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SEATTLE, WA 98104
4CULTURE.ORG

Cultural Equipment | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2023 Cultural Equipment 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 PM on Wednesday, August 30, 2023.

Steps to apply

1. Read the [guidelines](#).
 - Are your organization and your project eligible?
2. Create an account / If you have an account, confirm you can log in.
 - Watch the [tutorial video](#) for assistance.
 - Contact [Jackie Mixon](#) 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 offline 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.
- 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

Your Project Title should begin with “The purchase of...” and should simply state the type of equipment you are requesting.

Project Title*

The Purchase of:

Short Project Description*

Please limit to 25 words that describe the equipment you want to acquire:

Will this equipment be used primarily for Administrative or Programmatic purposes?*

Select one:

- Administrative
- Programmatic

ORGANIZATION MISSION FOCUS

This is for future contracting purposes only. Please select the focus that best describes your organization.

Organization Mission Focus*

Select one:

- Arts
- Heritage
- Historic Preservation

NARRATIVE

Keep the following 4 evaluation criteria in mind as you tell us about your project:

- **Quality:** The reasoning behind your proposed equipment purchase, how carefully it has been planned, how it relates to your organization's mission, and how central it is to the services your organization provides to King County residents and visitors.
- **Feasibility:** Your ability to acquire and take care of the equipment, demonstrated by a balanced project budget, access to a secure storage space, and the expertise of those who will select and maintain the equipment.
- **Project Impact:** The impact of this specific equipment on your organization's operations or the programs you offer to the community, and how the community will benefit from its use. Frequency of use is a factor, including shared use by multiple groups, but only if it makes sense for all groups.
- **Advancing Equity:** Purchasing and using this equipment will help your organization advance equity. You have described how your organization or programs are led by or will serve historically marginalized communities, especially those disproportionately impacted by structural racism. This is not a requirement for funding.

Refer also to the [Equipment guidelines - Are You and Your Project Eligible?](#) section. There is no text limit for the Narrative sections, but we suggest you use around 250 words for each section.

PROJECT DESCRIPTION

Clearly describe your organization's intentions to acquire equipment and explain why this is a priority for your organization this year. It's great to be concise – this is the who, what, when, where, and why of your project.

For example:

- What is the equipment you need to purchase?
- Where will the equipment be kept, and where and how often will it be used?
- Is the equipment needed to enhance your operations and efficiency, or allow you to serve your audiences or community better?
- Will the acquisition of this equipment allow you to launch a new project or do something you can't do now?

Project Description*

Please limit to approximately 250 words:

PROJECT IMPACT AND PUBLIC BENEFIT

What effect will this project have on the community you serve? How will the successful purchase of the equipment affect your organization internally? How does this equipment allow you to execute your mission? Remember that we need you to provide some kind of public benefit in exchange for this funding. Is there a way the equipment can help you increase your public benefit activities?

Project Impact*

Please limit to approximately 250 words:

ADVANCING EQUITY

Is your organization, or its programs, led by or serving historically marginalized communities, especially those disproportionately impacted by structural racism? How will this equipment allow you to better reach or serve historically marginalized communities? If these questions do not apply to your organization or this equipment acquisition, you may simply state so.

Advancing Equity*

Please limit to approximately 250 words:

EXPERIENCE

Summarize who is selecting the equipment and their relevant experience. (We do not need complete resumes.) How did they identify the appropriate equipment for this project (reached out to comparable institutions, consulted an expert, internal expertise)? What criteria did your organization use to select this equipment? How did your organization determine appropriate vendor and cost for equipment? By whom and how will this equipment be cared for during its lifespan?

Relevant Expertise / Experience / Accomplishments*

Please limit to approximately 250 words:

IMPLEMENTATION AND MAINTENANCE

Provide a work plan for the purchase and use of this equipment, including planning, fundraising, purchase, first use, and regular maintenance. Who will have access to use of this equipment? How will your organization maintain the equipment, and will you insure it? Let panelists know your priorities if you are requesting multiple items, and how you would scale down the project if full funding is not received.

Project Implementation*

Please limit to approximately 250 words:

BUDGET

Please use the check boxes to indicate expenses that are estimates (as opposed to actual) and whether income items are confirmed at the time of submission. Use the Budget Notes to include an itemized list of equipment you intend to purchase, and to detail your expenses and income for the panel.

