

# APPLICATION WORKSHEET

## 2025 ARTS SUSTAINED SUPPORT: ARTS ORGANIZATIONS

*This worksheet is intended to be used as a tool as you work on the 2025 Arts Sustained Support - Organizations 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 Wednesday, September 4, 2024. No extensions will be granted.**

### Steps to Apply

1. Read the [guidelines](#)
  - Ensure your organization is eligible.
2. Create an account / If you already have an account, confirm you can log in.
  - Applications must be submitted from an organizational account, not an individual account.
  - Watch the [tutorial video](#) for assistance creating an account or contact.
  - Contact 4Culture if you are unable to access your account.
3. Update your account profile
  - Check your **account** and **personal profiles**. Make sure you have entered all applicable fields under "ORGANIZATION ACCOUNTS ONLY". Make sure you have submitted your mission statement, 990 financials, and 2024 demographic survey.
4. Read through the entire application and gather required support materials (i.e. budget, board, staff, and demographic information)
  - Optional: 4Culture provides a [sample survey](#) (and [survey instructions](#)) as a tool to help you gather and summarize information from your board and staff. This is for your use only—do not send surveys to 4Culture.
  - Optional: Use our [IRS 990 Worksheet](#) to gather your information off-line.
5. Attend a workshop or request feedback:
  - The workshop schedule is included below and on the guidelines page. A pre-recorded workshop video is also available.
  - Connect with Program Manager, [Bret Fetzer](#) for questions or to request feedback on your application.
6. Use this worksheet as you plan your application. Draft, review, revise. Submit!

### Helpful Tips - Set yourself up for success!

#### Start early:

- Begin your application at least 3 weeks before the deadline.

- Ensure any questions or requests for feedback are sent well in advance of the deadline.

**Save a draft often or work offline:**

- The grant portal will automatically log you out of the browser after 60 minutes of activity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page every 50 minutes or so to prevent data loss.
- Use the Application Draft worksheet to draft your responses before submitting your final application, track word count, and correct spelling.

**Getting an error when you Save or Submit?**

- If you are running into technical issues when you save a draft or submit, reach out to us!

**Struggling to write your responses?**

- Record yourself explaining your responses to a friend.
- Transcribe your recording to capture your enthusiasm and ideas.

**Seek feedback:**

- Ask a colleague to read your application and provide feedback.
- Connect with Bret Fetzer to request feedback on your draft application. The closer to the application due date, the less available he will be, so please ask early if you want his feedback.

## Get Application Support

**Attend a workshop:** Workshops provide guidance from Program Managers and insights from other applications. They are free, informal, and available in-person or virtually via Zoom. Register for your preferred workshop under "Helping You Succeed" in the [Arts guidelines](#).

**Workshop Schedule for Arts Sustained Support – Organizations:**

- Thursday, August 8, 2024, 12-1pm (Zoom)
- Monday, August 12, 2024, 6-7pm (In-Person)
- Wednesday, August 21, 2024, 5-6pm (Zoom)
- Friday, August 30, 2024, 12-1pm (Zoom)
- Tuesday, September 3, 2024, 12-1pm (Zoom)

## QUESTIONS?

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

**Bret Fetzer, Arts Program Manager**

[Bret.fetzer@4culture.org](mailto:Bret.fetzer@4culture.org) or 206-263-1599

*For technical questions about your online account or general questions:*

**Elly Fetter, Arts Support Specialist**  
[Elly.fetter@4culture.org](mailto:Elly.fetter@4culture.org) or 206-848-0068

# APPLICATION DRAFT WORKSHEET

## 2025 ARTS SUSTAINED SUPPORT: ARTS ORGANIZATIONS

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**Applications must be submitted online by 5:00 P.M. on Wednesday, September 4, 2024. No extensions will be granted.**

Your application will not be complete without the following:

1. **2024 DEMOGRAPHIC UPDATE.** This update is part of your 4Culture organization's account profile. Please complete and submit this annual demographic update for 2024, even if you have filled this out for a previous year. [Draft and submit a new organization applicant update here.](#)
2. **ORGANIZATIONAL ACCOUNT PROFILE UPDATE.** Note: 4Culture added additional information to this profile in July 2024, so if you last updated your profile before then, please check it again. Your application is not complete if you have not filled out all applicable fields under **"ORGANIZATION ACCOUNTS ONLY."**

**\*Tip\* A common issue is the demographic form is saved, but not SUBMITTED. To ensure it is submitted, scroll to the bottom of the form, and check the box next to "I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE." If the box does not allow you to click it, it is usually due to an error—either a field was left blank or entered incorrectly. Make sure all the numbers add up, if there are any blank spaces, put a zero there.**

**SAVE YOUR WORK AS YOU GO** by using the SAVE A DRAFT button at the bottom of the page. Draft applications can be edited at any time and submitted later.

