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

Cultural Producers Recovery Fund

Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2024 Cultural Producers Recovery Fund 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, May 8, 2024.

Steps to apply

1. Read the guidelines.
   - Are you 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 2024 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 if you have questions.
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.
- The Cultural Producer Recovery Fund is open to individuals only. You must apply from an individual account. You will not be able to apply from an organization account.
- 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 word count and spelling this way.
- 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 and in person. Times are listed in the guidelines.
- Getting an error when you Save or Submit? Most likely this is because your work sample files are too big. Each attachment must be smaller than 2MB.
- You may also run into issues when saving after you cut and paste text into your document due to hidden characters in the text. Try typing it out instead of using cut and paste.
- Double check that you have all the required materials included! Incomplete applications will not be accepted, and extensions cannot be given.
- Need help? We are here to support you.

2024 APPLICATION DRAFT WORKSHEET

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

ELIGIBILITY

Eligibility Impact

Since the start of the COVID-19 pandemic (March 2020) have you experienced any of the following impacts?

Covid Impacts*

Select all that apply

- ☐ Lost a job
- ☐ Difficulty finding a job
- ☐ Reduction in work hours
- ☐ Work or worked in industry that was impacted by COVID
- ☐ Lost housing
- ☐ Entered shelter
- ☐ Difficulty finding permanent housing
- ☐ Difficulties associated w/COVID have impacted my/my family's well-being (e.g. physical, mental, pre-existing conditions

Eligibility – Age & Residency

Are you over 18 years of age? *

- ☐ No
- ☐ Yes

Are you currently a resident of King County, WA? *

- ☐ No
- ☐ Yes

Eligibility - Cultural Producer

For this application, a Cultural Producer is defined as an individual whose current or primary occupation, paid or unpaid, is within 4Culture's program areas: art, heritage, historic preservation, and public art. This may include:

- Generative and interpretive artists working in the disciplines of public art, dance, theater, music, media, literature, and the visual arts.
- Sole proprietors of cultural businesses including freelance curators and consultants.
- Individuals working in the fields of heritage and historic preservation whose primary work involves documentation, identification, stewardship and interpretation of history and historic spaces including, public history, cultural/ethnic heritage, archives, curation, museum (education, interpretation, exhibits), historic restoration, archeology, and research arts.

Additional examples are available in the application guidelines.

Please describe how you meet the eligibility requirement of cultural producer, as defined above. In this application you will need to provide work samples, which should support your attestation that you are a cultural producer. Example: I am a screenwriter, filmmaker, and educator.

Cultural Producer Description *

Suggested word count – 25:

Please describe your activities as a cultural producer in a typical year. You may include volunteer or fee-reduced work offered to communities in King County, related to any work you describe above.

Example: In 2023, I completed a screenplay that I had been working on for two years. I also taught three workshops for emerging filmmakers sponsored by the King County Library System. These were well attended, and I received positive feedback.

Cultural Work Typical Year *

Suggested word count – 100:

Please choose which 4Culture program area best aligns with your work as a Cultural Producer.

Discipline *

Select one:

- ☐ Arts
- ☐ Heritage
- ☐ Historic Preservation

INCOME – COVID-RELATED

Other COVID Relief Received

This section will be used to help determine award amounts.

Have you received any COVID-related cash assistance since March 1, 2020? *

This does not include Federal Stimulus payments.

☐ No
☐ Yes

If YES, indicate COVID related cash assistance received below.

If you have more than three (3) providers, please provide a document (.docx, PDF) that includes all additional cash support(s) as outlined below, and upload.

Example: The King County Eviction Prevention and Rent Assistance Program (EPRAP), $3,200, Rent, 2020.

Name of COVID relief provider #1:

Amount of support #1:

Purpose #1:

Year(s) received #1:

Name of COVID relief provider #2:

Amount of support #2:

Purpose #2:

Year(s) received #2:

Name of COVID relief provider #3:

Amount of support #3:

Purpose #3:

Year(s) received #3:

If you have had or will have additional COVID related cash support, upload a summary document.

(upload button in online application)

TOTAL COVID-RELATED RELIEF RECEIVED. If none, leave as 0 *:   0

WORK SAMPLE / WORK PRODUCT

The purpose of the work sample/work product is to provide evidence of YOUR work as a cultural producer. You may include past or in-process work.

