

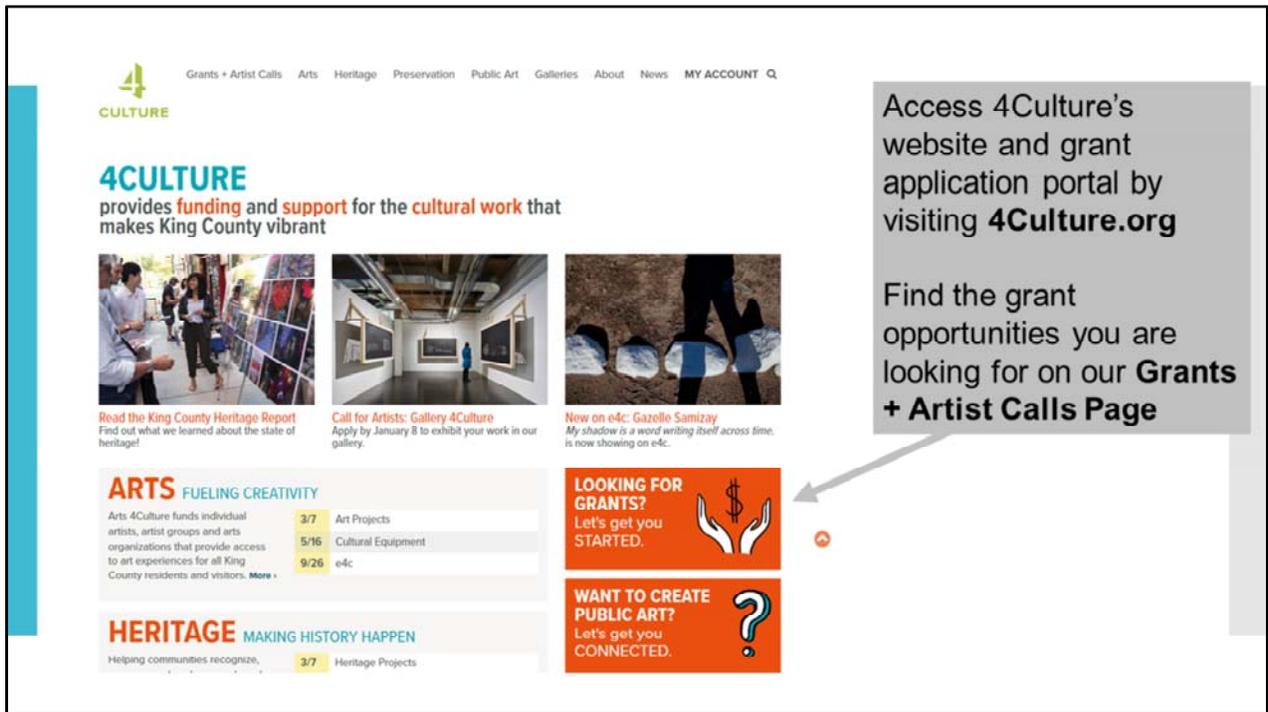
**4Culture provides funding and support for
the cultural work that makes King County vibrant**

A video tutorial for creating your 4Culture
account and accessing grant applications.



Welcome!

This is a quick tutorial to help you set up your 4Culture application account. With an account, you'll be able to apply for most of our grants and opportunities, as well as manage your awards, and request payments.



On 4Culture’s website, located at 4Culture.org, you will find our grant opportunities on our “Grants and Artist Calls Page.”

You can find links for this page on the upper menu, or click on the section titled “Looking for Grants”

GRANTS + ARTIST CALLS

We offer opportunities for all kinds of cultural funding and support in King County, with deadlines rolling out throughout the year. Find out what's a fit for you!

4Culture Grants + Workshops

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24	25	26	27	28	29	30
31						

UP NEXT

- 1/8 Gallery 4Culture
- 2/28 Preservation Special Projects
- 3/7 Heritage Projects

Looking for more regional and national opportunities, or have one to share? Check out our listings.