### NARRATIVE

In your responses, keep in mind the criteria the adjudicating panel will be considering Resilience, Public Benefit, Equity, and Artistic Substance. For more detail about these criteria, review the [guidelines](#).

*Please choose the discipline that best represents your organization's artistic services. (If your artistic services include multiple disciplines, pick one here and discuss the rest in your organization description.)*

**Discipline:** Select one from the drop-down menu

Dance • Festival • Literary • Media • Music • Presenter • Service • Theater, Visual.

**\*TIP\* The peer panel evaluating your application will use your Short Organization Description to refer to your organization – make sure it provides key info to remind them of your organization. Remember that the readers may not be familiar with your organization and/or programming. This short description should be separate from your organization's mission statement.**

*Provide a short, one sentence description of your organization.*

### **Short Organization Description \***

Recommended word length for this section: 100 words. Please delete this text before submitting

**\*TIP\* We suggest you use 250-500 words for each of the following narrative responses.**

*Please describe your community.*

**\*TIP\* Some prompts: Consider your organization's members, visitors or audiences you reach (in person or online), collaborators, and volunteers. Who is experiencing your public benefit? How do they access your programs and services?**

### **Community \***

Your text should replace the "suggested word count" text in the narrative boxes

*Please tell us how your organization's programs or services have evolved during the past two years (2022 and 2023) in response to community needs and/or to changes in the field of your artistic discipline. **Please focus on just a couple example programs with details.***

**\*TIP\* If you have launched a new program, how was it proposed? How was the idea developed? What did it take to make that idea a reality?**

**If you have new programming, what inspired that? If you are most proud of an ongoing program, how has it changed over time?**

### **Programming \***

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

*Describe how your organization plans for the future and makes decisions. Describe your staff, volunteer, and board expertise or experience, especially with regard to your artistic discipline.*

**\*TIPS\* For example, if you have launched a new program, how was it proposed? How was the idea developed? What did it take to make that idea a reality?**

### **Management \***

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

*What are the goals of your organization for the next 2-3 years? In what way has your organization evolved? This can be in relation to your artistic process or output, broader mission objectives, or the way in which you are responding to your community’s needs.*

**\*TIPS\* In the wake of the pandemic, is your organization pursuing any new or innovative activities or ventures? Has your organization changed or redirected its goals or processes to better achieve your mission and vision? Discuss areas of operational, artistic, or strategic growth or change as they apply.**

### **Future \***

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

*What economic impacts does your organization have in King County? This can include wages, contractors and employment; tourism impact; provision of affordable cultural space or reduced cost-services and offerings; community well-being and quality of life; direct spending on goods and services; and visitor spending at other local businesses.*

**\*TIP\*: Economic Impact can be measured in many ways – please share any data and narratives that your organization has collected. This may include:**

- **job creation and support,**
- **generating government revenue through taxes,**
- **tourism promotion and local business spending,**
- **Purchasing goods and services from local businesses,**
- **quantifying volunteer hours through a standard rate to determine a total monetary value,**
- **highlighting public benefits that your organization provides that would have otherwise required government funding,**
- **estimating the value of programs provided for free that would have otherwise been paid for by individuals, and**
- **other ways in which your organization positively impacts the local economy**

**4Culture also recognizes the long-term economic benefits of improved education, strong community ties, or community development.**

**Americans for the Arts hosts an online Economic Impact calculator that you may find useful: [Arts & Economic Prosperity 6 - AEP6 | Calculator \(americansforthearts.org\)](https://americansforthearts.org/arts-economic-prosperity-6-aep6-calculator)**

### **Economic Impact \***

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

*Is your organization led by and serving marginalized communities, especially communities that are disproportionately impacted by structural racism?*

*This is not required. If this question does not apply to your organization, please indicate below.*

**\*TIP\* This is not required but if your organization 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 work. How will your organization ensure that the impact of**

**this connection is meaningful and ongoing? Be specific about the communities you are discussing. You can also discuss specific programs you have that advance equity.**

### **Advancing Equity**

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

Please describe the Public Benefit your organization provides. (Public Benefit, in this context, refers not to artistic or social value, but to your organization's efforts to make your work more accessible to King County residents, particularly for underserved populations. This may include free or discounted admissions to events or activities; free or discounted educational services; or outreach efforts towards underserved regions or communities. For a more detailed discussion of possible Public Benefit, go [here](#).)

