101 PREFONTAINE PL S
SEATTLE, WA 98104
4CULTURE.ORG

2025 Building for Equity: Project Development Grant Application Worksheet

**ALL applications must be submitted ONLINE at <u>www.apply.4culture.org</u> by
5 PM Pacific on Thursday, August 7, 2025.**

Steps to Apply

1. Read the guidelines: **<u>https://www.4culture.org/grants/project-development</u>**
2. Is your organization or Tribe eligible?
   - Your organization or Tribe has an annual operating budget of less than $3,500,000.
   - Your organization or Tribe is based in and conducts a majority (51% or more) of your mission-based, public-facing activities in King County.
   - Your organization or **Tribe** is based outside of Seattle city limits. purposes. **OR**
   - Your organization or Tribe is located in a Community of Opportunity. View purple area on map in guidelines: **<u>https://www.4culture.org/grants/project-development</u>**

   IF Your organization or Tribe does not meet any of the criteria above, you may submit an **<u>Eligibility Form</u>** for consideration by the Review Panel. This form will ask how your organization or Tribe's primary mission and services support historically underserved communities. Only fill out this form if you are not eligible under the Outside of City of Seattle or Community of Opportunity criteria or if you do not have a primary location. This form is not the application and does not serve as a full eligibility check.

   IF Your organization or Tribe does not have a primary location, you may qualify if 51% of programming in the past two years occurred in locations that would meet the requirements above. You may submit an **<u>Eligibility Form</u>** describing the organization or Tribe's programming and locations in the past two years. Only fill out this form if you are not eligible under the Outside of City of Seattle or Community of Opportunity criteria or if you do not have a primary location. This form is not the application and does not serve as a full eligibility check.

3. Create an account / If you have an account, confirm you can log in.
   - Watch the **<u>tutorial video</u>** for assistance.
   - Contact us if you are unable to access your account.
   - Complete and submit your 2025 Demographic Update in your account profile.

- Update your Organization Account Profile.

4. Read through the entire application and gather your materials.

5. Attend a workshop and get in touch with 4Culture.

6. Use this worksheet as you plan out your application. Draft, review, revise. Submit online!

Helpful Tips

- Start early! Give yourself the time you need. **We recommend starting your application at least 3 weeks before the deadline.**

- **Work offline and save often. The application portal will not save automatically.** Saving your work in Word or Google Docs will ensure that an internet outage won't result in lost work. You can also keep track of your word count and spelling this way. If you get an error when saving after you cut and paste text into your document, it could be due to hidden characters in the text. Try typing it out instead.

- Having a hard time writing about your project? Try talking about it! Record yourself talking about your project as if you were explaining it to a friend. Watch it back and write down what you said. Making a written pitch for your project can be intimidating but **conveying your passion for your project is important.**

- Ask someone you trust to read your application and provide feedback.

Get Application Support

- **Attend a workshop:** Workshops are a great way to walk through the application with Program Managers and to hear questions other applicants have that you might not have considered. Workshops will be held virtually (with captioning available). **You'll need a Zoom account to join the virtual workshops.**

  Note: July 28 will be an Office Hours session. There will be no formal presentation but grant managers will be on hand to answer any last-minute questions ahead of the Aug 7 application deadline.

  - Tuesday, June 24, 12-1pm. **Zoom Registration required**.
  - Thursday, July 10, 12-1pm. **Zoom Registration required**.
  - Tuesday, July 22, 12-1pm. **Zoom Registration required**
  - Monday, July 28, 12-1pm. **Zoom Registration required**

- Register for your preferred workshop or to attend an Office Hours session under "Helping You Succeed" at **https://www.4culture.org/grants/project-development**. **Note: You must register with a zoom account email.**

- **Talk to a consultant:** 4Culture has engaged facilities project development consultants who can help you frame your project in the application. All consultants have extensive experience planning and development of cultural facilities projects. **4Culture Staff can set up a free consultation for you**. Learn more about our consultants and their role in the application process under "Helping You Succeed" at https://www.4culture.org/grants/project-development.
- **Reach out to 4Culture:** We are here to help and confirm your organization and project eligibility! Send us an email, give us a call, or attend drop-in office hours for grant questions.