Projects

- Projects**
Deadline: Arts + Heritage - Mar 7, 2018
Preservation - Feb 28, 2018
Supporting both individuals and groups as they bring ideas to life.
[Details](#)
- Collections Care**
Deadline: Jun 22, 2018
Helping organizations, archivists, and conservators safeguard history.
[Details](#)
- Open 4Culture**
Deadline: Ongoing
Funding a wide array of projects produced by those who are new to 4Culture.
[Details](#)
- Tech Specific**
Deadline: Sep TBD
Inviting artists, engineers, developers, and more to explore the intersection of art and

PROJECTS BUILDINGS + EQUIPMENT OPERATING SUPPORT ARTIST CALLS

Learn about 4Culture's opportunities by scrolling down to view our four areas of support:

- Projects
- Buildings + Equipment
- Operating Support
- Artists Calls

Click DETAILS to see the information about a specific program

On the Grants and Artist Calls page you will see that we organize our opportunities in four categories. These include:

- Projects
- Buildings and Equipment
- Operating Support and
- Artist Calls

After a brief description of each opportunity, you will see the word “Details” – click on this to learn more about the opportunity and see the application guidelines.

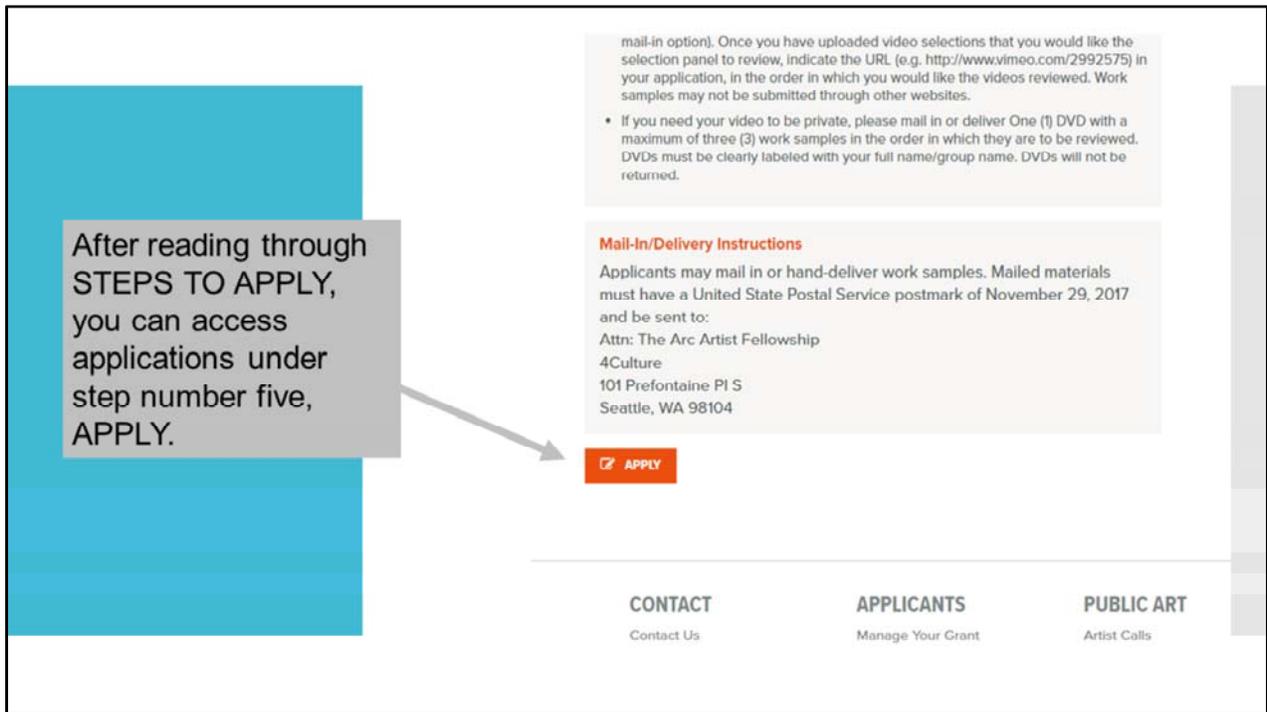
The screenshot shows a website page for 'PRESERVATION SPECIAL PROJECTS'. The page features a navigation bar at the top with links for Grants + Artist Calls, Arts, Heritage, Preservation, Public Art, Galleries, About, News, and MY ACCOUNT. The main content area includes a sidebar with various categories like 'Grants + Artist Calls', 'Projects', and 'Buildings + Equipment'. The main heading is 'PRESERVATION SPECIAL PROJECTS' in large orange letters. Below it, a paragraph describes the grants, mentioning 'advocacy to long-term stewardship planning'. A 'Steps to apply' section lists five numbered steps: 1. What Preservation Special Projects Funds, 2. Are You And Your Project Eligible?, 3. Helping You Succeed, 4. After You Submit, and 5. Apply. To the right, a 'DEADLINE' box states 'Feb 28, 2018 5 pm PST' and a 'CONTACT' box provides 'Brandi Link (206) 263-1593'. An 'APPLY' box notes that the deadline has passed for the current year. A grey callout box on the right side of the page contains text explaining the importance of the deadline and contact information, and another callout points to the 'Steps to apply' section.

