



Sustained Support Contracts & Payment Request Workshop

2025-2027 SUSTAINED SUPPORT

Land Acknowledgment

With gratitude, 4Culture works on the ancestral and unceded lands and waters of Lushootseed-speaking peoples, especially of the Duwamish, Muckleshoot, Puyallup, Snoqualmie, Suquamish, and Tulalip tribes, as well as those whose names we do not know. Today many Indigenous peoples live and thrive here. We commit to repairing the harmful historic relationship between 4Culture and Native peoples in King County through cultural funding and commissioning opportunities that prioritize Indigenous communities.

Agenda

Welcome & Introductions

Sustained Support

- Program Updates
- Contracts
- Reporting
- Network of Support

Q&A

Close Out & Next Steps

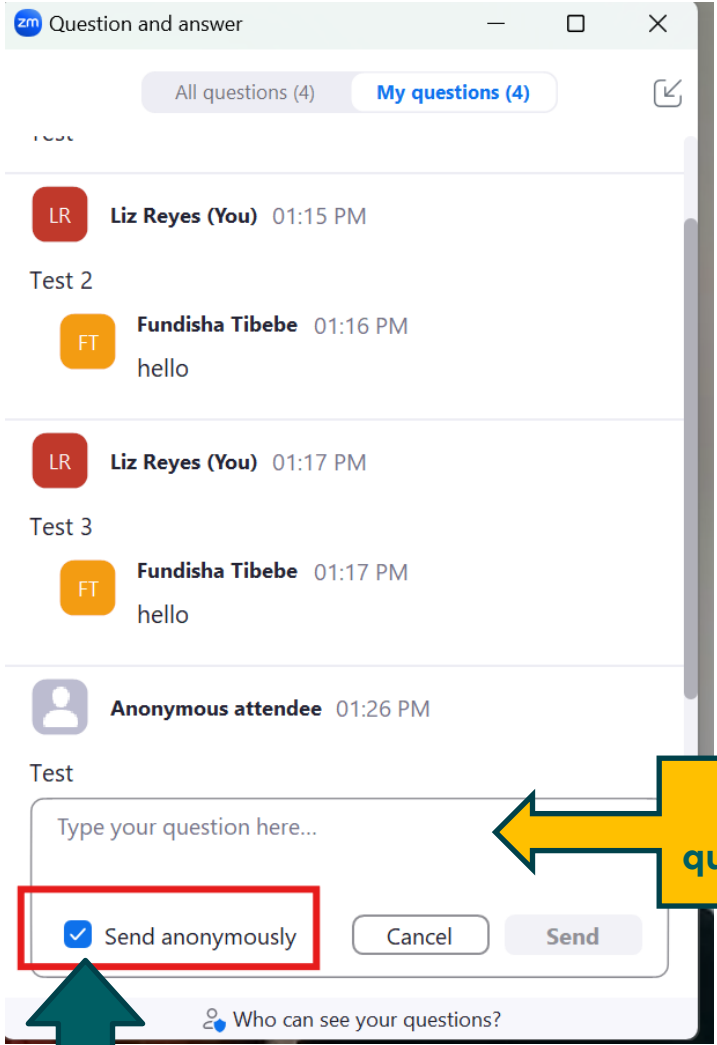
Webinar Tips

Participants will be muted through the duration of the webinar

The chat is open to everyone for introductions, comments, shareouts, etc.

Please submit all questions through the Q&A.

Please reach out to your program manager if you have specific questions related to your organization's grant award.



Type your questions here

Check this box if you would like to send your questions anonymously

Staff Introductions

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Sustained Support Program Updates

Program Updates

We are working in partnership with the King County Council to **expedite the payment process and distribute your 2025 award in full.**

You will NOT need to submit a Payment Request for your 2025 Contract. Your **payment will be processed automatically.**

This change is for 2025 Awards only. Your 2026 and 2027 awards will continue to be payable based on a reimbursement schedule, as has been historic practice for 4Culture.

As a reminder, your Sustained Support award is **not funded by federal funds** and your award will not be impacted by federal budget activity.

