply for funding. An organization must demonstrate that it provides significant programmatic activities focused on the identification, collection, evaluation, preservation, restoration, exhibition, and/or interpretation of King County heritage resources.

There are a number of eligibility requirements for applicants, including a two-year operating history, tax exempt status, demonstrated long-term site control, and the submission of financial information. All recipients of Heritage Cultural Facilities funds will contract for reimbursement with 4Culture, and must meet defined insurance requirements. Read the guidelines for more detailed information.

AWARD STATISTICS

- In 2007, \$300,000 was awarded to 17 Heritage Facilities and Equipment projects.
- In 2007, heritage facility awards ranged from \$2,500 to \$50,000.
- 17 projects were funded from a total of 18 applications. The total amount of requested funding exceeded available funds by a ratio of 5 to 3.
- Approximately one quarter of the funded projects received the full amount of their request. Applicants are always encouraged to make their request based on actual need. *The panel may choose to provide partial support for a project by selecting the items that most closely match the funding program's criteria.*

APPLICATION DEADLINE: MONDAY, AUGUST 25, 2008

**Deliver by August 25, 2008
no later than 5:00 pm**

4Culture
101 Prefontaine Place South,
Seattle, WA 98104-2307
(Intersection of 3rd Avenue, Yesler and
Prefontaine)

Postmark no later than **August 25, 2008**

ASSISTANCE WITH YOUR APPLICATION

Heritage Cultural Facilities awards are extremely competitive! Make sure your application is of the best possible quality:

- **ATTEND A WORKSHOP** to hear other applicants' questions and be taken through a step by step review of the process and application
- **REVIEW APPLICATIONS SUBMITTED IN PREVIOUS YEARS** by visiting the 4Culture offices to look at narratives, budgets and other materials from successful proposals
- **TALK WITH PROGRAM STAFF** to discuss questions, problems, and budget specifics. Staff will be happy to review your draft application and make recommendations. Call Eric Taylor at 206.296.8688 or e-mail eric.taylor@4culture.org

WORKSHOP INFORMATION – AT 4CULTURE OFFICES:

Attend one of these *free* workshops! **Reservations are not necessary.**

- **Every Thursday from July 3 through August 21, 2008**
1:00 – 2:00 PM
4Culture offices
101 Prefontaine Place South (3rd and Yesler), Seattle 98104
www.4culture.org
206 296.7580

Program staff will be on hand for weekly drop-in sessions to answer questions regarding the Heritage Cultural Facilities Program. Our offices are in the Tashiro Building, south of the King County Courthouse at the corner of Third Avenue and Yesler Street in Pioneer Square.

Driving Directions:

From **I-5 South**, take the James Street Exit. Continue heading south until you reach Yesler. Turn right and head west down the hill to 3rd Avenue.

From **I-5 North**, take the James Street Exit and turn left on James Street. Go down the hill to Third Avenue and turn left. Our building is at 3rd and Yesler.

From **I-90**, take I-5 North. Take the James Street Exit, which is the first exit after merging on I-5. Turn left on James Street and go down the hill to Third Avenue and turn left. Our building is on the corner of 3rd and Yesler.

Parking is available at a number of surface lots and parking garages throughout Pioneer Square. There is metered parking available on surrounding streets. Be aware of restrictions during peak hours for driving on Third or Prefontaine Place.

OR...MEET ONE ON ONE WITH STAFF: 4Culture staff are available to meet at your location or ours at any time, daytime or evening, during the application cycle. We want to hear about your project, and can offer you guidance in developing your proposal!

Call Eric Taylor at 206-296-8688 or e-mail eric.taylor@4culture.org

DEFINITION OF HERITAGE CULTURAL FACILITIES TERMS

Cultural Facilities include buildings and structures that are used primarily for the exhibition or benefit of heritage activities.

Fixed Assets/Equipment are objects intended to be held and used for ten years or more. **NOTE THAT IN 2008, 4CULTURE WILL ALLOW PROPOSALS FOR ELECTRONIC EQUIPMENT (computers, video, etc.)**

Strategic Plan is defined as the programmatic, administrative, and fiscal goals an organization expects to achieve in the next three to five years and the specific actions that will be taken to achieve them.

