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| 4Culture Logo, which is the number four in black, stylized as a cutout with a black shadow extruding backwards. | 101 PREFONTAINE PL S  SEATTLE, WA 98104  **4CULTURE.ORG** |

# Art Projects Groups | Application Worksheet

*This worksheet is intended to be used as a tool as you work on the 2023 Art Projects for Groups application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.*

**Applications must be submitted online by 5:00 P.M. on Thursday, March 23, 2023.**

## Steps to apply

1. Read the guidelines: [www.4culture.org/grants/art-projects](http://www.4culture.org/grants/art-projects)
   * Are you and your project eligible?
2. Create an organizational account / If you have an account, confirm you can log in.
   * Watch the [tutorial video](https://vimeo.com/790191545) for assistance.
   * Contact [Jackie Mixon](mailto:jackie.mixon@4culture.org) if you are unable to access your account.
   * Complete and submit your 2023 Demographic Update in your account profile.
3. Read through the entire application and gather your materials.
4. Attend a workshop, talk to a Program Manager.
5. Use this worksheet as you plan out your application. Draft, review, revise. Submit!

## Helpful tips – set yourself up for success

* 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. 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 wordcount 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.
* 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 are free, informal, and held via Zoom. Times are listed in the guidelines.
* 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.
* Getting an error when you Save or Submit? Most likely this is because your images are too big. Each attachment must be smaller than 2MB.
* Double check that you have all required materials included! Incomplete applications will not be accepted, and extensions cannot be given.
* Need help? We are here to support you.

## 2023 APPLICATION DRAFT WORKSHEET

All applications must be submitted online at apply.4culture.org.

## PROJECT SUMMARY

## \*TIP\* The peer panel evaluating your application will use your Project Title and Short Project Description to refer to your project – make sure it provides key info to remind them of your project.

**Project Title:**

Suggested word count for this section: 1-5 words

**Short Project Description:**

Suggested word count for this section: 25 words

\*TIP\* Your text should replace the “suggested word count” text in the narrative boxes

## DISCIPLINE & CHOICE CRITERION

Select one (1) discipline from the list that best fits your contribution to the project. If your project is multi-disciplinary, select the discipline that is most prominent. Grants are not awarded by discipline. Discipline categories are for organizational purposes only.

**Discipline: (select one from drop down)**

* Dance
* Literary
* Media
* Music
* Theater
* Visual

The peer-panel will select and recommend the most highly qualified projects for funding based on our Core and Choice Criteria. Core Criteria is used by the peer-panel to evaluate all Art Projects applications. Indicate here the one (1) Choice Criterion you want the peer-panel to use to evaluate your application. Use the guidelines to help you identify the best choice for your project.

**Choice Criterion: (select one from drop down)**

* **Sustained Value** 
  + Continuation of a tradition, craft, discipline, or event
* **Community Engagement** 
  + Rich exchange with select community; co-creating with community
* **Artistic Development**
  + Work in a new discipline, genre, or new collaborators; pushing in new direction

## \*From the Guidelines\* Core Criteria:

## Project impact and public benefit: Art is the primary component of your project. You have described one or more compelling, feasible public events in King county.

## Quality and qualifications: Relevant work samples or other documentation that supports your application has been provided. If applying as a group, applicants must demonstrate that they have or will hire artists and/or arts professionals with relevant experience to achieve the project.

## Feasibility: The budget for your project is feasible and you’ve requested an appropriate amount of funding.

## Advancing equity: If your project and/or public event is intended to support people or communities historically marginalized in King County or that have been disproportionately impacted by structural racism, you have outlined why and how this will take place. This is not a requirement for funding.

## NARRATIVE

This part of the application is one of the most important to the peer-panel reviewing your submission. The information you write in the following sections will provide critical information that lets the panel understand what your project is about and why you feel it needs to happen at this moment in time. The Choice Criterion you selected will be used to evaluate your application. Use your Choice Criterion to frame each of the following questions. If your project and/or public event is intended to support people or communities historically marginalized in King County, outline why and how this will take place. There is no word limit, but please consider the recommended word count for each section. Organize your thoughts and be concise.

In the Project Description section, introduce the peer-panel to your project. Outline what it will be like to experience your project; who is involved in the project; and why this project is a priority for you right now in your creative development.

\*TIP\* The Project Description section is where you need to tell the peer-panel about the most critical elements of your project. Outline the entire project and let them know why this project is a priority for you right now. Use the Choice Criterion you selected to frame this narrative.