Anticipated Timeline

Contract distribution is anticipated the **last week of March 2025**

Your contract will include the public benefit services that you selected in your application.

Expedite the contracting process by ensuring that 4Culture has your **W9** on file.

In addition, we encourage **ACH** payments. To facilitate this, please fill out an ACH form.

Any missing paperwork may cause a delay in payment.

Payments will be issued by **June 30, 2025**.



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](#)

GETTING PAID

PAYMENT

[Start a payment request](#)

[Continue working on your draft payment request](#)

[View previously submitted payment requests](#)

[ACH form](#)

CONTRACTS

[View or download your contract history](#)



Payment Schedule

Award Year	Contract Scope	Contract Timing	1 st Payment	2 nd Payment
2025	2025	By March 31, 2025	100% by June 30, 2025	n/a
2026	2026 & 2027	January/ February 2026	50% at your discretion after Feb 15, 2026	50% at your discretion after Dec 1, 2026
2027	See above	See above	50% at your discretion after Feb 15, 2027	50% at your discretion after Dec 1, 2027

Contract Scope of Work

- **Narrative description** of your Public Benefit Services over the course of the contract
 - If your Grant is less than \$150,000, submit by December 31, 2025. (1x)
 - If your Grant exceeds \$150,000, submit June 30 and December 31, 2025. (2x)
 - If your Grant exceeds \$500,000, submit June 30, September 30, and December 31, 2025. (3x)
- **Numerical data** on events, attendance, and open hours for your organization, as applicable, for the calendar year 2024, to set a data baseline for future impact reporting.
- **Survey questions** regarding your organization and the impact of grant funds.
- **Samples** of programs, brochures, or other marketing materials featuring the 4Culture logo, if available
- **Photos** of the events and activities supported by this Grant, if available

Public School Cultural Access Program

- **Transportation:** Funding provided directly to school districts to underwrite bus transportation for King County public school students to cultural education experiences. Fall 2025.
- **Roster:** An online database of King County cultural education programs such as field trips, in-school workshops, residencies, etc. Primary intended audience is teachers and school staff. Roster profile submission form launches Spring 2025. Roster goes public late Summer 2025.
- **Grant Program:** A multi-year funding program to support an organization's cultural education programs. These programs can take place at schools, cultural facilities, or other learning spaces. Organizations will submit only one application per funding cycle. Successful applicants will demonstrate their organization's goals and ability to expand and improve access for King County public school students. Applications will be open Fall 2025.

Sustained Support Contracts

Contracting

What we'll cover:

- Contracting Basics
- Fiscal Sponsors and Organizations (awardees)
- New Grantees
- Resources

Contracting

Your primary contact

- Elyn Blandon, Finance Contract Support Specialist
 - Engage for key aspects, i.e: contract signatures, ACH/Bank info, W9 corrections, processing payment requests, Fiscal Sponsors and/or assistance with secure portals.

Required: A signed contract by you and 4Culture.

- Your contract will include the public benefits services that you selected in your application.
- Signing a contract with 4Culture is via electronic process using Congasign.
 - The designated signer(s) will receive an email requesting their review and signature.
 - All grantees are the first signer and the Executive Director of 4Culture is the final signer.
- Completed signed contracts are available in your grant portal to view/download.

Contracting

Fiscal Sponsors and Organizations (awardees):

- Contracting process within Congasign for everyone.
- Step 1: a form authorizing your fiscal sponsor to contract with 4Culture on your behalf.
 - Once signed by your organization and fiscal sponsor, it routes to 4Culture staff for signature > completion.
- Step 2: a contract is sent to fiscal sponsor as first signer.
 - Upon completion of all signatures, the fiscal sponsor will be provided the final copy.
- The final signed contract outlines all requirements for reporting/payment specifics.
 - 4Culture will only issue payments to the Fiscal Sponsor.

Contracting

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.		
1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
2 Business name/disregarded entity name, if different from above.		
Print or type. Instructions on page 3.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	

All grantees are required to submit and/or maintain a correct W9 with 4Culture.

If your organization has fiscal sponsor, 4Culture needs their W9.