Heritage Programs are defined as those that relate specifically to King County, focusing on:

- Archeology
- History
- Landmarks/Historic Preservation
- Ethnic History/heritage
- Folklore
- Traditional Cultures

Note: For this program, traditional arts, folk arts and ethnic arts that do not have a strong link to King County history/heritage are considered Arts disciplines. For more information on the definition of heritage used for this program see *Technical paper #7: Defining Heritage and Cultural Disciplines* at <http://www.4culture.org/heritage/publications/technical.htm>

ELIGIBLE APPLICANTS INCLUDE KING COUNTY-BASED:

- not-for-profit heritage organizations
- cultural organizations
- public agencies other than K-12 schools or school districts

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 after 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 [NOTE: See "Required Financial Statements"]**
- 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 (see definition of Strategic Plan)
- 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

PROJECTS ELIGIBLE FOR FUNDING

Heritage Cultural Facilities awards may be used to support:

- 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 for the project; 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 <www.hhs.gov/ocr/504.html>, as amended, and the Americans with Disabilities Act <www.ada.gov/>

Cultural Facility awards may not be used:

- 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

APPLICATIONS TO BOTH ARTS AND HERITAGE FACILITIES PROGRAMS

Some projects may meet eligibility criteria for both the Arts and Heritage Facilities funding programs. Applicants seeking funding from both programs must submit separate applications to each program. The next Arts Facilities program deadline will be January 2009. Each panel will evaluate the merits of the application based on its funding criteria and priorities. Applicants considering applying to both programs are strongly encouraged to contact program staff to discuss their project.

FINANCIAL STATEMENTS REQUIRED

- Every organization must submit ***financial statements***.
- ***Organizations with budgets less than \$2 million may submit an audit, review, compilation OR the organization's 990 Federal Tax Return.***
- ***Statements must be accompanied by a resolution of the Board of Directors certifying that the Board has examined and accepted the Statement.***
- Financial documents MUST PERTAIN TO THE ORGANIZATION'S MOST RECENTLY COMPLETED FISCAL YEAR. Any documents for earlier fiscal years will not be accepted without special permission.

REPEAT APPLICATIONS

Organizations that have received funding from the program for a project in previous years are eligible to submit applications in subsequent years for funding for the same project. These applications, called repeat applications, will be subject to the additional review criteria listed with the Evaluation Criteria.

If an organization has previously received funds from this program and submits an application for a different capital project (i.e. focused on a different facility or resource or with a different goal and purpose) the application will be treated as a new application and will not be subject to the review criteria for repeat applications.

COST SHARE

4Culture recommends that projects make every effort to demonstrate that some income for a project comes from funding sources other than this program. This income can be cash or in-kind support. Organizations not able to raise funds from any other sources should specifically address the reason(s) for their inability to do so in their application.

Please read Obligations for Award Recipients to be sure your organization can provide all necessary insurance requirements.

See Appeal Process on page 20 for other important information.

REVIEW CRITERIA

In addition to the overall quality of the proposal and response to questions posed in the application, both facility and equipment requests will be evaluated using the criteria outlined below:

A. Quality

- Quality of existing and proposed programming, and the relationship of the programming to the mission and goals of the organization. Quality of the programming as reflected in an organization's adherence to professional standards.
- 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.
- Impact of the project on meeting programming, service, or organizational goals

B. Feasibility

- Overall feasibility of the proposed project (evaluation may include assessment of architectural or technical feasibility, project budget, realistic timeline, etc.).
- **Timeliness of the request: Applicants for facilities projects must expect to begin construction within 24 months of application.**
- Financial stability of the applicant as evidenced by the operating budget and financial statements
- Qualifications and experience of staff and volunteers working on the proposed project
- 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
- Organization's ability to leverage 4Culture funds into private or other public support for the project (see information about Cost Share on previous page)
- 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.

C. Project Impact in King County

- 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)

Repeat applications will also be evaluated on their project track record, which includes quality of work completed with previous awards, timeliness of earlier fund use and fundraising progress since last application.