Work sample/work product 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.

You must include a **minimum of one (1) and no more than four (4) work sample/products**. You may submit these in up to **two (2) formats**. Formats Include: Images (.jpg), Video (links), Audio (links), Document/Manuscripts (.docx, PDF), or Website URLs.

> *Example: As a heritage museum consultant, you might submit a YouTube link of a successful event you lead **(Type: Video)** and some text you wrote about an exhibition **(Type: Document/Manuscript)***

Please follow these steps to complete this work sample/work product section:

- **Step 1: Select the 1 or 2 type(s)** of work sample(s)/work product you would like to share with the selection panel.

- **Step 2: Follow the format requirements** for the 1 or 2 type(s) of work sample(s)/work product you have chosen to share.

- **Step 3: Write a work sample(s)/work product description** section to provide details about each sample.

Work Sample / Work Product - TYPE

Please indicate the type of work sample/work product you will provide. **You must provide one (1) the second is optional.** Format types include: Images (.jpg), Video (links), Audio (links), document/manuscripts (.docx, PDF), or Website URLs.

Work Sample Type (Required) *

Select one:

- ☐ Manuscript
- ☐ Video
- ☐ Audio
- ☐ Website
- ☐ Digital Image

Additional Work Sample Type (Optional)

Select one:

- ☐ Manuscript
- ☐ Video
- ☐ Audio
- ☐ Website
- ☐ Digital Image

Work Sample / Work Product - FORMAT

AUDIO, VIDEO, and/or WEBSITE submissions must be accessible without a password, however, you may include private links if privacy is important. Indicate the URL in the order in which you would like the files reviewed. Do not include ANY text other than the URL(s) here or you will receive an error message. [Example: http://soundcloud.com/imani-m/03-imani-jackson]

Sample URL 1:

Sample URL 2:

Sample URL 3:

Sample URL 4:

DOCUMENT/MANUSCRIPT - FILES UPLOAD WHEN YOU SAVE CHANGES

The file you upload must be no larger than 2MB. 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. Document or PDF.

Sample 1: (upload files to web)

Sample 2: (upload files to web)

Sample 3: (upload files to web)

Sample 4: (upload files to web)

IMAGES - FILES UPLOAD WHEN YOU SAVE CHARGES

Images must be under 2MB each. We accept JPG files only. 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.

Sample 1: (upload files to web)

Sample 2: (upload files to web)

Sample 3: (upload files to web)

Sample 4: (upload files to web)

Work Sample / Work Product - DESCRIPTION

In the work sample/work product description section, indicate the order you would like the samples reviewed. Please provide a brief description of the sample(s) you are submitting, and you may include details such as, the title, date completed, names of collaborators, and your role in the creation presented in the sample/product. If you would like the panelists to review a particular section of a time-based sample/product, indicate that as well.

> Example: A full-length, non-fiction documentary, *A History of Tukwila,* completed in 2019, I served as the Researcher and Editor, Michelle Garcia was the Director of Photography and Producer. Historic footage was provided by MOHAI. Please begin watching at 3:15 through to 4:10.

Describe your work product sample(s) here:

SOURCE OF INFORMATION

How did you hear about this grant program? *

- ☐ 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

If you selected "Other," please explain below:

ATTESTATION

Please review the following and check the box below if you agree to the following:

- I have confirmed the contact and mailing information in my profile is current and correct.
- I have completed and submitted my 2024 demographic information as part of the profile section of my account.
- I affirm and certify that I am eligible to apply for this opportunity and all the information and answers to questions herein are complete, true, and correct to the best of my knowledge.
- I understand that any misrepresentation, falsification, or omission of any facts called for in the application will render this application ineligible.
- I acknowledge that 4Culture staff may request documentation relevant to this application, at any time.
- My application is complete, and I am ready to submit it for review.

- ☐ **I ATTEST THE ABOVE IS TRUE AND I AGREE TO SUBMIT MY APPLICATION UNDER THESE TERMS AND CONDITIONS.**

SUBMIT YOUR APPLICATION – OR KEEP A DRAFT

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

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

Need Assistance? Contact Us!

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Fields marked with an asterisk (*) are required.