Please make sure to:

- Identify your federal tax classification in 3a by **selecting 1 of the 7 options.**
- **If payment preference is a check,** the check will be mailed to the address on file, per the last W9 received. If any special handling, contact your Program Manager.

Contracting

- Determine your preferred method: ACH or Paper Check. Notify your Program Manager.
- It is very critical for a signed contract to be on file, as **payment cannot be issued until the contract process is complete by all signers**. Ensure you communicate within your organization if multiple staff are supporting different aspects of managing your grant.
- 4Culture processes payments in the order payment requests are received **as complete/approved**.
- We encourage maintaining your grant portal users due to post award duties and/or any staff changes.
- **4Culture staff will not** text message, request a pin or send sensitive information via email.

Contracting

Grantees: New to 4Culture

- Encourage you to ask questions as we are here to help you!
 - Your **Program Manager** is the primary best point of contact.
 - Finance team works with all 4Culture programs and will redirect you to Program staff as needed.
- In general, a few more tasks to do than a grantee who has existing profile/past award recipient with 4Culture. Finance team processes completed/correct items as they are received. (i.e. W9, ACH)
- You can submit required documents with sensitive information via secure portal (FileCloud) at any time. If there are questions, only a finance team member will contact you.

Resources

4Culture Websites

[Manage Your Grant | 4Culture](#)

[4Culture - 4Culture](#) (Grant Portal)

[Staff | 4Culture](#)

In contracting with us, additional websites:

[To sign a document | Conga Portal](#)

[4Culture FileCloud](#) (Secure Portal)

Finance Contract Support Specialist

Elyn Bandon

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206.263.1685

Sustained Support Reporting

Numerical Reporting: Survey Monkey

How many events, exhibitions, performances, workshops or programs did your organization host?

Please enter separate numbers for three types of events: those held in-person in Seattle; those held in-person outside Seattle, but within King County; and virtual-only events hosted in King County.

Events Seattle

Events County

Events Virtual

What was the attendance for your organization, across all open hours and/or events that your organization hosts?

Please enter separate numbers for three types of attendance: in-person in Seattle; in-person outside Seattle, but within King County; and virtual-only attendees for events hosted within King County.

Attendance Seattle

Attendance County

Attendance Virtual

If applicable to your organization, enter the total hours your cultural facility was open to the public. (If your organization does not operate a cultural facility, leave blank.)

Open Hours

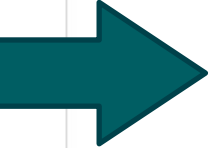
Enter Open Hours
ONLY if applicable



Public Benefit Reporting

Progress Report/Final Evaluation*

Share specific benefits and services provided to the public during the period as outlined in your contract's Scope of Service (see your contract for reference). Provide descriptions of events, activities, installations, as appropriate. Limit your response to 300 words.



Survey

EQUITY AND INCLUSION

Please rate on a scale of 1 to 5, with 5 being "strongly agree" and 1 being "strongly disagree."

This grant allowed my cultural organization to **more equitably serve and reach underserved communities.**

Underserved Reach

– Select –

Please rate on a scale of 1 to 5, with 5 being "strongly agree" and 1 being "strongly disagree."

This funding supported my organization's diversification of our staff and board (including race, gender, sexual orientation, and disability status).

Staff/Board

– Select –

This funding allowed my organization to broaden programming that appeals to and engages diverse populations.

Diverse Programming

– Select –

Please use this space to elaborate and to quantify the above impacts, to the best of your knowledge.

Equity Inclusion Impacts

Helpful tips:

- Stick to a word count of 300 words
- Providing quotes or descriptions of participant experiences can help show impact.



Survey

Press CTRL to select more than one option

Indicate the specific communities for which your organization's mission, vision or values has a primary focus. There is space below to elaborate if needed.

Communities Served

– Select –

- Asian /East Asian/South Asian / Southeast Asian
- Arab/Middle Eastern/North African
- Black/African/Afro-Caribbean
- Hispanic/Latine

Press CTRL to select more than one option

Another Specific Community

More Communities Served

– Select –

- Disability community
- Immigrant and refugee populations
- Individuals experiencing mental illness or substance use disorders
- Justice impacted youth

Use this space to elaborate as needed on communities served.

