How to Set Up an Account on 4Culture's Grant Portal

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

   If you already have an account with 4Culture, check that your login information is working by clicking "Sign In".

   If you do not have an existing account with 4Culture, click "New Account" to request to create an account. **This can take up to 2 business days.** Someone from 4Culture will contact you once your account is set up with instructions on how to log in.

   If you have previously applied to 4Culture as an individual and are now representing an organization, you'll need to request a new organization account with a new email address that can be associated with your role at the organization. And vice versa, if you have previously applied to 4Culture on behalf of an organization and are now applying as an individual, you'll need to request a new individual account with a personal email address.
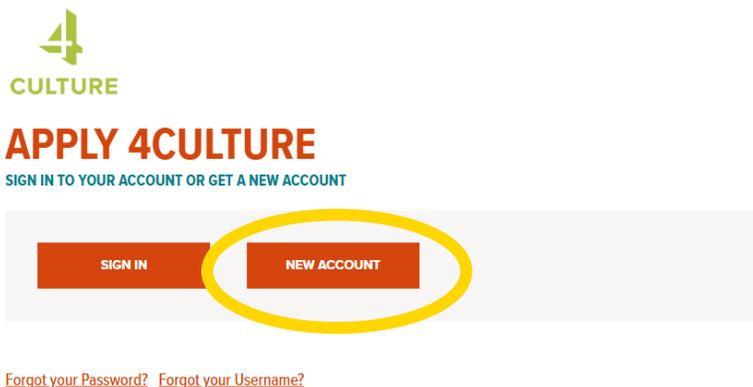
2. If you are requesting a new account, fill out that appears after you hit "New Account".

3. If you are applying to Launch, make sure to request a New Organization Account, as Launch grants are not open to individuals.
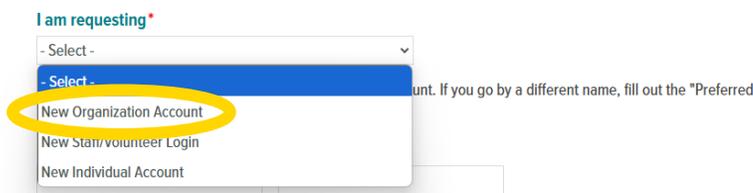
4. Once your account is created and you've logged in, click Update your Account and Personal Profile.

APPLY 4CULTURE

You are now logged in. Logout

YOUR APPLICATIONS

Start or continue an application

View previously submitted applications

YOUR PROFILE

Update your Account and Personal Profile

5. Click "View/Edit" under "Your Personal Profile" to check that the your personal information is correct. Add any additional information that was not requested to set up your account (preferred name, job title, etc.).

YOUR PROFILES

Please ensure that BOTH your ACCOUNT and PERSONAL PROFILE are complete and up-to-date. Inaccurate information in either may prevent 4Culture from accepting your application or processing your payment request.

Your Personal Profile	Your Account Profile	For Orgs - IRS 990 Forms
View / Edit Amelia Von Fakenstein	View / Edit Fake Chamber Orchestra	View / Edit 990 FY21 View / Edit 990 FY20 View / Edit 990 FY19 View / Edit 990 FY18 View / Edit 990 FY17 View / Edit 990 FY16

6. Click "View/Edit" under "Your Account Profile" to check that your organizational information is correct. Add any additional information that was not requested to set up your account (mission, EIN, communities served, etc.).

7. Certain information may not be editable; if you need to make an upate to a field that you cannot modify, please contact 4Culture.

YOUR PROFILES

Please ensure that BOTH your ACCOUNT and PERSONAL PROFILE are complete and up-to-date. Inaccurate information in either may prevent 4Culture from accepting your application or processing your payment request.

Your Personal Profile	Your Account Profile	For Orgs - IRS 990 Forms
View / Edit Amelia Von Fakenstei	View / Edit Fake Chamber Orchestra	View / Edit 990 FY21 View / Edit 990 FY20 View / Edit 990 FY19 View / Edit 990 FY18 View / Edit 990 FY17 View / Edit 990 FY16

8. Make sure you have filled out everything that is applicable under "Organization Accounts only"; your account is not complete without these updates.

ORGANIZATION ACCOUNTS ONLY

Mission

Required information for Launch applicants:

☐ **Mission:** a brief description of an organization's purpose, who it serves, and how it serves them.

☐ **Federal EIN:** a unique number that identifies the organization to the Internal Revenue Service (if you don't have one or are fiscally sponsored, leave this blank).

☐ **WA State UBI:** a number used by Washington State to distinctly identify a legal entity (if you don't have one, leave this blank; do not put in your fiscal sponsor's UBI)

☐ **King County Percentage:** How much of your programming has taken place or will take place in King County?

☐ **Primary Population Served:** Indicate if your organization's mission, vision, or values has a primary focus on a specific population. For this question, select only one answer. If your organization is not focused on a specific population, select "We have a general focus with no specific primary population focus". You have the option of elaborating in the text box below.

☐ **More Communities Served:** Indicate if your organization's mission, vision, or values has a primary focus on any other populations. For this question, you can select all that apply. If your organization is not focused on any other specific populations, select "We have a general focus with no specific primary population focus". You have the option of elaborating in the text box below.

9. Click the orange "Save" button at the bottom of the page once you're done to add the information to your account.

<< Return

SAVE

Fields marked with asterisk (*) are required.

10. Congratulations! Your account is set up and ready to use.

Please ensure that **both** your Account and Personal Profile are complete and up to date going forward. Inaccurate or out-of-date information in either may prevent 4Culture from accepting your application or processing your payment request.