Note the **DEADLINE** date and time, as well as the contact information of the program manager – in case you have questions along the way.

STEPS TO APPLY are the guidelines specific to each opportunity. Read these carefully before you begin your application.

The guidelines pages will provide information about the opportunity including – What the grant offers, who is eligible, resources for helping you succeed, what happens after you submit your application, and how to apply.

You'll also find detailed information about how to submit work samples or other required materials.



At the very bottom of section number “5” – the “Apply section” on the guidelines page, you’ll see a link to the application itself.



The screenshot shows the 4Culture website interface. At the top left is the 4Culture logo. Below it, the text reads "APPLY 4CULTURE" and "LOGIN TO YOUR ACCOUNT OR CREATE A NEW ACCOUNT". There are two main sections: "INDIVIDUALS" and "ORGANIZATIONS". Under "INDIVIDUALS", there are two buttons: "LOGIN" and "CREATE ACCOUNT". Under "ORGANIZATIONS", there are two buttons: "LOGIN" and "REQUEST ACCOUNT". At the bottom, it says "powered by Soapbox Engage".

You will magically be transported to our grant application portal.

If you have a 4Culture account, go ahead and **LOGIN**.

For individuals, if you're new to 4Culture or haven't applied using our new portal, **CREATE ACCOUNT**.

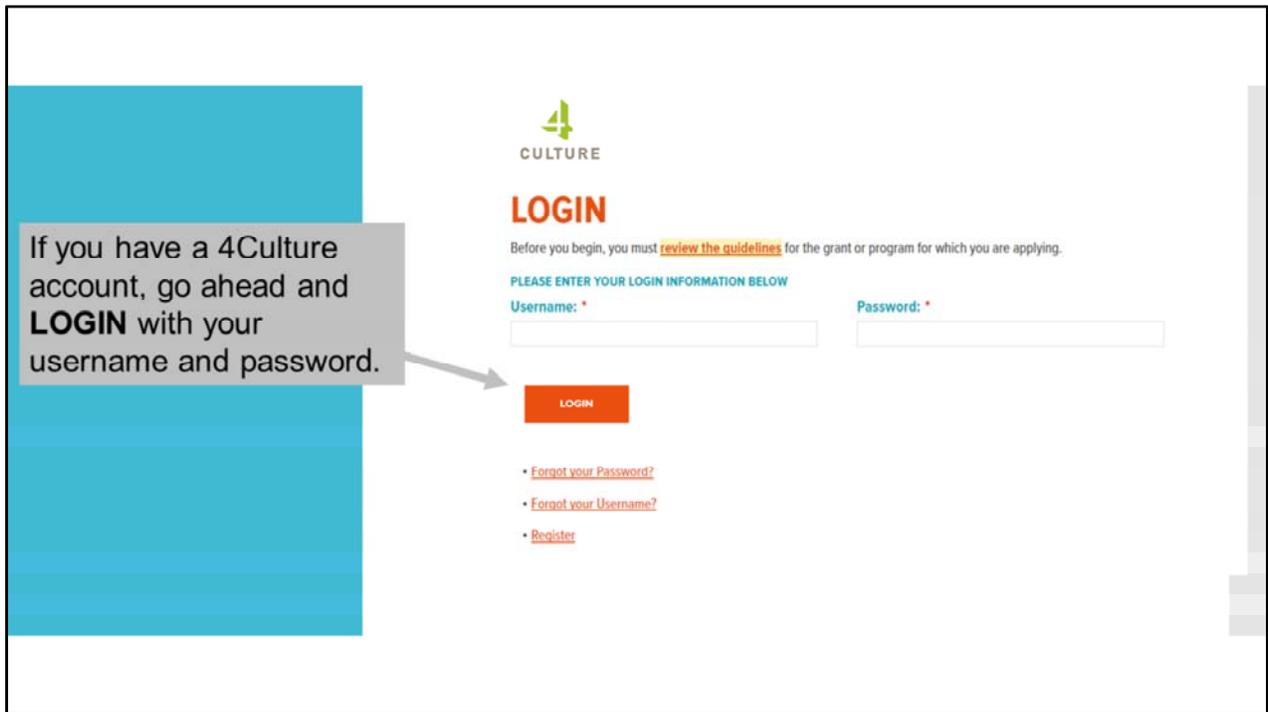
If you are a new staff member or volunteer at an organization or group, or if your organization or group has not applied to 4Culture before, **REQUEST ACCOUNT**.

