

APPLICATION WORKSHEET

2025 Equipment for Organizations

This worksheet is intended to be used as a tool as you work on the 2025 Equipment for Organizations application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.

**Applications must be entered and submitted online by 5:00 P.M. PDT on July 9, 2025.
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**, **fiscal sponsor info** (if applicable), **990** financials, and **2025 Demographic Update**. Confirm that your **address** is correct.
4. Read through the entire application and gather required support materials (i.e. budget, board, staff, and demographic information)
 - Optional: For your Organization Demographic Update 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 individual surveys to 4Culture.
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 Managers for questions or to request feedback on your application.
6. Use this worksheet as you plan your application. Draft, save, review, revise. Copy to the online application form. 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 and work offline:

- The grant portal will automatically log you out of the browser after 60 minutes of inactivity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page after you enter each section, or at least every 50 minutes or so to prevent data loss.
- If you get an error when saving after you copy and paste text into your application, it could be due to hidden characters in the text. Try typing it out instead.
- 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?

- Double check that you haven't left any required fields blank.
- 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 Program Managers to request feedback on your draft application. Reach out at least two weeks before the deadline to allow time for review and edits.

Attend a workshop or office hours:

- Workshops provide guidance from Program Managers and insights from other applicants. They are free, informal, and available in-person or virtually via Zoom. Register for your preferred workshop under "Helping You Succeed" in the guidelines.
- Office hours are a chance to get your application questions answered. There will be no formal presentation during these Zoom meetings. Join using the link on the guidelines.

Workshop and Office Hours Schedule:

- Wednesday, May 28, 12:00 – 1:00 PM (Zoom workshop)
- Tuesday, June 3, 12:30 – 1:30 PM (Redmond Library in-person office hours)
- Monday, June 9, 10:00 – 11:00 AM (Zoom workshop)
- Thursday, June 12, 11:00 AM – 12:00 PM (Zoom office hours)
- Tuesday, June 17, 2:30 – 3:30 PM (Zoom workshop)
- Wednesday, July 2, 11:00 AM – 12:00 PM (Zoom office hours)

QUESTIONS?

Arts: Melissa Newbill melissa.newbill@4culture.org or 206-263-1603

Heritage: Natasha Varner, Ph.D. natasha.varner@4culture.org or 206-848-0008

Preservation: Emily P. Lawsin emily.lawsin@4culture.org or 206-477-3110

Science: Jennifer Pritchard jennifer.pritchard@4culture.org or 206-263-8305

APPLICATION DRAFT WORKSHEET

2025 Equipment for Organizations

This is a worksheet where you can draft your answers.

All applications must be entered directly on the online application form at apply.4culture.org

Your application will not be complete without the following:

1. **2025 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.** 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. Fields marked with a **red asterisk (*)** are required; you will need to put information in these fields in order to save a draft. Draft applications can be edited at any time before the deadline.

PROJECT SUMMARY

Your Project Title should begin with “The purchase of...” and should simply state the type of equipment you are requesting.

Project Title*

The Purchase of:

Short Project Description*

Please limit to 25 words that describe the equipment you want to acquire:

Will this equipment be used primarily for Administrative or Programmatic purposes?*

Select one:

- Administrative
- Programmatic

Will the equipment purchased support ADA accessibility? *

- Yes
- No

ORGANIZATION DETAILS

This is for future contracting purposes only. Please select the focus that best describes your organization.

Organization Mission Focus*

Select one:

- Arts
- Heritage
- Historic Preservation
- Science & Technology

NARRATIVE

Keep the following evaluation criteria in mind as you tell us about your project:

- **Quality:** Your thought and reasoning behind the proposed equipment purchase, how carefully it has been planned, how it relates to your organization's mission, and how central it is to the services your organization provides to King County residents and visitors.
- **Feasibility:** Your ability to acquire and take care of the equipment, as demonstrated by a balanced project budget, access to a secure storage space, and the expertise of those who will select and maintain the equipment. Your project budget and plan are realistic and achievable, and the funding amount is appropriate for the project.
- **Project Impact and Public Benefit:** The impact this specific equipment will have on your organization's operations or the programs you offer to the community. This may include, but is not limited to, increased programming abilities, additional audience capacity, or increased accessibility for people with disabilities. Frequency of use is also a factor, including shared use by multiple groups, but only if it makes sense for all

groups. What public benefits this equipment will help provide visitors and residents of King County.