Project Description:

Suggested word count for this section: 250 words

\*TIP\* The word count is just a suggestion. The system will not cut you off. A bit more or a bit less is fine.

The money for these grants is generated from public taxes, specifically, from a portion of Lodging Tax revenues collected in King County. Because of this, the law requires 4Culture to purchase cultural services for the residents and visitors of King County. We cannot give public money to individuals or groups, including artists, unless we are purchasing a service. In the Project Impact section, describe what public event or activity 4Culture is buying from you. Public benefit events in suburban and rural areas of King County are encouraged. If you receive funding, what you write here will be included in your contract. Be realistic about what you can offer.

\*TIP\* In the Project Impact section, identify one (1) or more project-related event(s), such as a screening, exhibition, performance, lecture, workshop, etc. What you include here will be part of your contract – and you’ll have to complete it to receive your funds. Be realistic!

**Project Impact:**

Suggested word count for this section: 250 words

If the primary goal of this project is to serve historically marginalized peoples or communities in King County, especially communities that have been disproportionately impacted by structural racism, please explain how in the Advancing Equity section. Will your project be led by and/or center the community(ies) it serves? If so, how? \*Answering this question is not required in order to receive funding.

\*TIP\* This is not required but if your project has a direct, meaningful connection with *and* aims to serve historically marginalized people and communities, then use this space to talk about that aspect of your project. How will your project, or you as the artist, ensure that impact of this connection is meaningful and ongoing? If this is not a focus of your project, you can leave this section blank.

**Advancing Equity:**

Suggested word count for this section: 250 words

In lieu of a resume, we request that in the **Relevant Expertise / Experience / Accomplishments** section, you describe any experience, expertise and past accomplishments that demonstrate your organization/group's ability to achieve this project. Include specific details about past projects of similar scale and scope. If relevant, include education, training and personal experiences of personnel that qualify them to carry out this project.

If your group/organization **does not have arts as its core mission objective**, use this part of the application to also discuss the artist or arts group that you will work with to complete the project. If awarded funding, you must have a written agreement with the artist or arts group that you'll be collaborating with at the time of contracting.

\*TIP\*. The key to the Relevant Expertise/Experience/Accomplishments section is to show that your group or organization can achieve the project you’ve described, based on your own history. Also, if your group is not arts based but you are seeking funds for a project that meets all the program eligibility, use this section to talk about the artist(s) or arts group(s) you will work with. Describe the nature of the partnership and how you will collaborate.

**Relevant Expertise / Experience / Accomplishments:**

Suggested word count for this section: 250 words

In the Project Implementation section, provide a basic timeline of your project and identify when you plan to complete your public benefit event(s). Indicate if you are applying for a grant in the amount of $2,000, $4,000, $6,000, $8,000 or $10,000. Let the peer-panel know why you believe a grant in this amount will enable you to achieve your project and how 4Culture funds would be used. Outline a general outreach plan. How will you let people know how to participate? Finally, identify your key project priorities and how you could scale down or alter your timeline if you don't receive your full funding request or if other sources fall through.

\*TIP\*. How will people know about your public benefit event(s)? Will you be using social media, posters, flyers, and will you target specific groups in the hope that they will attend? Also include information about how you can shift the project if resources change, without compromising the project. You don’t want to talk the peer-panel out of supporting you.

**Project Implementation:**

Suggested word count for this section: 250 words

## BUDGET

In the **Project Budget** you will need to provide a simple break-down of project expenses and income in the categories provided. Indicate dollar amounts only for categories that apply to your project and skip those that do not. Hover over the title for a brief explanation of what you may want to include in that category. Under Income, applicants must identify a fixed award from 4Culture in the amount of $2,000, $4,000, $6,000, $8,000 or $10,000. Your total project expenses must equal your total project income. In other words, you must demonstrate that your project is financially feasible. Use the **Project Budget Notes** section, to provide details.

\*TIP\*. You want to show that you can financially make this project happen. A balanced budget demonstrates your project is a good investment of public funds. Group like items together. For example, under people you could include: Your hours (Project Director), Lighting designer’s fee , and Fabricator’s fee.