That "Apply" link will magically transport you to apply.4culture.org where you'll be able to login if you have an account or you can create an account.

If you have a 4Culture account, simply login with your username and password.

For individuals, if you're new to 4Culture or haven't applied using our newish on-line portal, go ahead and Create An Account.

If you're a new staff member or a volunteer with an organization or group or if your organization or group has not applied to 4Culture before –welcome! We will need you to Request an Account.



Again, if you have used our system before, simply login with your 4Culture username and password.

The image shows a screenshot of the 4Culture website's registration page. At the top left, there is a logo for '4 CULTURE'. The main heading is 'CONTACT INFORMATION'. Below this, there is a question: 'Have you ever applied for a 4Culture grant before?'. A note below the question says: 'If so, PLEASE DO NOT create a new account here. Let's get you registered instead.' Below this note is a red button labeled 'REGISTER'. Further down, there is a paragraph of instructions: 'If you have never applied before, use this form to create an individual account. If you intend to apply for an organization (community groups, nonprofit organizations, local arts agencies, etc.), please create an organization account. Please note that each applicant must have a unique contact e-mail address; if you are looking to apply on behalf of multiple organizations, or if you are applying for yourself as well as an organization, you will have to use a different e-mail address for each account.' Below the instructions are several form fields: 'Salutation' (with a dropdown menu showing 'Ms.'), 'First Name*', 'Last Name*', 'Mailing Street*' (a large text area), 'Mailing City*', 'Mailing State/Province*', 'Mailing Zip/Postal Code*', 'King County Council District*' (with a dropdown menu showing '- Select -'), and 'Washington Legislative District*' (with a dropdown menu showing '- Select -'). At the bottom right of the form, there are two orange links: 'FIND YOUR COUNCIL DISTRICT' and 'FIND YOUR WA STATE DISTRICT'. On the left side of the screenshot, there are two grey text boxes with arrows pointing to the 'REGISTER' button and the form fields respectively. The first box says: 'If you have applied to 4Culture in the past, but don't have an account on our new portal, you will need to simply REGISTER.' The second box says: 'If you have selected CREATE AN ACCOUNT because you are an individual new to 4Culture, you will need to provide us with information about you here.'

If you have applied to 4Culture in the past, but you don't have an account on our new portal, then you will need to Register. This will connect your older account information with our newer system.

If you have selected Create an Account because you are and individual new to 4Culture, you will need to provide us with information about on this page.

We ask you to indicate your King County Council District and your Washington State Legislative District. This is really important information for us to have – it's specifically to help us advocate for the continued funding of our grant programs at 4Culture, so please be sure to complete that properly.

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CULTURE

REQUEST AN ACCOUNT

Complete and submit this contact form to request a new organization account with 4Culture.

Please note, your request may take up to two business days during busy periods... if you are planning to apply for an upcoming deadline, please submit your information as early as possible.

If you are a new staff member or new volunteer at an organization with a current 4Culture account, please [search for your organization](#) prior to submitting your request to verify your account is active.