If you are awarded Sustained Support funding, your answer here will be used as a public benefit statement for your contract. Do not be overly specific; describe what you would offer in a typical year.

**\*TIP\* Here is a generic example of what we're looking for. It is for a performing organization, but should give a sense of the kinds of information we need from any arts organization:**

**"Generic Arts Organization offers 3 productions to the public in a typical year. Each production includes one pay-what-you-can performance and discounted tickets for youth/seniors/military. At least one performance features ASL interpretation. We also offer two educational workshops at no cost and one educational program with scholarships for low-income applicants."**

### **Public Benefit \***

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

**In the two questions below, you will select the General Public Benefits and the Equity Inclusion and Geographic Inclusion Public Benefits that your organization provides.** If you are awarded funding, these public benefits will appear in your contract; only select the public benefits on which you would like to report. (The panel will only review your public benefit statement above; these lists are only for 4Culture's internal use.)



Please select **up to three** General Public Benefits and **up to three** Equity Inclusion and Geographic Inclusion Public Benefits your organization provides throughout the year.

**\*TIP\* To select multiple options, hold down the CTRL key (Windows OS) or the Command key (Mac OS) as you click with your mouse.**

### General Public Benefits

- Open hours at a culture or science facility; providing access to rehearsal or performance spaces
- Producing programs, performances, experiences, and providing access to public collections
- Education programs in and out of school
- Programming and facilities upgrades to support individuals with disabilities
- Preservation and transmission of traditional cultures and crafts
- Cultural content production (events, programs, didactics, education materials, etc.)
- Career building opportunities such as internships, apprenticeships
- Multidisciplinary partnerships and resources sharing
- Improving outreach and communications to diverse and underserved audiences
- Field services: career development, professional networks, technical assistance, skill-building, research & advocacy
- Other

### Equity Inclusion and Geographic Benefits

- Providing free and reduced cost admissions
- Providing free curriculum for public school students
- Increasing the diversity among staff and board members
- Increasing access to facilities, program, and services for diverse and underserved populations
- Broadening programming that appeals to and appropriately engages diverse populations
- Increasing investment in programs that represent and reflect the diversity of the community
- Producing programming specifically with and for underserved populations and communities
- Producing cultural programs and activities outside the city of Seattle
- Partnering with other organizations on programs and activities outside the city of Seattle
- Seattle-based organizations providing programming outside the city of Seattle
- Other

## REQUIRED SUPPORT MATERIALS

*Your application will not be complete without the following:*

### BUDGET \*

*Applicants must complete their [account profiles](#), including the most recent three years of available financial information entered into the **990 forms in your account**. Please ensure your*

information is up to date before submitting this application. You must provide financial information even if you do not submit financials to the IRS. Contact the Bret Fetzer if you have questions or are unable to provide your 2023 financial information by September 4, 2024

### **DEMOGRAPHIC INFORMATION \***

Applicants must provide [demographic information](#) for their organization. **This information will not be part of your application and will not be seen by the adjudicating panel.** We gather demographic information to better evaluate the success of our efforts to reach all communities in King County. Make sure you have provided demographic information for the current year before submitting your application.

#### **\*TIPS\***

- **If your fiscal year spans multiple calendar years, enter each year's finances into the form corresponding to the year your fiscal year ends. (For example, 2022-2023 should go into the 2023 form, 2021-2022 should go in the 2022 form).**
- **If you file a 990 form with the IRS, copy that data into this form.**
- **If you do not file a 990 form with the IRS, you must still complete this form to provide consistent and comparable financial information.**
- **If your organization is not primarily focused on the arts, enter financial information for the arts program only, not the overall organization.**

Please give us a complete list of your organization's activities over the past two years. Include date or date range, events, and estimated attendance.