Helpful tips:
300 words or less

Community Served Narrative

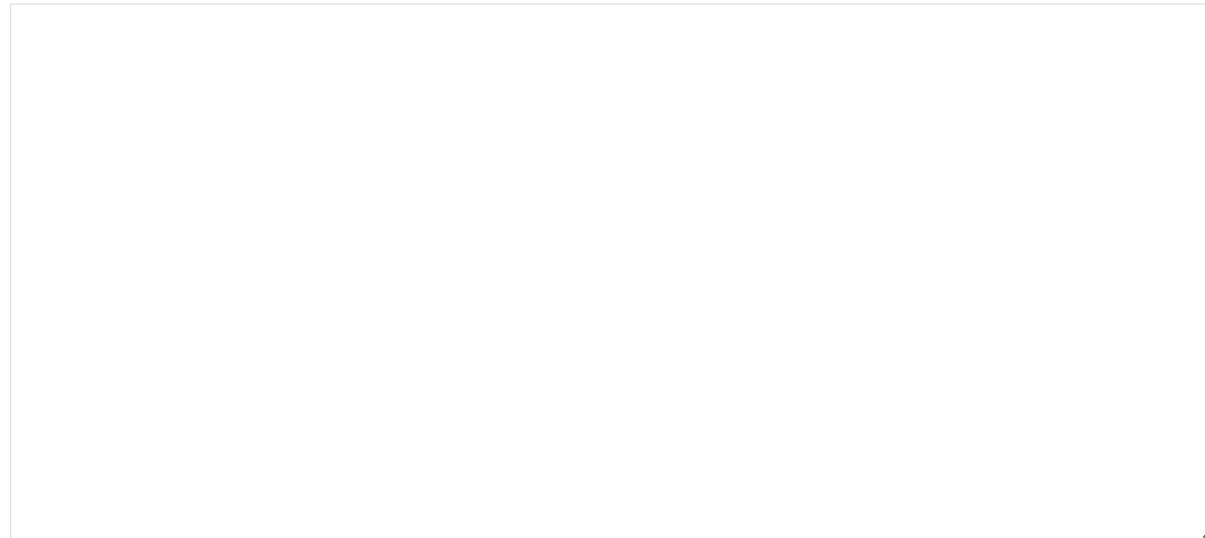
Reporting

TESTIMONIALS AND STORYTELLING


Please share up to three (3) community member quotes or anecdotal stories of individuals who benefitted from your programming.

Whenever possible, please include: the individual's first name unless they prefer to be anonymous, age, exact quote, or how they benefitted. If you have a photograph (with photo credit) of an individual providing testimonial, please include in the attachments section and name the file accordingly. Thank you!

Community Testimonials



Helpful tips:
300 words or less



Reporting

UPLOADS

In order to complete this payment request, you must upload additional documentation below. That documentation will include copies of receipts. If you have multiple receipts you **MUST** include a summary of them. 4Culture will not add up your receipts for you. You may also need to submit photographs, marketing materials, or final budget information, depending on program requirements. Check your grant's specific requirements in your [contract's scope of service](#). You can also review program requirements at [Manage Your Award](#).

Attachments must be less than 2MB. Valid document file types are Word (.doc, .docx), Excel (.xls, .xlsx), and PDF. Valid photo types are .jpg files.

Files will upload when you save changes. These file upload buttons can be reused after first saving a draft of the payment request. If necessary, use the file list to delete a saved attachment by checking the "Delete" checkbox next to the file you wish to discard.

Attachments will appear together in a file list at the bottom of this section *after* you have saved the form.

Helpful tips:
You may save a draft of your payment request and re-use the upload buttons to add more files.

