



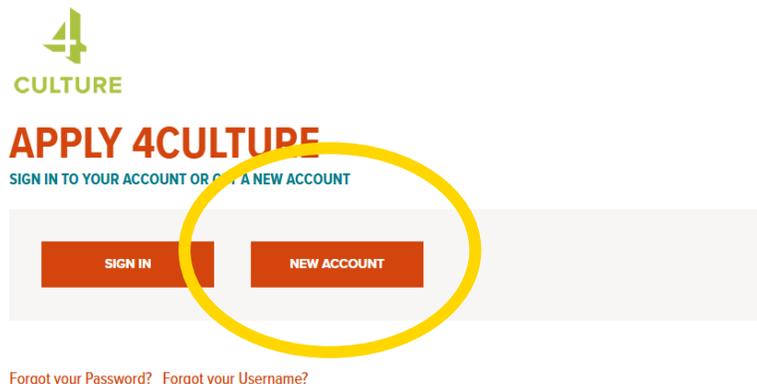
How to Set Up an Account on 4Culture's Grant Portal

1. Go to apply.4culture.org.

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

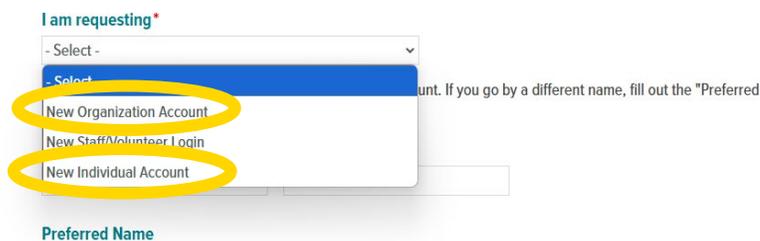
If you do not have an existing account with 4Culture, request to create an account. **This can take up to 2 business days.** Someone from 4Culture will contact you once your account is set up with instructions on how to log in.

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".

Make sure your account type (Individual or Organization) matches who can apply for the grant you are interested in. Some programs are only open to individuals or organizations.



- 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](#)



- 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

- Click "View/Edit" under "Your Account Profile" to check that the rest of the information associated with your account is correct. If you are associated with an organization, the information in the Account Profile will be for the organization; if you are applying to 4Culture grants as an individual, the information in the Account Profile will be your personal information.

Certain information may not be editable; if you need to make an update 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 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. If you're an organization, update your Organization Account Profile. 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

Federal EIN **WA State UBI #** **Date Incorporated**

Do any of the following apply to your organization? If so, please check "Yes" below.

- We're a college, university, K-12 school, or a school district
- Our mission is to raise money and grant it to other organizations
- We are a radio or television broadcasting network, cable communications system, newspaper, magazine, digital newspaper, blog, social media platform, podcast, app or another virtual communications platform

YES

Over a typical calendar/fiscal year, what percentage of your mission-based, public-facing programming takes place in King County?

King Co. Percent

7. 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 an asterisk (*) are required.

8. 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.

Now that your account is set up, here are some other recommended next steps if you are planning to apply for a grant from 4Culture in the near future:

- Complete your yearly demographic update
- Input your previous years' financial information
- Sign up for a roster - coming soon!