All applications will be screened for completeness.

All applicants must appear before a peer review panel for a 10-minute interview. Make sure you send representatives who can answer questions regarding your project budget, financial statements and project goals and timeline.

COMPLETING THE APPLICATION

Include a signed original of your application and **8** DOUBLE-SIDED COPIES: **NO** 3 HOLE PUNCHES, **NO** STAPLES!

Project Budget

Even if you are applying for a specific line item from your project plan for funding, present the budget for the entire project. When in doubt always contact staff.

Operating Budget

Use actual numbers for the past two years; projected year-end totals for current year, and estimates for one future year. Note your own fiscal year if different from calendar year. Use the operating budget notes page to describe changes or give additional budget information.

Attachments/Support Materials

You may attach UP TO TWO 8 ½ x 11 ILLUSTRATION PAGES to each copy of your application. These will be seen by all reviewers, so use this opportunity to help reviewers gain a better understanding of your project by providing information such as sites plans or photographs. PROVIDE TWO COPIES OF ALL OTHER SUPPORT MATERIALS, including letters of support.

A more complete guide to preparing a competitive application follows on page 14.

APPLICATION REVIEW AND FUNDING TIMELINE

August 2008 - Applications Due

Application Deadline: August 25, 2008. Applications are reviewed by staff for eligibility and completeness.

September 2008

An independent peer-review panel meets to review applications. Each applicant has a 10-minute interview with the panel. The panel's funding recommendations are forwarded to the Heritage Advisory Committee of the 4Culture Board of Directors.

October 2008

The Heritage Advisory Committee reviews the appropriateness of the panel process and takes formal action on the panel recommendations. The Committee's recommendations are then forwarded to the 4Culture Board of Directors for final approval.

The 4Culture Board of Directors is expected to approve all heritage cultural facilities recommendations by the end of October 2008.

Once awards are approved, staff works with recipients to develop a contract and scope of services, which governs the payment of funds. Award recipients should plan for at least four weeks lead time after the contract is negotiated before funds for reimbursements are available. **NO ELEMENTS OF A PROJECT COMPLETED BEFORE PANEL APPROVAL ARE ELIGIBLE FOR REIMBURSEMENT.**

TIPS FOR PREPARING A COMPETITIVE APPLICATION

4Culture's website has several publications that might be of use in preparing applications. The following publications can be found at <http://www.4culture.org/heritage/resources/index.htm>

THE PANEL PROCESS IN GENERAL

- Your application will be reviewed by staff and by a peer review panel. The panel is made up of heritage administrators and community representatives from many King County communities who have been through the facilities program, know the local community, and are familiar with one or more aspects of facilities/fixed assets development.
- Each panelist receives all applications in advance for review. The panel then meets for to evaluate every application and make recommendations to the Heritage Advisory Committee of 4Culture. **All applicants are interviewed in person during this process.**
- Because of their different areas of focus and geographic diversity, it is not likely that every panelist will be familiar with every organization. **Don't take for granted that your organization's work will be known by every panelist.**
- A lead panelist is appointed for every application. **That person and the staff are the only people who will see your support materials in advance of the panel meeting.** The lead panelist will be prepared with questions and will lead discussion about your application by the group. **Do not count on your support materials to explain your project** – include all pertinent information in the application itself.
- There is an enormous amount of paper generated by this process. The more concise and straightforward a proposal is, the easier it is to review. Your project goals, value and community support must be easy to understand.

COVER PAGE

- Do not forget to include your King County Council District and WA State Legislative Districts! (halfway down on the left side). This information is required.
- **Make sure the amount requested matches the total from your budget sheets.**
- **Be sure to indicate whether or not you have attended a workshop.** Applicants are strongly encouraged to attend a workshop or talk with staff before submitting applications to this program to eliminate potential problems and questions before the deadline.

1. THRESHOLD REQUIREMENTS

- All of these items are necessary for determining eligibility. If you do not currently have a two year operating history; 10 year site control for a leased facility; don't know where you might store a fixed asset, or do not have required financial or planning documents, call Eric Taylor at 206-296-8688 to discuss your situation before submitting a proposal!

