



CULTURE

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HERITAGE

FUNDING PROGRAMS

PHOTO DOCUMENTATION GUIDELINES

All 4Culture grantees are required to submit 5-8 project photos showing the funded project, event, facility or accomplishments as a final contract “deliverable.” They must be submitted in accordance with these guidelines in order to receive final payment.

Images Help 4Culture Do its Job

- Project photos make a compelling visual case for the value of heritage in our communities.
- Images allow 4Culture to communicate and market our services to constituents via our website, social media, public programs, promotional materials, etc.
- Images are one of the *public benefit requirements* that awardees must provide in exchange for the public funds they receive.

Technical Aspects

- All images must be submitted in electronic format in the “Required Attachments” section of 4Culture's online invoice form: <http://apply.4Culture.org>
- Submit digital images in .jpg format, with a file size no larger than 2 megabytes.

Appealing Content & Publishable Quality

- We use these images to promote your organization and projects. Images submitted should be in focus and have appealing content.
- **Project images should show the work being funded. Images of the work in progress, action shots, or people enjoying the completed project are all good.**
- **Note: We cannot accept images with kid's (under 18) faces without the express, written permission of the parents for each child identified in the photograph.** The organization must keep a copy of a signed permissions form for each child, on permanent file for reference.

Additional Required information:

- Please include the following in a document and upload in the “Required Attachments” section of 4Culture's online invoice form: <http://apply.4Culture.org>. Valid document file types are Word (.doc, .docx), Excel (.xls, .xlsx), and PDF.
- A permission statement - a simple statement granting 4Culture permission to use the images in promoting its programs, public presentations, website, reports, exhibits and other media.
- Photographer's name, if known
- Captions—one sentence descriptions of the content of each image
- Credit information (how the organization or individual would like to be credited for the image. Example: courtesy of Museum of History & Industry, Seattle)

If you have questions, please contact Chieko Phillips at (206) 477-6811 or chieko.phillips@4culture.org.