- **Advancing Equity:** 4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your organization's focus is on marginalized communities, especially communities that are disproportionately impacted by structural racism (e.g. serving Black, Indigenous, and People of Color (BIPOC) communities, engaging BIPOC leaders within a community, etc.). This is not a requirement to apply for Equipment for Organizations funding, but sharing about your organization's equity work, however it manifests, will give the panel a fuller picture of how you support your community.
- **Economic Impact:** Your project enhances your organization's ability to make a meaningful contribution to the local economy by providing fixed assets to be utilized by staff, contractors, volunteers, and/or members of your community. Economic impact may also include purchases from local vendors and/or use of local contract labor for installation. Indirect impacts like increasing commercial activity, activating physical spaces, and enhancing the vibrancy of communities will also be considered.

Refer also to the [Equipment for Organizations guidelines - Are You Eligible?](#) section. There is no text limit for the Narrative sections, but we suggest you use around 250 words for each section.

PROJECT DESCRIPTION (Equipment Purchase Description)

Clearly describe your organization's intentions to acquire equipment and explain why this is a priority for your organization this year. It's great to be concise – this is the **who**, **what**, and **why** of your project.

For example:

- What is the equipment you need to purchase and what criteria did your organization use to select this equipment?
- Who is selecting the equipment and what is their relevant experience? How did they identify the appropriate equipment for this project? (reached out to comparable institutions, consulted an expert, internal expertise)? Note: we do not need resumes.
- Why are you submitting this equipment request now?

Project Description (Equipment Purchase Description)*

Please limit to approximately 250 words:

IMPLEMENTATION AND MAINTENANCE

Provide a work plan/timeline for the purchase and use of this equipment, including planning, fundraising, purchase, first use, and regular maintenance. Remember, equipment funded through this program must be purchased between September 25, 2025 – September 25, 2027.

For example:

1.

- How did your organization determine an appropriate vendor and cost for the equipment?
- If this equipment has already received other funding, what additional funds have you raised?
- When do you plan to purchase this equipment?
- Let panelists know your priorities if you are requesting multiple items. If you receive less than your requested amount, how would you scale down the equipment purchase?
- Who will care for and maintain this equipment?
- Who will have access to use this equipment and how often will it be used?
- Where will this equipment be stored?
- Will you insure this equipment?

Project Implementation and Maintenance*

Please limit to approximately 250 words:

PROJECT IMPACT AND PUBLIC BENEFIT

Clearly describe your organization's intentions for the impact and public benefit of this equipment acquisition. It's great to be concise. These are the details and the how of your project. For example:

- What impact do you hope this equipment purchase will have on your organization's operations or the programs you offer to your audience or community?
- How does this equipment purchase allow you to execute your mission and serve King County residents and visitors? Remember that we need you to provide some kind of public benefit in exchange for this funding. In other words, in what ways will the equipment purchase help you increase your public benefit activities to your organization, audience, or community?
- How will the acquisition of this equipment allow you to launch a new project or better support your programming?
- How will the acquisition of this equipment allow you to connect with new audiences or better support your audiences?
- How will the acquisition of this equipment allow you to better support ADA accessibility?

Project Impact and Public Benefit*

Please limit to approximately 250 words:

ADVANCING EQUITY

Is your organization, or its programs, focused on marginalized communities, especially those disproportionately impacted by structural racism (e.g. serving Black, Indigenous, and People of Color (BIPOC) communities, engaging BIPOC leaders within a community, etc.)? How will this equipment allow you to better reach or serve historically marginalized communities? If these questions do not apply to your organization or this equipment acquisition, you may simply state so.

Advancing Equity*

Please limit to approximately 250 words:

ECONOMIC IMPACT

How will this project enhance your organization's ability to make a meaningful contribution in King County? Economic impacts can include purchases from local vendors and/or use of local contract labor for installation. Indirect impacts like increasing commercial activity, activating physical spaces, and enhancing the vibrancy of communities will also be considered.

Economic Impact*

Please limit to approximately 250 words:

PROJECT BUDGET

Use the check boxes to indicate expenses that are estimates (as opposed to actual); you only need to fill out the line items that pertain to your project. Use the Budget Notes to include an itemized list of equipment you intend to purchase, and to detail your expenses and income for the panel. Indicate whether you have purchased a similar piece of equipment with 4Culture funding, and if so, when you purchased it.

See Additional Materials section for details about REQUIRED IRS 990 information.