**Project Expenses (note if item is an estimate)**

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Total Expense** | **Estimate?** |
| **People** (all paid people including your own time/fee, other artists, assistants, etc) |  |  |
| **Services** (event licenses, insurance, venue rental, etc.) |  |  |
| **Supplies** (Consumable materials – plywood, fabric, etc.) |  |  |
| **Promotion** (Printed or electronic materials, flyers, posters, radio, website, etc.) |  |  |
| **Transportation/Shipping** (Airfare, car rental, delivery fees, etc.) |  |  |
| **Planning** (Preliminary studies, market analyses, front-end evaluation, cost estimating) |  |  |
| **Construction** (Labor and materials for site preparation, demolition, and building) |  |  |
| **Fundraising** (Capital campaign firms, fundraising event expenses, telephone/direct mail services) |  |  |
| **Equipment/Fixtures** (Fixed asset rentals such as lighting, sound equipment, machinery, etc) |  |  |
| **Documentation/Assessment** (Video, photography, etc) |  |  |
| **Other** |  |  |

**Project Revenue**

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Total Expense** | **Confirmed?** |
| **4Culture Requrest** (Must be in a fixed request amount of $2,000, $4,000, $6,000, $8,000, or $10,000) |  |  |
| **Applicant** (your own funds supporting this project) |  |  |
| **Foundations** (Private and public non-gov foundations) |  |  |
| **Corporations** (Cash support from businesses, associations, corporations |  |  |
| **Government** (Government support here NOT including your 4Culture request) |  |  |
| **Individual Donors** (Donations, funds from friends and family, crowd-source fundraising) |  |  |
| **Earned** (Projected ticket sales, participation fee, etc) |  |  |
| **In Kind** (Include ALL types of in-kind support here, including value of people, donated services, rent, supplies, etc.) |  |  |
| **Other** |  |  |

Project Expenses Total:

Project Revenue Total:

**\*TIP\***. Your Expenses and Revenue must be equal to demonstrate that your project is financially feasible.

In the **Project Budget Notes**, let the peer-panel know why you believe a grant in your requested amount will enable you to achieve your project, and specifically how 4Culture funds would be used (e.g. choreographer's fees, plywood, photographic documentation). Consider providing some details, such as, specific fees or materials to be purchased (expenses), and funding resources, like other grants and in-kind support (income). Provide any expense and income research or developments to date. Use this as an opportunity to explain, in further detail the feasibility of your project.

**\*TIP\*** Be very clear how the funds from the grant will be used. You don’t have to describe it down to the cent but in general, what will the funds allow you to do.

**Project Budget Notes:**

Suggested word count for this section: 250 words

## VENUE

If you know exactly where you will be presenting your event for public benefit, indicate the name, address, council and legislative district of the venue or site where you plan to hold your presentation. If you do not have a confirmed venue or site, or have multiple locations, skip down to Project Venue Notes.

**Venue Name, Address, Council & Legislative Districts:**

[**FIND VENUE COUNCIL DISTRICT**](http://www.kingcounty.gov/council/councilmembers/find_district.aspx)[**FIND VENUE LEGISLATIVE DISTRICT**](http://app.leg.wa.gov/DistrictFinder/)

Complete the **Project Venue Notes** section if you do not have a confirmed venue, but a general idea about the kind of place you'd like to offer your public benefit or have multiple sites. Tell the peer-panel why the venue(s) are a good fit for your public benefit event(s).

**\*For example\*** *I am interested in presenting this new work at a public park in King County. I am currently considering Waterworks Park in Renton and the Fall City Community Park in Fall City.*

**Project Venue Notes:**

Suggested word count for this section: 50 words

## WORK SAMPLE FORMAT

Work sample(s) will be reviewed for a cumulative total of no more than five (5) minutes. You may submit samples of a longer duration, but each application’s work sample(s) will not be evaluated for more than five (5) minutes. We recommend prioritizing your work sample(s), by limiting your selection to sample(s) that are most relevant—in scope, scale, complexity, and/or subject matter—to your proposed project. Please prepare and submit your work sample(s) in up to two (2) of the required formats (Manuscript, Video, Audio, or Image).

**\*TIP\*** You must provide work samples in one of the required formats. You may elect to provide a second format type if you work in more than one discipline or feel it better represents your work. For example, a spoken-word artist might want to submit video work samples of several performances, along with a manuscript of poetry samples. Less is more – don’t feel compelled to include work in both formats unless it helps you!

Work Sample Type (Required) (Select one from drop down)

* Manuscript
* Video
* Audio
* Image

Additional Work Sample Type (Optional) (Select one from drop down)

* Manuscript
* Video
* Audio
* Image

## WORK SAMPLE DESCRIPTION

Provide a description of your work sample(s) indicated below. This applies to all work samples, whether uploaded here or hosted externally.