I am requesting - Select -

Organization

Website

Salutation - Select -

First Name

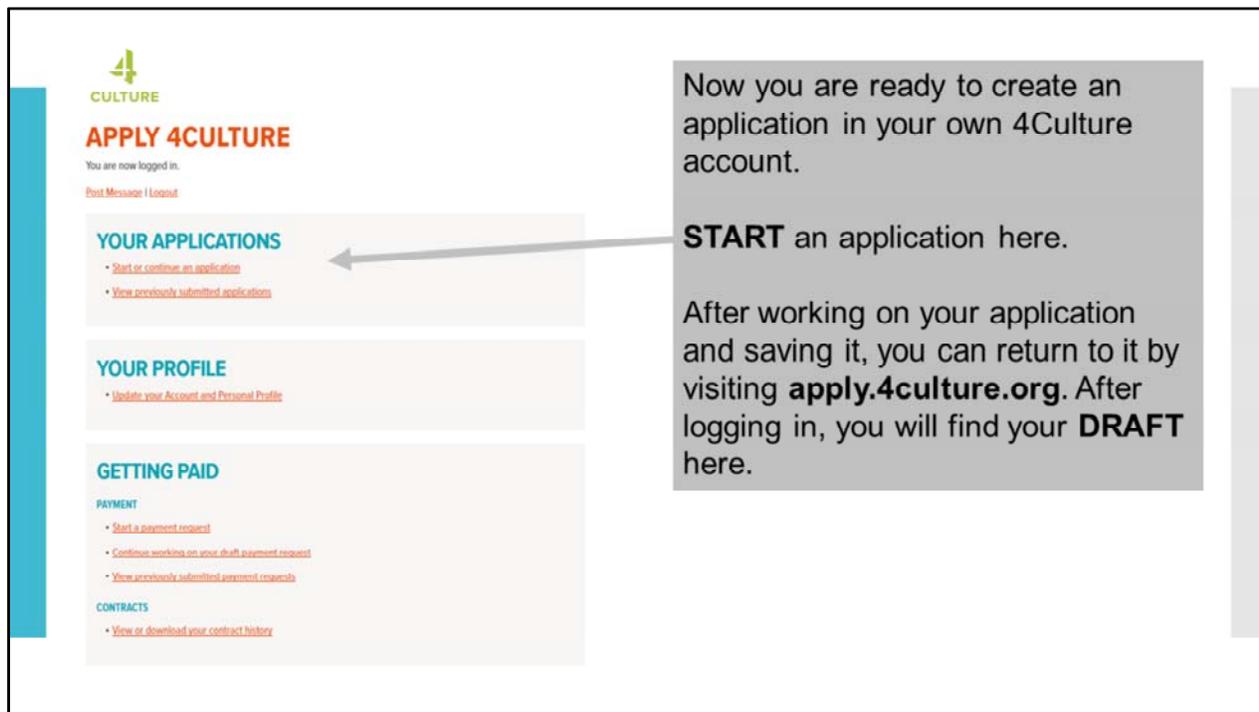
Last Name

Organization Title

Email

If you selected **REQUEST AN ACCOUNT**, please complete the requested information, and we will help get you started. Use this form if your organization or group has never applied to 4Culture before or if you are a new staff member or volunteer at an organization that needs an account.

If you selected Request an Account because you are a group or organization that has not applied to 4Culture before, or you are a new staff member or volunteer, please complete this page and we will help get you started.



Now you are ready to create an application in your own 4Culture account. This page will now serve as your home base.

You can start an application under “Your Applications” and after working on an application and saving it, you can return to your draft.

You can access this page by visiting apply.4Culture.org. Once you login, you will find your draft applications under “Your Applications.”

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CULTURE

APPLICATIONS

START A NEW APPLICATION

Before you begin, you must [review the guidelines](#) for the grant or program for which you are applying. Already worked on an application? Don't start a new one: [return to your draft](#)

- [Preservation Special Projects - Individuals](#) - Deadline • February 28 • 5:00 pm
- [Preservation Special Projects - Organizations](#) - Deadline • February 28 • 5:00 pm
- [Touring Arts Studio Presenter Incentive](#) - Deadline • Open

CONTINUE A DRAFT APPLICATION

Applications listed below [have not been submitted](#) to 4Culture for review. Once you have submitted your application, you will no longer be able to make changes.

Action	Application	Year	Request	Last Saved
View / Edit	New Compositions	1992	\$4,500	12/2018
View / Edit	Community Concert	1992	\$8,500	12/2018
View / Edit	Recording Sessions	1993	\$4,500	12/2018

[Main Menu](#)

4Culture Engage

This is where you will select a grant opportunity and start your application.