### **Activities Information \***

Please list your board members; provide names, titles, and any significant affiliations. You must submit a list of your organization's board members, their term limits, and their employment or community affiliation.

#### **Board List \***

Please list your primary or decision-making staff members. Include their names, titles, how long they've held this position

#### **Staff List \***

## REQUIRED UPLOADS

Please upload your Articles of Incorporation and IRS Letter of Determination. Accepted file types are doc, docx, pdf, jpeg, jpg, and tif. Ensure files are no more than 2MB. Files will upload when you save a draft or submit the application.

If you need to request a copy of your Articles of Incorporation, you may do with from the Washington State Secretary of State. With the [Corporations and Charities Filing System \(CCFS\)](#) copies are available on-demand and for free. All you need to do is search the UBI number, select the entity from the search result, and select the Filing History button at the bottom of the page. From there you have access to all documents filed with the Secretary of State for that entity.

**\*TIP\* To obtain a copy of your IRS Letter of Determination, you have several options:**

- **Download it online: If your determination letter was issued in January 2014 or later, you can download a copy using the IRS's Tax Exempt Organization Search / Internal Revenue Service ([irs.gov](https://irs.gov)) tool**
  - In the "Select Database" field, select "Determination Letters"
  - In the "Search By" field, select either EIN or Organization Name

Use Form 4506-B: For older determination letters or exemption applications, complete Form 4506-B. This form is specifically used to request copies of exemption applications and/or determination letters. [Form 4506-B \(Rev. 5-2024\) \(irs.gov\)](#)

## ADDITIONAL OPPORTUNITIES

These two options will not affect your Arts Sustained Support application. You will need to submit separate applications for these opportunities. Checking "Yes" will instruct us to contact you about them:

**\*TIP\* The following questions will not be viewed by the panel, will not impact your score or application for Sustained Support funding, do not guarantee your eligibility for other programs, and do not commit you to applying for future funding opportunities.**

## FIELD SERVICES

*A field services provider is an organization that offers capacity-building programs and services for organizations and/or individuals in the cultural sector. Some examples of field service programs and offerings are: career development opportunities, supporting communities of practice and professional networks, technical assistance and skill building opportunities, supporting the basic needs of cultural practitioners, and advocacy efforts. The intended audience and impact for these types of programs and offerings reach beyond the staff and board of a single organization. If your organization provides programs and/or services like these to the cultural field, please check "Yes". Checking this box is for research purposes only; this information will not be shared with the panel. If you select "yes", you may be contacted for additional information.*

*Are you a field services provider?*

- YES

### **PUBLIC FREE ACCESS**

*Recipients of 4Culture's Sustained Support grants may be eligible for the 2025 Public Free Access program. Public Free Access grants support free and reduced cost access to cultural and science experiences for the general public. View more information in the [Public Free Access guidelines](#).*

*To apply for Public Free Access funding in 2025, Sustained Support recipients will complete an additional, short, supplementary application form that includes the number of free and reduced cost access provided in the previous calendar year. This requires applicants to have taken head counts of their free and reduced cost attendance (estimates or averages are not accepted) in 2024 and to have retained that documentation in their records.*

*Applicants that have provided free and reduced cost access in 2024, AND who have retained that documentation in their records may check the box below to indicate interest in additional funding through the Public Free Access program, opening in January 2025. Applicants must have checked this box to be eligible to apply for these additional funds in 2025.*

- YES, WE'RE INTERESTED

## READY TO SUBMIT?

Applications must be submitted online at [apply.4culture.org](https://apply.4culture.org) by 5:00 P.M. on Wednesday, September 4, 2024. **No extensions will be granted.**

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1. Go to **apply.4culture.org**
2. Create an account / If you have an account, confirm you can log in.
  - Watch the [tutorial video](#) for assistance.
  - Contact 4Culture if you are unable to access your account.
  - Complete and submit your 2024 Demographic Update in your account profile.
3. Copy and paste the information from this worksheet into the online application.
4. Double-check that you have all the required materials included! Incomplete applications will not be accepted, and extensions cannot be given. In the application, required questions will have a red asterisk next to them.
5. Hit "Save" if you want to keep working on your application later 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!
6. If you submitted your application, double-check that the status is "Pending" and not still in a draft form. Drafts not submitted by the deadline will not be accepted.
7. **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

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.

### Award Decisions

We will notify you about the status of your application on or before December 31, 2024.