Include your titles (and/or track numbers) of the work(s) submitted in the order in which they are to be reviewed. Include, the date the work(s) were completed or if they are in-progress and indicate the role of the applicant (Examples: choreographer, photographer, guitarist, director). Please write a brief sentence describing the work sample(s). Indicate which work samples, if any, are related to your proposed project.

If work samples are in the Manuscript Format, identify if the sample(s) are complete works, abstracts, excerpts or a group of works. If work samples are in the Image Format include the medium, dimensions of the artwork(s) and completion date.

**\*TIP\***. *If you would like for the panel to review a specific segment of a time-based piece or pay particular attention to an image or paragraph, you can indicate that here as well. For example: On track 3, please start listening at 3:30 – 4:15 to hear a sample of my composition.*

Work Sample Description:

## WORK SAMPLE UPLOAD

Files will upload when you save as a draft.

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.

WORK SAMPLE URLS

If you choose to submit AUDIO OR VIDEO files as your work sample format, you may submit up to three (3) files using SoundCloud (audio) OR Vimeo (video) and/or YouTube (video). All submissions must be publicly accessible (not private). If possible, it is recommended to edit multiple clips into one 5 min. video. Once you have uploaded your files, indicate the URL (e.g. <http://soundcloud.com/imani-m/03-imani-jackson>) here in the order in which you would like the files reviewed. Do not include ANY information other than the URL(s) here. Websites other than Soundcloud, Vimeo or YouTube will not be reviewed.

**Sample URL 1:**

**Sample URL 2:**

**Sample URL 3:**

MANUSCRIPT – FILES UPLOAD WHEN YOU SAVE CHANGES

Recommended for literary projects, plays, screenplays and teleplays. Manuscripts must be in English, with a one (1) page cover sheet and no more than ten (10) pages. Font size must be a minimum of 12 points. Include your first and last name on each page. The file you upload must be no larger than 2MB. If a larger file size is necessary, please contact the program manager for assistance. Attachments will appear together in a file list after you have saved the form. If necessary, check the "Delete" checkbox next to the file you wish to discard and save.

MANUSCRIPT – upload (1) file in application

IMAGES – FILES UPLOAD WHEN YOU SAVE CHANGES

Recommended for visual art. Images will be presented to the peer-panel, one at a time, in the order you have uploaded your files. A maximum of ten (10) JPGs may be submitted. Images must be under 2MB each. We recommend 1920 pixels on the longest side and 72 dpi. We accept JPG files only. You may change images by using the "Change Image" box which will appear after you save an image(s).

PHOTO 1 – upload file in application

PHOTO 2 – upload file in application

PHOTO 3 – upload file in application

PHOTO 4 – upload file in application

PHOTO 5 – upload file in application

PHOTO 6 – upload file in application

PHOTO 7– upload file in application

PHOTO 8 – upload file in application

PHOTO 9 – upload file in application

PHOTO 10 – upload file in application

## SOURCE OF INFORMATION

**\*FYI\*** This information lets us know where folks find out about us and gives us insight into where we could be doing better engagement and outreach, so more people have access to this opportunity.

**How did you hear about this grant program? (Select one from drop down menu.)**

* **Web search**
* **4Culture enews or other email**
* **Facebook**
* **Instagram**
* **Twitter**
* **Other Social Media**
* **On the radio**
* **Print or digital ad**
* **From a friend or colleague**
* **Job board or website**
* **Other**

**If you selected “Other,” please explain below.**

BEFORE YOU SAVE OR SUBMIT

* Are all required fields completed? In the application they will have a red asterisk next to them. Even if you are saving a draft, you cannot leave any required fields blank.
* Did you get an error? Your attachments may be too large.
* Still running into technical issues? Reach out to us!

ALL DONE?

Congratulations! Before you celebrate, **make sure you’ve submitted your Demographic Update in your account profile**. And double check that your application status is “Pending” and not still in a draft form. We will notify you about the status of your application on or before July 1, 2023.

## Questions?

Contact us. We are here to help you.

Nina Yarbrough, Arts Program Director   
[nina.yarbrough@4culture.org](mailto:nina.yarbrough@4culture.org)   
206.477.7537

OR

Elly Fetter, Arts Support Specialist (for technical questions about your account)   
[elly.fetter@4culture.org](mailto:elly.fetter@4culture.org)   
206.848.0068