2. ORGANIZATION BACKGROUND

- Describe your organization's mission and goals. What recent activities have helped you meet these goals? Each application will be examined as to how it helps the applicant meet its stated mission. Use quantifiable numbers of people served to describe your activities. Don't say "we serve many schools" – say "7 elementary schools and 3 high schools are served". Summarize your community services.
- What recent accomplishments are most meaningful? What problems and hardships have you encountered and how were they resolved?

3. PROJECT DESCRIPTION

- **3A. Be clear about your project timeline and priorities.** Establish a clear picture for the panelists of how you expect this project to be implemented. Summarize in simple language the work that will be completed with these funds. If you have a longer-term complex project, you must be able to describe the "big picture" project and timeline for completion along with specifics of the phase for which funding is requested.
- **3B. Make a strong case for why this project, or completing this phase of a project, is a priority for your organization right now.** Every organization has multiple priorities at a given time. Why is this project important this year? Why can't it wait?
- **3C.** Use quantifiable numbers in describing how this project will impact your ability to interpret King County history: "We expect to increase our audiences 10%...the equipment will allow us to serve 10 more classes next year..." , "we will be able to answer 50% more public inquiries..." etc.

- **3D.** Make certain your project's key participants reflect expertise in your project area. If you are purchasing major new video equipment, do you have project personnel who have current knowledge in that field?
- **3E.** How will this project benefit your community? Does it impact an area or audience in King County that is underserved? Will your project benefit other heritage groups, and, if so, who are they and how will they benefit?
- **3F.** What will the impact of the project be on your operations? Will this project increase or decrease earned income, cause you to need more staff or less, save you in equipment rental expense, raise or lower maintenance costs?
- For capital construction/renovation projects, how will you manage the disruption to operations and revenue caused by any construction?
- *The panel needs to know that you've thought this project through. Does your narrative reflect the careful thinking and planning you've done?*

4. FUNDING STRATEGY

- **4A.** If your budget is still preliminary, how did you develop cost estimates? Who obtained estimates and how long are your proposals valid? The panel will review your budget and look for reasonable estimates.
- **4B.** Your organization may have received support from another of 4Culture's programs. List all 4Culture/King County support here for the past three years. If you are currently completing another 4Culture-funded project, summarize its progress.
- **4C. A clear plan for generating funds for the project is essential to a strong application.** Is your audience (members, subscribers) involved in supporting this project? 4Culture funds typically cover only a small portion of total facility costs – where will the rest come from? Although fixed asset applications can request 100% funding, community support for such projects can be shown through inclusion of in-kind donations.
- **4D. Be realistic about your plans for contingency if the total amount of money is not raised. Provide a sense of priorities and alternatives if possible.** Can you successfully reduce the scope of your project if not all funds are raised? Is it all or nothing? What benchmarks will you use to determine when a reduction in scope is necessary?
- **4E.** If your project has been funded before, be specific about the progress you've made and any outstanding award balances you have from the Facilities Program. The panel will closely evaluate repeat requests to ensure that the fundraising plan or construction work are proceeding in a timely fashion.

5. PROJECT BUDGET

5A. EXPENSES

- ***Please check and re-check your totals!*** Many applications receive a low ranking when project expenses do not add up or match income.
- Value in-kind costs as though they are to be paid at regular market rates. Your vendors should be able to provide current estimates of costs for their in-kind services.
- Make certain you do NOT include regular personnel overhead costs (staff who would be paid by the organization whether or not your project was taking place). Contract personnel added for the project, including fundraising professionals, may be a part of your overall project expenses, but remember that Lodging Tax funds cannot be used to pay for fundraising costs, financing costs or contingencies associated with a capital project.
- **“Total Expenses” on these budgets should NOT include in-kind costs.** This number must match the Total Income on the following page.

5B. INCOME

- **Item #1, Applicant’s Contribution, should NOT include Board donations** – (see Item #5 for that category). This item refers to any reserve funds that will be applied to the project or special events funds that will be used for the project.
- ***Be as specific as possible*** regarding all potential sources of revenue.