For questions about eligibility, this application, or the panel review process:

Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager
Jayden.robles@4culture.org or 206-263-2522

Maya Santos, Senior Building for Equity Program Manager
maya.santos@4culture.org or 206-296-7580

For technical questions about your online account or general eligibility questions:
Lauren Miles, Building for Equity Support Specialist
lauren.miles@4culture.org or 206-263-3210

Open Office Hours: Monday, July 28th from 11am-1:30 pm on Zoom.
Staff will be able to answer questions about Building for Equity: Project Development grant. Register with your zoom account email to get the meeting link under "Helping You Succeed" at https://www.4culture.org/grants/project-development.

2025 Building for Equity: Project Development Grant Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2025 Building for Equity: Project Development grant application. We recommend reviewing the evaluation criteria for this grant on 4Culture's website while you're working on your application.

No extensions will be granted. Using this worksheet is not required, nor is it an acceptable alternative to the online application form. ALL applications must be submitted ONLINE at **www.apply.4culture.org** by Thursday, August 7, 2025, at 5:00 pm Pacific Time.

Formatting Key:

Large Header Text: Section headers
Small Header Text: Question headers
Asterisks (*): Required fields (you can't submit without answering these questions)
TIP: Tips to strengthen your application (these won't appear in the online application)
Blank Space: Shows where you will be asked to write your responses
Circular bullets (O): A list where you will be asked to select **one** option
Square check boxes (□): A list where you can select **multiple** option

Eligibility

This grant has specific eligibility requirements.

Before you start the application, please carefully read the following list of criteria to confirm your organization and project are eligible to apply for Building for Equity: Project Development grants this year.

Building for Equity: Project Development grants are available to King County-based, federally recognized nonprofit arts, cultural, heritage, historic preservation, science and technology organizations; Tribal governments, public corporations, and public agencies; or culture or science organizations that are fiscally sponsored by a 501(c)(3) partner organization.

To apply, your organization or Tribe must demonstrate it meets the eligibility requirements stated below.

Your Organization or Tribe
- Your organization or Tribe has an annual operating budget of less than $3,500,000.
- Your organization or Tribe is based in and conducts a majority (51% or more) of your mission-based, public-facing activities in King County.

- Your organization or Tribe is based outside of Seattle city limits. Eligibility will be determined based on the mailing address in your account profile. This address should be consistent with what your organization uses for IRS reporting purposes.

OR
- Your organization or Tribe is located in a Community of Opportunity. View this Communities of Opportunity map on the guidelines (https://www.4culture.org/grants/project-development) to determine whether your organization or Tribe is located in a COO.

IF
Your organization or Tribe does not meet any of the criteria above, you may submit an **Eligibility Form** for consideration by the Review Panel. This form will ask how your organization or Tribe's primary mission and services support historically underserved communities.

Your organization or Tribe does not have a primary location, you may qualify if 51% of programming in the past two years occurred in locations that would meet the requirements above. You may submit an **Eligibility Form** describing the organization or Tribe's programming and locations in the past two years.

Your Organization or Tribe
- Is a federally recognized nonprofit arts, cultural, heritage, historic preservation, science and technology organization; Tribal government, public corporations, and public agencies; or culture or science organizations that are fiscally sponsored by a 501(c)(3) partner and provide public benefit through their programs or activities

- Is not a K-12 school or school district.

- Has a board of directors, a proven two-year record of providing arts, cultural, or science experiences or services.
- You can, if funded, provide a W-9 form and sign a contract that limits 4Culture's liability.

Science and Technology-based organizations must meet these additional eligibility requirements:
- Must be a federally recognized nonprofit organization (501c3) and incorporated in the state of Washington as a Nonprofit Corporation.
- OR must be fiscally sponsored by a 501(c)(3) organization incorporated in the state of Washington and your fiscal sponsor also meets all of the Science and Technology-based organization eligibility criteria.

Science and Technology-based organizations and their fiscal sponsors may not be:
- A university, college, or institution of higher education.
- An agency of the state or any of its political subdivisions.
- A municipal corporation.
- An organization that raises money for redistribution to multiple cultural organizations.
- A radio or television broadcasting network or station, cable communications system, Internet-based communications venture or service, newspaper, or magazine.

* Eligibility Attestation:

By checking the box below, I am attesting that my organization meets ALL of the eligibility requirements as listed in the guidelines.

- o   I Agree

TIP: Not sure if your organization or Tribe meets these criteria? Contact Jayden Robles at Jayden.robles@4culture.org or Maya Santos maya.santos@4culture.org to confirm your eligibility **BEFORE July 28, 2025.**

Organization or Tribe

* Organization or Tribe:

What is your organization or Tribe's primary mission and audience? What was your organization or Tribe's operating budget for your fiscal year ending in 2024?