Document 1

NO FILE CHOSEN

Document 2

NO FILE CHOSEN

Document 3

NO FILE CHOSEN

Document 4

NO FILE CHOSEN

Document 5

NO FILE CHOSEN

Photo 1

NO FILE CHOSEN

Photo 2

NO FILE CHOSEN

Photo 3

NO FILE CHOSEN

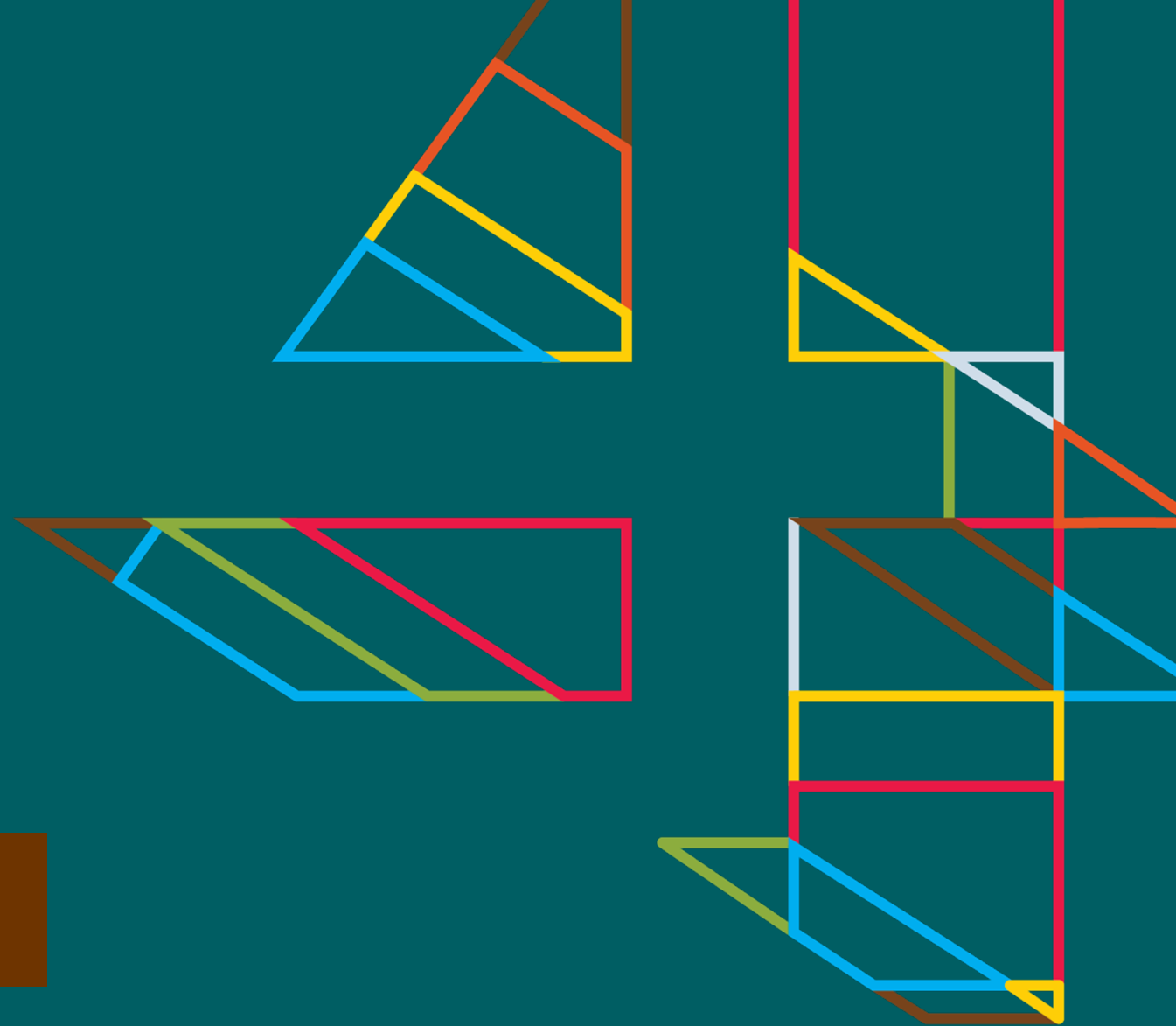
Photo 4

NO FILE CHOSEN

Photo 5

NO FILE CHOSEN

Sustained Support Network of Support



Cultural Services Liaison

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Thank you to the following contributors

1:1 interviews

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- Demarus Tevuk
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- Stephanie Bohr
- Kent Chapple
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- Rosie Wilson-Briggs

County Connected Sounding Board members

- Melany Bell
- Luther Hughes

Native Advisory Council members

- Tim Lehman
- Francesca Murnan

City of Seattle Equitable Development Initiative, King County Best Starts for Kids Capacity Building

Why build up a Network of Support?

