How to Complete Your Demographic Information

Each year, 4Culture requires applicants and grantees to submit updated demographic information for your organization. Information about our applicants is used by 4Culture to help us understand who we serve and how we can increase program access for all King County residents and communities. **Your specific answers cannot be seen by program managers or peer review panels and will not affect funding.**

We welcome any questions or comments about 4Culture's demographic data collection or efforts to increase program access for all communities. Please contact the program manager for the grant application or artist call for which you are applying.

1. Go to **4Culture's grant portal** (http://www.apply.4culture.org) and log in**.**

2. Once you're logged in, click "Update your Account and Personal Profile".

3. Under "Demographic Updates", click "View / Edit your annual demographic updates".

4. Click "Start a new organization applicant update".

DEMOGRAPHIC UPDATES

Information about our applicants is used by 4Culture to help us understand who we serve and how we can increase program access for all King County residents and communities. Your specific answers cannot be seen by program managers or panels and will not affect funding. We need you to update this information each year.

Your draft and submitted demographic updates are listed below. Draft updates can be edited at any time.

Have your information ready for this year? Start a new update...

Start a new organization applicant update

Start a new individual applicant update

5. Fill out the demographic information requested to the best of your knowledge. If you don't know the answer to a question, you can use the "Declined/No Response" option.

   Please note that even if you think you know how members of your staff and board identify, it is a demographic data best practice to ask for them to provide this information in an anonymous survey instead of reporting on their demographics without their input.

   4Culture has put together a **sample survey** (https://apply.4culture.org/storage/documents/sample-demographic-survey.pdf) and **survey instructions** (https://apply.4culture.org/storage/documents/demographic-survey-introduction.pdf) that you can use to gather demographic information from your board and staff. You do not have to use this survey to collect demographic data if your organization prefers to do this another way. Do not send individual surveys to 4Culture.

6. You can save your work on the demographic update and come back to it later by using the teal "Save a Draft" button at the bottom of the form.

CURRENT STATUS: DRAFT - NOT SUBMITTED

By submitting this demographic update, you are certifying that your answers are accurate and complete to the best of your knowledge.

☐ I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE.

SAVE A DRAFT

To access your saved form, repeat steps 1-3 and then, instead of starting a new update, clicking "View/Edit" next to your saved demographic form.

DEMOGRAPHIC UPDATES

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Your draft and submitted demographic updates are listed below. Draft updates can be edited at any time.

Have your information ready for this year? Start a new update...
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Status/Action	Type Of Update	Year
View / Edit	2026 Organization Demographic Update	2026

7. When you are ready to submit your organization's demographic form, check the box at the bottom of the form above the teal button where it says, "I am ready to submit the demographic update".

CURRENT STATUS: DRAFT - NOT SUBMITTED

By submitting this demographic update, you are certifying that your answers are accurate and complete to the best of your knowledge.

☐ I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE.

SAVE A DRAFT

The teal "Save a Draft" button will turn into an orange "Submit" button. Click the "Submit" button to complete your demographic update.

CURRENT STATUS: DRAFT - NOT SUBMITTED

By submitting this demographic update, you are certifying that your answers are accurate and complete to the best of your knowledge.

☑ I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE.

SUBMIT

You can tell your demographic update was submitted successfully if you repeat steps 1–3 and instead of seeing "View/Edit" next to your update, you instead see "Submitted - View".