



How to Submit your Previous Year Financial Information for Launch

Note: This step is only required for organizations who were in operation prior to 2026. **If your group does not have financial information for those years, please skip this step.**

If your group is also planning to apply for or has received Sustained Support funding from 4Culture, **disregard these instructions and use the instructions provided by your Sustained Support Program Manager instead.**

1. Go to **4Culture's grant portal** (<http://www.apply.4culture.org>) and log in to your account.
2. Once you're 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](#)



3. On the righthand side of the page under the orange banner that says, "For Orgs – IRS 990 Forms", click "View / Edit 990 FY25".

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

[View / Edit](#) Amelia Von Fakenstein

Your Account Profile

[View / Edit](#) Fake Chamber Orchestra

For Orgs - IRS 990 Forms

[View / Edit 990 FY25](#)

[View / Edit 990 FY24](#)

[View / Edit 990 FY23](#)

4. Skip the instructions that are included at the top of the form and scroll down to the form itself.

Please provide information from your IRS Form 990-EZ or 990. Report fiscal years based on the end date, e.g., report a year ending June 30, 2014 as FY 2014.

This is not a budget form. Only provide numbers from IRS 990 forms for completed fiscal years that have already been filed with the IRS - do not report numbers from budgets, projections, P&Ls, or balance sheets. If you haven't filed yet, leave this fiscal year blank. Provide numbers exactly as reported to the IRS - do not make adjustments.

If you are not required to file a tax form for a fiscal year OR filed using the 990-N (e-filed postcard form), please select "990-N (None)" and use the 990-EZ form to determine what you would have filed for that year had you actually used the 990-EZ. In such cases, only provide actuals, i.e. totals for completed fiscal years, not projections.

- If your group is a 501(c)(3) that has filed a 990, 990-EZ, or 990-N, select the appropriate form from the first dropdown menu. If you have never filed a 990 or have your previous year financials in another form, select "None".

You can use the Tab key to move between fields. Use a "-" to indicate negative numbers or the standard "-100" rather than "(100)".

Form For Year Ending 2024*

None

- Select -

990

990-EZ

990-N

None

- You only need to fill out 2 fields: **Total Revenue** and **Total Expenses**. If your group is a 501(c)(3) that has filed a 990, 990-EZ, or 990-N, you can use the line numbers to find that information on your previous filing.

If you have never filed a 990 or have your previous year's financials in another form, you can enter your total revenue and total expenses from whatever financial report you used.

FOR FORM 990-EZ	REVENUE	FOR FORM 990
	FY24 Total Revenue	
990-EZ Line 9	<input type="text" value="1234"/>	990 Part I, Line 12
	FY24 Capital Revenue	
Capital/major equipment	<input type="text"/>	Capital/major equipment
FOR FORM 990-EZ	EXPENSES	FOR FORM 990
	FY24 Total Expenses	
990-EZ Line 17	<input type="text" value="1234"/>	990 Part I, Line 18
	FY24 Capital Expenses	
Capital/major equipment	<input type="text"/>	Capital/major equipment

7. Scroll down to the bottom of the page and hit the orange "Submit" button.



8. Repeat if applicable for fiscal year 2024, etc.