- Impact on organizations with increased Sustained Support
- Operational crises and opportunities for transformational growth
- Good investment in leaders and organizations

Working Definitions

Capacity Building is the generation of resources or support intended to help an organization, group, or individual enhance its ability to fulfill its mission or purpose (i.e., any activity or support that is focused on the success and sustainability of an organization or the practitioner rather than specific programs).

Capacity Building Support is the provision and co-creation of information, tools, and resources on best practices along with the individualized, responsive, and ongoing coaching and support to strengthen programs, organizations, and systems capabilities.

Community of Practice is when people within a shared sector meet over time to build relationships, problem-solve together, learn from each other's experience, and collectively explore and address systems change.



What is the Network of Support?

- Coaching and mentoring
- Consultant services
- Communities of Practice

Topic Areas:

Accessibility (language, ADA, facilities, mobility)

Board/board relations

Communications, marketing, and branding

Cultural facilities and project development

Diversity, equity, accessibility, and inclusion (DEAI)

Financial emergency planning

Financial planning and/or strategy

Fundraising/development

Human resources

Interpretive planning

Leadership and board optimization

Legal services

Organizational design and management

Strategic planning

How will the Network of Support Directory work?

- Application and selection process for coaches, mentors, and consultants
- Profiles accessible on the Directory for ALL to use
- Opportunity to access free services, as funds are available, for Sustained Support prioritized organizations with average annual expenses under \$300,000 over the previous 2-3 fiscal years and qualifying for geographic and equity investments through an intake form
- Opportunity to access free services, as funds are available, for Sustained Support organizations experiencing operational crisis situations and times of significant transformational change through a request and review process

What is coming next?

- Share out the application for interested coaches, mentors, and consultants
- Submit your interest in serving on a selection panel for review on our website at www.4culture.org/about-4culture/work-with-us/. Under *Get Involved*, click *Submit*, indicate topic interest as *Capacity Building* and opportunity as *Panel*
- Be on the lookout for future intake forms and self-assessment worksheet
- Participate in future meet-and-greet mixers with Network of Support Capacity Builders, presentations to help use the Network of Support Directory, and more
- Share with us where you gather in Communities of Practice

Anticipated program launch in early Summer 2025

Questions?

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Q&A

Next Steps / Closing

What now?

Visit <https://www.4culture.org/grants-artist-calls/manage-your-grant/> for access to:

- Information on required documents, contracts, etc.

The screenshot shows the 4Culture website interface. At the top, there is a navigation bar with the 4Culture logo and links for Grants + Calls, Arts, Heritage, Preservation, Public Art, Science + Technology, Galleries, News, About, and MY ACCOUNT. The main heading is "MANAGE YOUR GRANT" in large orange letters. Below this, a congratulatory message states: "Congratulations on a great application! Yours is one of over 500 projects we fund each year. Here's how you can help us keep your grant on track using the [application portal](#)." A numbered list follows: "1 Get Started" (with a downward arrow) and "2 Required Documents" (with an upward arrow). A grey box contains the text: "All documents and receipts should be uploaded using the [Application Portal](#)." Below this is a list of grant categories, each with a downward arrow: Collections Care, Building for Equity – Capacity Building, Building for Equity – Cultural Facilities, Cultural Equipment, Landmarks Capital, Open 4Culture, Projects, Touring Arts Roster Incentive Program, and Sustained Support. The "Sustained Support" item is circled in red. A document icon is visible on the right side of the page.

Contact your program manager or appropriate point of contact for any questions related to your award or information presented today.

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