See Additional Materials section for details about REQUIRED IRS 990 information.

PROJECT EXPENSES

People (All PAID people such as consultants, architects, interns, etc. Include installation costs here - installation fees must be under 10% of total request): \$

Is this an estimate? Y/N

Transportation/Shipping (Airfare, car rental, delivery fees, etc): \$

Is this an estimate? Y/N

Equipment/Fixtures (Fixed assets such as lighting, sound equipment, shelving, phone systems, computers, machinery. Small items under \$200 per must be essential to the functionality of larger equipment requested.): \$

Is this an estimate? Y/N

In-Kind (Include ALL types of in-kind expenses here, including value of people, donated services, etc): \$

Is this an estimate? Y/N

Other: \$

Is this an estimate? Y/N

PROJECT INCOME

4Culture Request (Only this current 4Culture grant request amount should be listed here. Must be between \$1,000 - \$10,000):

Applicant (Your own funds supporting this project): \$

Is this confirmed? Y/N

Foundations (Family, independent, and public non-government foundations): \$

Is this confirmed? Y/N

Corporations (Cash support from businesses, associations, corporations): \$

Is this confirmed? Y/N

Government (Include ALL types of government support here NOT INCLUDING this 4Culture request (prior 4Culture funds can be included here)): \$

Is this confirmed? Y/N

Individual Donors (Donations, sponsorships, crowd-source fundraising): \$

Is this confirmed? Y/N

Earned (Include business revenue, memberships, and tuition): \$

Is this confirmed? Y/N

In-Kind (Include ALL types of in-kind support here, including value of volunteer time, donated services, supplies, etc.): \$

Is this confirmed? Y/N

Other: \$

Is this confirmed? Y/N

Total Expenses: \$

must equal

Total Income: \$

PROJECT BUDGET DETAILS

Please list the specific equipment you plan to purchase using 4Culture funding. Indicate if you have purchased a similar piece of equipment with 4Culture, and if so, the year of purchase of that equipment. Also provide details of any items that require further information for the panel to understand such as types and amounts of earned income, sources of grants, or breakdown of expenses.

Project Budget Notes

For example...

Equipment:
Item / source / cost

Foundations:
Foundation A \$xxx
Foundation B \$xxx
Foundation C \$xxx

ADDITIONAL MATERIALS

There are (4) REQUIRED items in this step:

- Update [account profiles](#) including IRS 990 information for 2021 or 2022
- Your account profile includes a section for [demographic information](#). Make sure you have provided demographic information for the current year before submitting your application
- List of activities for the past 12 months
- List of board members

ACTIVITIES LIST

Please list your organization's primary events/activities over the past 12 months and indicate the number of participants and frequency for each event/activity. Please limit your response to less than 250 words.

Activities*

Events, locations, dates, number of participants... :

ORGANIZATION BOARD LIST

Please list your board members. Include names, terms and occupations, ie: "Jane Smith, 3 years, UW Professor". Please limit your response to less than 250 words.

Board*

Board of Directors names, terms, and occupations:

VENUE

If your organization is planning on using the equipment primarily someplace other than your organization's main physical location, please provide us with the address and council district of that other location.

Venue Name*

Venue Name, address, King County Council District ([find Council District](#)):

Project Venue Notes*

You may use this section to briefly explain the choice of the other location, if necessary. For example: Is the other location a storage facility? If your organization does not have a facility, will the equipment be in a secure location? :

Source of Information

How did you hear about this grant program? Select one. If you select "Other" please explain below.*

- 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
- Other, please explain:

SUBMIT YOUR APPLICATION – OR KEEP A DRAFT

Please review your ACCOUNT and PERSONAL profiles before submitting this application to make sure they are up-to-date. Inaccurate information in either may prevent 4Culture from accepting your application.

REQUIRED - Your profile includes a section for [demographic information](#). You must submit this in order for application to be considered complete. Make sure you have provided demographic information for the current year before submitting your application. Applications without current demographic updates will not be considered complete.

When submitting your application online you will be asked to confirm:

- The organization meets the eligibility requirements as stated in the guidelines.
- I have provided 2021 or 2022 financial information in my account profile and can verify that the organization is not running continual deficits in its annual operating budget.
- The organization has a secure place to store the proposed equipment.

Ineligible, incomplete, or incorrect applications will not be reviewed by the panel.

Need Assistance? Contact Us!

Arts

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***Required Field**