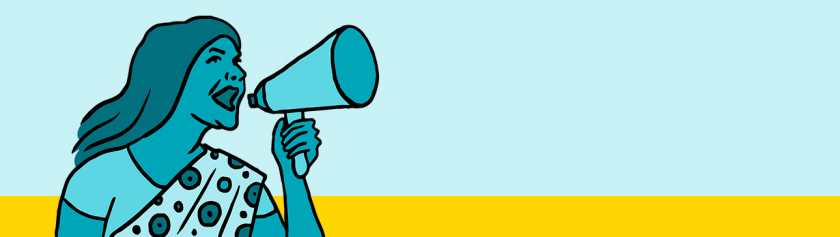


# HOW TO APPLY FOR FUNDING FOR YOUR HERITAGE PROJECT!



## 4Culture 2021 Heritage Projects Application Details



### PANEL PROCESS

A panel of peer reviewers will use a set of criteria (see reverse) to score the applications and recommend funding. Use the criteria to help craft your application, There is no interview for Heritage Projects.

Interested in being a panelist for 4Culture? Submit an inquiry form at:

[4culture.org/about-4culture/get-involved/](https://4culture.org/about-4culture/get-involved/)

### 2020 STATS

- 41 of 93 applications received funding.
- 23 applicants received full funding
- Total awarded was \$272,276; The total requested amount was \$747,770

### NEED HELP?

- Visit our Resources page online: [4culture.org/heritage-field-resources](https://4culture.org/heritage-field-resources)
- Meet with 4Culture Heritage staff
- Read sample applications online or request other past successful applications to read
- Ask for an application review by **April 14**
- If you interested in also applying for Art or Preservation Project, please talk to program staff

### THE HERITAGE PROJECTS PROGRAM

4Culture's Heritage Projects Program funds projects that identify, document, exhibit, or interpret historic and cultural materials exploring heritage in King County, WA. This year, Heritage Projects will prioritize work with heritage resources, narratives, and collections in immediate danger of being permanently lost and projects related to preserving, analyzing, and sharing immediate past happenings of 2020 and 2021.

- Individuals and organizations living and working in King County are encouraged to apply. 2021 Heritage Sustained Support recipients are not eligible.
- Your project must be able to start in 2021.
- Amount request can be \$1,000-\$7,000
- Equity Investment: Applicants located within 4Culture Equity Investment area will receive additional consideration for funding

Read the full program guidelines: [4Culture.org/HeritageProjects](https://4Culture.org/HeritageProjects)

### APPLY TODAY at [apply.4culture.org](https://apply.4culture.org)

Creating an online portal account is the first step in applying for a grant. Accounts can take a few days to create, so start early!

Application includes responses to our narrative questions, grant budget, budget notes, support documents, and demographics information (in account profile).

### IMPORTANT DATES

**April 28, 5PM PST** — Application deadline

**June 30** — Board approval of selected projects. Eligible expenses incurred on or after this date.

**July 7** — Announcement of selected projects made by.

**July to September** — Contracting process (selected project owners can request payment as soon as contract is signed with 4Culture.)

### QUESTIONS?

Contact us to schedule meetings, application reviews, or to ask questions.

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## NARRATIVE QUESTIONS

**1. Project Description** — describe the heritage content (people, places, events, themes, trends) of your project and its historical significance to your community. What makes your subject time-sensitive? What do you propose to do?

**2. Project Impact and Public Benefit** — describe the intended audience for this project and goals for your intended audience. Please briefly explain your history with working with the intended audience. What resources, programs, or tangible products will result from project activities? How will you provide public access to resources, programs, or tangible products developed as a result of project activities? In this program, public benefit should be activities that are made available for the enjoyment, education, and expression of King County residents and visitors.

**3. Relevant Expertise, Experience, and Accomplishments** — describe the project team. Who will plan, implement, and manage your project? Cite the experiences and skills of the identified project team (staff, project partners, consultants, and volunteers) that are necessary to complete the work successfully. If you are working with heritage or historical record from another culture or community, how are members of that community involved in this project?

**4. Project Implementation** — provide a timeline and a work plan for this project. How do you plan to implement the project given the constraints of COVID-19? The work plan could include phases for planning, bidding process, fundraising, publicity, execution, and evaluation of the intended goals identified in Project Impact section. Remember, projects funded through this program should start in 2021 and be completed within 18 months.

**5. Advancing Equity— (Organization)** Please explain if your organization has a primary mission focus to serve historically marginalized peoples or communities in King County. Will your project intentionally center marginalized histories? If so, how? Will the project be led by underrepresented communities?/ **(Individual)** Please explain if your individual practice or way you approach your work centers historically marginalized peoples and/or communities in King County. Will your project intentionally center marginalized histories? If so, how? Will the project be led by underrepresented communities?

## SCORE CRITERIA

**Project Impact and Public Benefit** — how well your project helps develop the historical record in King County particularly related to time-sensitive issues and narratives, its potential to raise the visibility of heritage work, and its ability to increase public access to heritage resources and programs. This might include free performances, exhibitions, workshops, screenings, or readings, as well as free, electronically accessible materials, including literary publications, audio, or video recordings.

**Quality and Qualification** — How well a project aligns with professional standards and best practices, the qualifications of project team members, and how a project meets the goals of an organization's mission or the needs in the community. Qualifications can be skill, experience, training, or knowledge-based.

**Feasibility** — clearly state why and how this project must start in 2021, the ability to complete your project within 18 months. This is demonstrated through the qualifications of you and your project team, your budget—including your ability to raise additional funding—and your ability to fund the project on a reimbursement basis.

**Advancing Equity** — how your project focuses on telling the story of underrepresented communities and provides opportunities for underserved populations including people of color, LGBTQ communities, youth, people with disabilities, and gender variant communities to tell their stories and/or work firsthand with heritage resources. Project addresses underrepresented aspects of King County history, and/or is led by or engages underrepresented communities or audiences

## HELPFUL TIPS

### Be eligible

Individuals, organizations, and project expenses must meet project guidelines. Only one application per applicant will be considered in Heritage Projects. Only the expenses incurred after June 30 are eligible for reimbursement.

### Be clear and thoughtful

Clarity of ideas and thoughtful deliberation in aligning project with score criteria will give applicants an edge. Strong applications tend to have clear descriptions, a realistic timeline and budget, show evidence or a track record of partnerships, and answer each of the narrative questions directly.

### Budget details matter

Provide a breakdown of the use of 4Culture funding. Check that in-kind income total matches in-kind expenses total.

### Prepare

Read sample applications online or request other past successful applications to get insight on what has worked

**For more tips, visit:**  
[4culture.org/top-tips-from-4culture-grant-managers](https://4culture.org/top-tips-from-4culture-grant-managers)