6. THREE-YEAR BUDGET INFORMATION AND BUDGET NOTES

- Remember that the Facilities form is standard with other funding programs. If you applied for Sustained Support, you may be able to utilize the same form.
- **THESE FIGURES SHOULD NOT REFLECT ANY CAPITAL PROJECT INCOME OR EXPENSE** – This should reflect your operating fund activity only. Do not include prior grant activity for fixed assets and construction projects!
- **Please do not submit handwritten budget pages.** They are extremely difficult for panelists to read.
- Personnel costs separated by program may be available from your financial statements or your Federal Tax 990 form. The choices you make in allocating these costs (determining that the Executive Director is half administrative and half artistic, for example) are less significant than making sure that allocations remain consistent year to year.
- **Operating budget notes are valuable in explaining variances in your financial report.** PLEASE USE this area to further explain variations in your expenses and/or provide a clearer picture of your statements.

ATTACHMENTS CHECKLIST

- You must submit **ONE** complete original application, **PLUS 8** additional sets of copies of the application. The copies will go in notebooks for each panelist, so please make them legible.
- *If you are requesting equipment, you must also send 8 copies of an itemized asset list of all the equipment you are planning to purchase and details of the proposed costs.*
- Please **DO NOT staple, AND DO NOT 3 HOLE PUNCH any copies** of the application. DO NOT staple or three-hole punch the two sets of attachments. Please print double sided if possible. *Thank you!*
- One set of attachments will go into your master file. The other will be given to the lead panelist for your application, who will review it prior to your interview. Try to make sure that the attachments you send are easy to handle (no specially wrapped, 60 page season brochure if possible!). We understand that your strategic plan, lease agreement or architectural plans may be oversized.
- Please identify all your attachments by letter designation clearly, (i.e. "E", "F", etc.)

OBLIGATIONS OF AWARD RECIPIENTS

ACKNOWLEDGMENT

Organizations and individuals receiving awards from any 4Culture funding programs must acknowledge the source of support in printed materials, permanent signage visible to the public or in other ways appropriate to the project. We will supply logos in electronic or camera-ready format.

PUBLIC BENEFIT

State law and King County Code authorize the purchase of cultural services, but not the donation of public money to organizations or individuals. **Funded organizations must provide public benefits to citizens of King County as part of their funding.**

INSURANCE

Individuals and organizations receiving awards from 4Culture are required to demonstrate proof of general liability insurance coverage for the project. Recipients must provide a Certificate of Insurance showing their general liability coverage (usually \$1,000,000 per occurrence). Employers with employees must have the Stop-Gap rider on their general liability policy. 4Culture must be named as an Additional Insured on the contractor's liability insurance. Some contracts require Non-Owned Automobile Insurance.

COMPLIANCE WITH LAWS, INCLUDING REGULATIONS GOVERNING HISTORIC PROPERTIES

Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act (ADA) of 1990, and any other applicable federal, state and local laws. All recipients of funding for FACILITY PROJECTS must comply with ADA Section 504 and must sign and notarize an affidavit regarding their ADA plans.

If a proposed project would involve or affect an historic or archaeological property that is listed on, or determined eligible for, a register of landmarks at the federal, state, county or municipal level, the state's archaeological resource inventory or any cultural or historic resource inventory established by public policy, then the applicant will be required to demonstrate the proposed project's compliance with all applicable laws and regulations, including any project review, approvals, permits, monitoring, mitigation, adherence to standards or other conditions required by public policy, or by any public agency having jurisdiction.

AFFIDAVIT OF COMPLIANCE/PERSONNEL INVENTORY

Contractors receiving more than \$25,000 from 4Culture must fill out an inventory of their personnel, and must sign and have notarized an affidavit which certifies that the contractor will abide by requirements for fair employment practices and affirmative action.

CONTRACTS

After funding recommendations are approved, 4Culture staff will work with the applicant to develop a contract, including a scope of services. These contracts will govern project evaluation and the payment of funds. **Contractors are paid on a reimbursement basis.**

APPEAL PROCESS

Applicants to any funding program may appeal the recommendations of the Heritage Advisory Committee of the 4Culture Board. Appeals must be based solely on the information included in the original application.