PROJECT EXPENSES

People (*All PAID people such as consultants, architects, interns, etc. Include installation costs here - installation fees must be under 10% of total request*): \$

Is this an estimate? Y/N

Transportation/Shipping (*Airfare, car rental, delivery fees, etc*): \$

Is this an estimate? Y/N

Equipment/Fixtures (*Fixed assets such as lighting, sound equipment, shelving, phone systems, computers, machinery. Small items under \$200 per must be essential to the functionality of larger equipment requested.*): \$

Is this an estimate? Y/N

In-Kind (*Include ALL types of in-kind expenses here, including value of people, donated services, etc.*): \$

Is this an estimate? Y/N

Other: \$

Is this an estimate? Y/N

PROJECT INCOME

4Culture Request* (*Only this current 4Culture grant request amount should be listed here. Must be between \$1,000 - \$15,000*):

Applicant (*Your own funds supporting this project*): \$

Is this confirmed? Y/N

Foundations (*Family, independent, and public non-government foundations*): \$

Is this confirmed? Y/N

Corporations (*Cash support from businesses, associations, corporations*): \$

Is this confirmed? Y/N

Government (*Include ALL types of government support here NOT INCLUDING this 4Culture request (prior 4Culture funds can be included here)*): \$

Is this confirmed? Y/N

Individual Donors (*Donations, sponsorships, crowd-source fundraising*): \$

Is this confirmed? Y/N

Earned (*Include business revenue, memberships, and tuition*): \$

Is this confirmed? Y/N

In-Kind (*Include ALL types of in-kind support here, including value of volunteer time, donated services, supplies, etc.*): \$

Is this confirmed? Y/N

Other: \$

Is this confirmed? Y/N

Total Expenses: \$

must equal

Total Income: \$

PROJECT BUDGET DETAILS

Please list the specific equipment you plan to purchase using 4Culture funding. You will not be expected to purchase the exact number and models of equipment on the list, but it does serve as the basis for the panel's evaluation. Indicate if you have purchased a similar piece of equipment with 4Culture, and if so, the year of purchase of that equipment. Also provide details of any items that require further information for the panel to understand such as types and amounts of earned income, grant sources, or further breakdown of expenses. Please refer to the "What Equipment for Organizations Funds" section above for eligibility of 4Culture funding.

Project Budget Notes

Please specific – this is the section to list your specific equipment purchase request.

Equipment:

Item / source / cost

Item / source / cost

Item / source / cost

Income Sources:

A \$xxx

B \$xxx

C \$xxx

ADDITIONAL MATERIALS

There are (4) REQUIRED items in this step:

1. Your organization account profile must be updated with demographic information for your board and staff for the CURRENT year (2025). We use this information to help us understand how well we are doing in our efforts to reach all communities in King County.
2. Your organization account profile must be updated with the most recent IRS 990 forms (2023 or 2024).
3. Programs/Events/Primary Activities List: you must submit a list of your organization's events, programs, and/or primary activities from the last 12 months
4. Organizational Board List: you must submit a list of your organization's board members, their terms, and their employment or community affiliation in this section of the application

PROGRAMS/EVENTS/ACTIVITIES LIST

Please list your organization's primary events, programs, or activities from the last 12 months. Please include date or date range, location, and attendance. For this grant, you do not need to include all of your programs/events/activities, though the panel will review what you submit. Please feel free to choose a range of up to ten programs/events/activities that best represents the narrative sections in your application. Please limit your response to less than 250 words.

Programs/Events/Primary Activities*

Events, locations, dates, number of participants :

ORGANIZATIONAL BOARD LIST

Please list your board members. Include names, terms and their employment or community affiliation, ie: "Jane Smith, 3 years, UW Professor". Please limit your response to less than 250 words.

Organizational Board*

Member names, terms, and employment or community affiliation:

VENUE

If your organization is planning on using the equipment primarily someplace other than your organization's main physical location, please provide us with the address and council district of that other location.

Venue Name

Venue Name, street address, city, state, zip, King County Council District ([find Council District](#)):

Project Venue Notes

You may use this section to briefly explain the choice of the other location, if necessary. For example: Is the other location a storage facility? If your organization does not have a facility, will the equipment be in a secure location? :

Source of Information

How did you hear about this grant program? Select one. If you select "Other" please explain below.*

Web Search

- 4Culture enews or other email
- Facebook
- Instagram
- Twitter
- Other social media
- On the radio
- Print or digital ad
- From a friend or colleague
- Other, please explain:

SUBMIT YOUR APPLICATION – OR KEEP A DRAFT

Please review your *ACCOUNT* and *PERSONAL* profiles before submitting this application to make sure they are up-to-date. Inaccurate information in either may prevent 4Culture from accepting your application.

REQUIRED – Your profile includes a section for [demographic information](#). You must submit this in order for your application to be considered complete. Make sure you have provided demographic information for the [current year](#) before submitting your application. Applications without current demographic updates will not be considered complete.

When submitting your application online you will be asked to confirm:

- The organization meets the eligibility requirements as stated in the guidelines.
- I have provided 2023 or 2024 financial information in my account profile and can verify that the organization is not running continual deficits in its annual operating budget.
- The organization has a secure place to store the proposed equipment.

Ineligible, incomplete, or incorrect applications will not be reviewed by the panel.

Need Assistance? Contact Us!

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