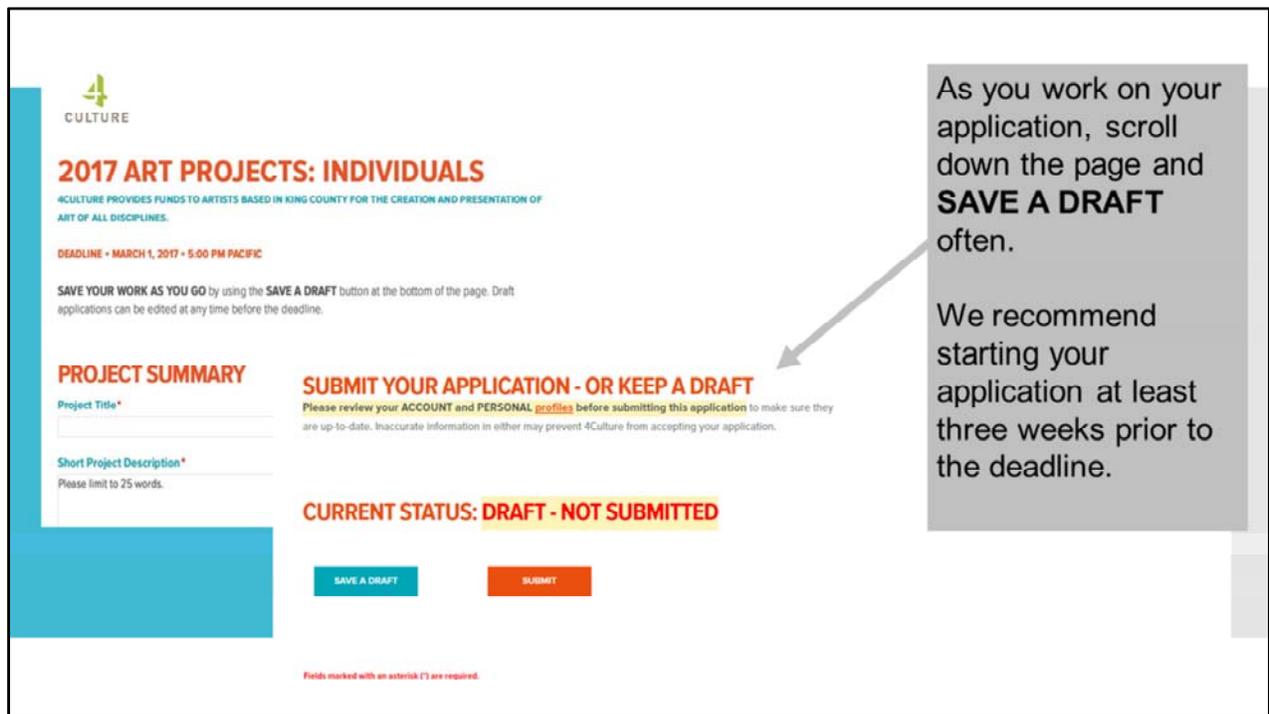
We often have many, so be sure you select the one that is right for you.

We will make every effort to ensure equal access for all applicants. If you require accommodations, please contact us as soon as possible. We are happy to assist you.

If you select “Start a New Application” You’ll be taken to this page, where you will see a list of most of the currently opportunities we have available.

If you have any questions we are happy to help guide you through this and help you find out what the best application is for you. You can return to your draft on this page as necessary.

We will make every effort to ensure equal access for all applicants. If you require accommodations, please contact us as soon as possible. We’re happy to help!



As you work on your application, be sure to scroll down and select “Save a Draft” often.

So if are working on an application and say you need to go make dinner, be sure to “Save a Draft.” That way, when you return to apply.4culture.org and login, everything you had saved will be available for you to continue working on.

For your security, after 60 minutes of inactivity, our system will notify you that there has not been activity on the application, and it will log you out. If you have not saved your work, it will be lost.

Our advice is to “Save a Draft” often!

4culture.org
206 296.7580
hello@4culture.org



The logo for 4culture, featuring a stylized blue '4' with a white cross inside, positioned above the word 'CULTURE' in blue capital letters.

Thank you for watching this video. Remember, we are always here to help. We look forward to receiving your application!