TIP: The panel evaluating your application will use your Organization or Tribe Description to refer to your application. Make sure it provides key info to remind them of your organization or Tribe's mission and who you serve.

Discipline

* Discipline:

Select <u>one</u> discipline that most accurately describes the main focus of your organization or Tribe.

TIP: Grants are not awarded by discipline. If your organization or Tribe is multi-disciplinary, select the discipline that is most prominent. Refer to 4Culture's discipline definitions on the Building for Equity: Project Development Grant Guidelines page: <u>https://www.4culture.org/grants/project-development</u> for help selecting your primary discipline.

- o Arts
- o Heritage
- o Historic Preservation
- o Science & Technology

Project Phase

* Project Phase:

What is the current stage of Planning and Development of your project? Please choose from the following options. See definitions in guidelines: (<u>https://www.4culture.org/grants/project-development/</u>) Check <u>all</u> that apply.

- ☐ Organizational or Tribal Readiness
- ☐ Project Initiation and Planning
- ☐ Fundraising
- ☐ Early Design

TIP:
Organizational or Tribal Readiness: Anticipating the full impact of the project on your organization or Tribe's ability to function and serve its mission – both during and after the project. For more information visit: <u>Deciding on a Facility Project | Nonprofit Finance Fund</u>

Project Initiation and Planning: Developing the actual project, detailing spatial needs, locations, costs, phases, schedule and feasibility. For more information visit: <u>Pitfalls and Dangers to Avoid During Facilities Projects | Nonprofit Finance Fund</u> & <u>Cultural Space Handbook | BASE Chapter 26</u>

Fundraising: Raising funds for the project or running a capital campaign which is a targeted fundraising effort that takes place over a defined period of time. For more information visit: <u>What Is a Capital Campaign? Ultimate Guide for Nonprofits | DonorSearch</u>

Design: Early design work <u>before</u> construction documents. This includes pre-design/programmatic design, schematic/conceptual design, or design development. For more information visit: <u>Defining the architect's basic services</u>|AIA

Request

* Amount requested:

Amount Requested: (max $50,000)

Implementation

How will the requested funds be used? Include a schedule of milestones you plan to achieve using these funds.

TIP: Outline a schedule that covers the steps of your proposed project development scope. Keep in mind this project must start within one year and be completed within three years. This section will be used to award points for the Feasibility criterion.

Budget

Provide a line-item budget of how you plan to use these funds.

TIP: Estimates are acceptable here. Include estimates for what will be involved in the planning and development of your project. This section will be used to award points for the Feasibility criterion. Refer to "Examples of Fundable Activities" on the guidelines page: **https://www.4culture.org/grants/project-development** . **Expenses on or after October 29, 2025, are eligible.**

Project Narrative

We suggest you use 250-500 words for each of the following responses. Feel free to use bullet lists and remember that the readers may not be familiar with your programming.

* Project Description

Describe your facility project. What is the ultimate goal for this project? What critical issues does this project address? (i.e.) Will your project enhance the local economy, activate physical spaces of cultural significance, create environmentally sustainable solutions, enhance the cultural vibrancy of your region, provide opportunities for historically marginalized communities, especially those disproportionately impacted by systemic racism? What are the expected outcomes? How do these outcomes support your goal?

Suggested word count for this section: 250-500 words.

TIP: The Project Description section is where you need to tell the panel about the goals and vision for your project. What are the critical issues this project addresses and why is this project is a priority for you right now. What do you seek to achieve? This section will be used to award points for the Quality and Qualifications, Impact, Economic Impact and Advancing Equity criteria. See Building for Equity: Field Resources: https://www.4culture.org/building-for-equity-field-resources for more on racial equity and equitable development.

* Community Engagement

Please describe your organization or Tribe's engagement with communities by answering the following questions:
1. Describe the communities you primarily serve including historically marginalized communities, especially those disproportionately impacted by systemic racism (e.g. serving Black, Indigenous, and People of Color (BIPOC) communities, engaging BIPOC leadership, etc.).
2. What is your organization or Tribe's commitment to and historical connection with the communities you serve?
3. How is your organization or Tribe accountable to these communities?
4. Describe how you have or will engage these communities in the planning and development of this facilities project. What are the shared goals of these communities and your organization or Tribe?

Suggested word count for this section: 250-500 words.

TIP: This section will be used to award points for the Impact and Advancing Equity criterion.

