



2009 Heritage Special Projects Application

4Culture, 101 Prefontaine Place South, Seattle WA 98104, 206-296-7580, www.4Culture.org

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| Deadline March 2, 2009 | <ul style="list-style-type: none"> Applications must be received by 5 p.m. on March 2, 2009, or postmarked by March 2, 2009. Late applications will not be accepted. Answer all questions <i>in the space and format provided</i> – application should be exactly 6 pages. Do not use smaller than 10 point type. Signatures of the applicant and authorized representative are required. Submit 1 signed original and 7 copies of the application, preferably double-sided. Do NOT 3-hole punch; do NOT staple. Organizations submit 8 sets of current operating budget and Board of Directors list, which includes affiliations and length of service. Submit TWO sets of support materials (resumes, brochures, references, work samples, etc.) with original application as described in guidelines. Do NOT attach support materials to your application. | |
| 1. Organizations ONLY | Organization: | |
| | Director or Primary Contact: | |
| | Address: | |
| | City: | Phone: |
| | Zip: | Fax: |
| | E-mail: | Website: |
| | Federal Tax ID#: | Previous Yr.'s Operating Expenditures \$ |
| | Fiscal Year End Date: | Previous Yr.'s Revenues \$ |
| | Project Director (if applicable): | Title |
| 2. Individuals ONLY | Name: | |
| | Address: | |
| | City: | Phone: |
| | Zip: | Fax: |
| | E-mail: | Website: |
| 3. Districts Call Records & Elections Division at 206-296-1581 to verify King County Council Districts | Applicant's King County Council District: # District(s) of Project Activity# State Legislative District: # (maps: www.metrokc.gov/mkcc/distmap2006.htm and http://www1.leg.wa.gov/legislature) | |
| 4. Summary | Project Title: | |
| Project Description: (Max. 3 lines) | | |
| Project Budget: \$ | Amount Requested: \$ | |

5. Project Description and Concept. Explain the proposed project. What do you plan to do? When? Where? Include specific information regarding dates, location, and activities, as well as general information regarding the heritage content and historical significance of the proposed project.

Summarize the Project Objectives:

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6. Applicant Information

Describe the mission and/or goals of your work as an organization or as an individual. How does the proposed project relate to and enhance them? Why is the proposed project a priority at this time?

7. Application Review Criteria

A. Qualifications and Project Quality. What are the qualifications and accomplishments of the project director, heritage specialists or other personnel? Cite examples of similar project-based work that has been successfully managed and/or administered. What project planning and preparation has been done? What professional standards or best practices are involved in developing the project and how will they be implemented?

B. Project Impact. What is the intended impact of this project in the community? What lasting effect or contribution do you expect to generate through this project and how will you achieve it? What resources, programs or products will be developed as a result of project activities?

C. Publicity and Audiences Served. What King County population(s) will be served? What methods of publicity and outreach will be used? How will your project raise the visibility of King County heritage?

Application Review Criteria *continued*

D. Evaluation and Documentation. How will you measure success in achieving the goals of the project?
How will you document project activities?

E. Public Benefit and Access. How are you providing public benefit and access to the resources, programs, and products associated with the component of the project for which you are seeking funds?

F. Past King County Support. List any prior County support (4Culture, King County) received during the past 3 years. Please list name of funding program, year, amount, and project title. Please indicate whether past funded projects have been completed; or if still in process, please indicate status.

8. Budget: Expenditures and Income

- Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested 4Culture funds.
- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested 4Culture funds. Matching funds are not required, but are strongly encouraged.
- See Guidelines (pages 7-8) for information about eligible expenses.
- Please provide additional budget information, if necessary, in Budget Narrative Section 9.

| | Project Expenditures | Project Income | | |
|---|----------------------------|-----------------------|-------------------|--------------------------|
| | Column 1 | Column 2 | Column 3 | Column 4 |
| | Total Project Expenditures | In-kind Contributions | Other Cash Income | Requested 4Culture Funds |
| A. Fees: (indicate rate of pay) | | | | |
| Project Director / Administration | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| Professional Fees | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| B. Supplies / Materials: | | | | |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| C. Promotion / Publicity / Outreach: | | | | |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| D. Transportation (Who and Where): | | | | |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| E. Assessment and Documentation: | | | | |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| F. Other Expenditures and Income (Identify): | | | | |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| GRAND TOTALS (Total expenditures listed in Column 1 must equal total income listed in Columns 2-4.) | \$ | \$ | \$ | \$ |

9. Budget Narrative

Use this space to provide additional information about your project budget. Describe how project expenses were derived and how you intend to provide or solicit in-kind and/or cash contributions to the overall project budget. Note other sources of income including earned revenue; contributions from corporate, business, or foundation sources; and municipal or other public support. Indicate if these contributions are confirmed.

10. Signatures Each signatory declares that s/he is an authorized official of the applicant non-profit organization or individual representative, and is authorized to make this application, and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

A. Applicant Organization or Individual:

| | |
|---|------|
| Signature of individual authorized to commit applicant in financial matters | Date |
|---|------|

B. Project Director: (If different from applicant, above)

| | |
|-------------------------------|------|
| Signature of Project Director | Date |
|-------------------------------|------|

11. Applicant Check List: Have you completed and enclosed the following?

- King County Council district information on page 1
- Signature of individual authorized to commit applicant in financial matters
- One original and 7 copies of the application, NOT 3-hole punched, NOT stapled.
- TWO sets of support materials (resumes, references, work samples, etc.) with the original application
- Organizations include 8 sets of current fiscal operating budget and a Board of Directors list.
- Self-addressed stamped envelope for, and a list of, any support materials to be returned

This information is available upon request in alternative formats for persons with disabilities at (206) 296-8574 TTY.