PROCEDURE

1. Appeals must be sent in writing to the Executive Director of 4Culture within 14 days of notification of the Heritage Advisory Committee's recommendation.
2. The Executive Director shall consult the appropriate committee chairperson in accepting or rejecting the appeal. The Executive Director shall notify the applicant of her/his decision in writing.
3. A rejection by the Executive Director is final and ends the appeal request.
4. If the Executive Director accepts the appeal request, the applicant will be asked to make a presentation to the appropriate Committee.
5. The committee will recommend acceptance or rejection of the appeal to the 4Culture Board and recommend modifications to awards as required.
6. The Director will notify the applicant in writing of the committee's recommendation and the date and time at which the 4Culture Board will consider the appeal.
7. The 4Culture Board will consider the recommendations of the committee at its next regular meeting.

EMERGENCY AND UNFORESEEN OPPORTUNITY AWARDS

4Culture may consider special requests submitted at any time during the year by organizations seeking funding for projects that are either emergencies or unforeseen opportunities.

An emergency is defined as:

- A pressing situation that would cause an organization in the very near term to suffer severe economic consequences due to conditions outside of its control
- A threat to the safety of patrons or staff
- A catastrophic event or natural disaster
- An imminent threat of loss or destruction of an historic property or resource

To be considered an unforeseen opportunity award, a project must:

- Present an organization with an opportunity to significantly advance its goals and mission
- Be an opportunity that was not available at the time of the last application deadline and that will no longer be available to the applicant by the next annual application deadline.

Additionally, the applicant must demonstrate that the requested funds are critical to the success of the project.

APPLICATION PROCESS

In addition to completing the regular Cultural Facilities application, applicants for emergency funds must provide additional information explaining how their project meets the emergency or unforeseen opportunity criteria.

Applications must be received by the end of the month to be considered by the Heritage Advisory Committee in the following month. A committee rather than a peer review panel will review emergency applications. Representatives from the previous year's review panel may meet with the committee. The committee will forward its recommendation to the Heritage Advisory Committee at its next regular meeting.

If the Heritage Advisory Committee approves the request, its recommendation will be forwarded to the 4Culture Board of Directors for its review. Applications that the Committee finds do not meet the emergency criteria may be resubmitted for consideration as part of the annual program cycle.

The appeal process for emergency and unforeseen opportunity requests is the same as for requests submitted during the regular funding cycle.

Contact Eric Taylor at 206-296-8688 to request an Emergency and Unforeseen Opportunity Application

2007 HERITAGE CULTURAL FACILITY AWARD RECIPIENTS:

Organization	Project Title	Award
Cascade Land Conservancy	Duwamish Riverbend Hill - Phase I Construction for Cultural Preserve	\$15,000
Center for Wooden Boats	Maritime Heritage Education Center	\$45,000
Densho	Upgrade of Video Production Equipment	\$9,000
Des Moines Historical Society	Museum Entrance Ramp & Awning	\$4,600
Duwamish Tribal Services	The Duwamish Longhouse and Cultural Center Strawberry Festival and Public Programming	\$40,000
Eastside Heritage Center	Fixed Assets	\$2,500
Enumclaw Plateau Historical Society	EPHS Museum Bldg. Rehabilitation	\$10,000
Greater Kent Historical Society	Carriage Barn Restoration - Phase 1	\$7,500
Issaquah Historical Society	Collections Storage Solutions	\$3,800
Kirkland Heritage Society	Expansion of Archival Shelving	\$9,000
Museum of History & Industry (MOHAI)	King County News Photo Collection Preservation Cabinets	\$9,600
Northwest Railway Museum	Railway History Center - Train Shed	\$50,000
Seattle Parks Foundation	Lake Union Park History Trail	\$20,000
Tolt Historical Society	Museum Improvements	\$4,000
Washington Trust for Historic Preservation	Stimson-Green Mansion Rehabilitation Project - Boiler Replacement	\$25,000
White River Valley Museum	Cultural Landscape Restoration at Mary Olson Farm	\$25,000
Wing Luke Asian Museum	A/V equipment for the East Kong Yick Building	\$20,000