* Results

What does success look like for this project? How will you share success and lessons learned with the communities you serve including historically marginalized communities, especially those disproportionately impacted by systemic racism?

Suggested word count for this section: 250-500 words.

TIP: This section will be used to award points for the Quality and Qualifications, Impact, and Advancing Equity criteria.

* Project Development Needs

Please use the following field to describe your facilities project development needs by answering the following questions:
1. Describe your organization or Tribe's long-term facilities needs and the opportunities and challenges you foresee in meeting these needs.
2. How does your request advance your organization or Tribe in meeting these needs?
3. Describe any project development efforts your organization or Tribe has undertaken in the past two years.
4. Describe how your organization or Tribe plans to or has worked with your communities including historically marginalized communities, especially those disproportionately impacted by systemic racism in identifying your facility needs? How will you engage the communities you serve to share what you learn from utilizing these funds?

Suggested word count for this section: 250-500 words.

TIP: This section will be used to award points for the Quality and Qualifications, Feasibility, Impact and Advancing Equity criterion.

Supplementary Information

Applicants are required to provide a current board list and a list of programs/activities for the past two years. Please ensure your information is updated before submitting this application.

* Board List:

You must submit a list of your organization's board members, their term limits, and their employment or community affiliation.

* Activities:

You must submit a list of your organization's events, programs, and/or primary activities from the last 24 months. Include date or date range, location, and estimated attendance.

* Website

Please include your website below. If other websites are pertinent to your organization or Tribe's activities, you may include up to two (2) more.

URL 1:

URL 2:

URL 3:

* Additional Information

If there is any additional information you feel is pertinent to your application, feel free to include it in the field below.

Suggested word count for this section: 250-500 words.

Attachments

Optional: Letters of Support
You may attach up to two letters of support from individuals or organizations located in the community you serve. Please upload PDF(.pdf) files only. Files must be under 2MB.

Community Statement 1:
Community Statement 2:

TIP: The panel will review two attachments. Additional attachments beyond those will not be reviewed.

Attachments must be less than 2MB. Valid document file types are Word (.doc, .docx), Excel (.xls, .xlsx), and PDF. Valid photo types are .jpg files. Files will upload when you save changes. If necessary, use the file list to delete a saved attachment by checking the "Delete" checkbox next to the file you wish to discard. Attachments will appear together in a file list at the bottom of this section after you have saved the form.

Optional: Letters of Support– *upload file, 2 pages max*

Ready to Submit?

No extensions will be granted. Using this worksheet is not required, nor is it an acceptable alternative to the online application form. ALL applications must be submitted ONLINE at **www.apply.4culture.org** by Thursday, August 7, 2025, at 5:00 pm Pacific Time.

1. Go to **https://apply.4culture.org.** Create an account or, if you have an account, log in.
    a. Watch the **tutorial video** for assistance.
    b. Contact **Lauren Miles** if you are unable to access your account.
    c. Complete and submit your 2025 Demographic Update in your account profile.
    d. Update your Organization Account Profile.
    e. Contact **Jayden Robles** or **Maya Santos** for questions on eligibility, application, criteria or to connect with a 4Culture Consultant.

2. Copy and paste the information from this sheet into the application.

3. Double-check that you have all the required materials included! Incomplete applications will not be accepted, and extensions cannot be given. Required questions will have a blue asterisk next to them.

4. Hit "Save" if you want to keep working on your application at a later date and "Submit" when you're done and ready to send your application to 4Culture.

    Getting an error when you Save or Submit? Most likely this is because your attachments are too big. Each attachment must be smaller than 2MB. Still running into technical issues? Reach out to us!

5. If you submitted your application, double-check that the status is "Pending" and not still in a draft form. Draft not submitted by the deadline will not be accepted.

6. Congratulations! Before you celebrate, **make sure you've submitted your Demographic Update and completed all the relevant fields in your Organization Account Profile.** These also need to be submitted by the application deadline.

What's Next?

- **Panel Review Process, Interviews, and Questions**: 4Culture makes all our funding decisions through a panel process, in which a group of peers assesses your application. 4Culture staff facilitates the panel process but does not vote or try to influence the outcome.

During the panel review process, panelists may have questions about your project or application. You may be asked to schedule a 15-minute interview with the panel or provide a written or video response. Being asked for additional details in either scenario does not mean your application is more or less likely to receive funding.

- **Award Decisions:** We will notify you about the status of your application on or before October 30, 2025