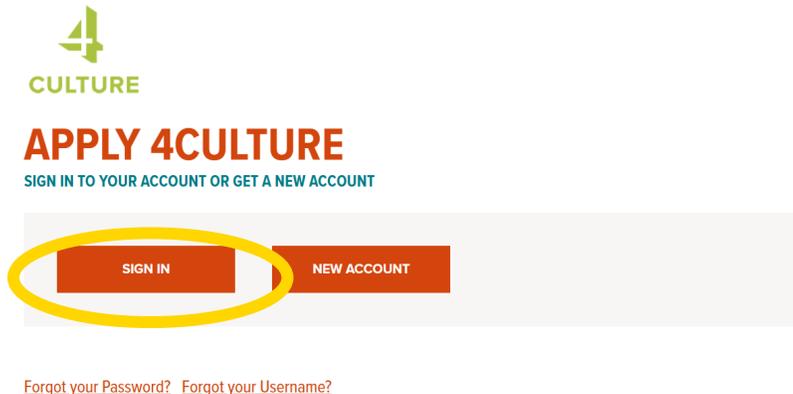




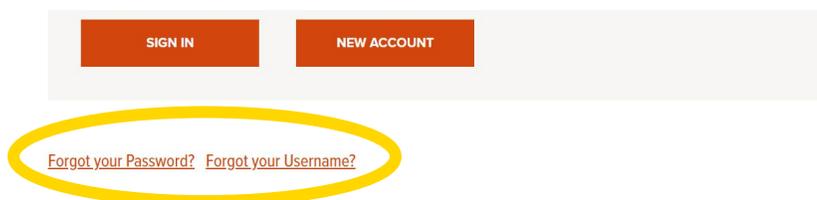
Starting a New Application

1. Go to apply.4culture.org and click the orange button that says, "Sign In".

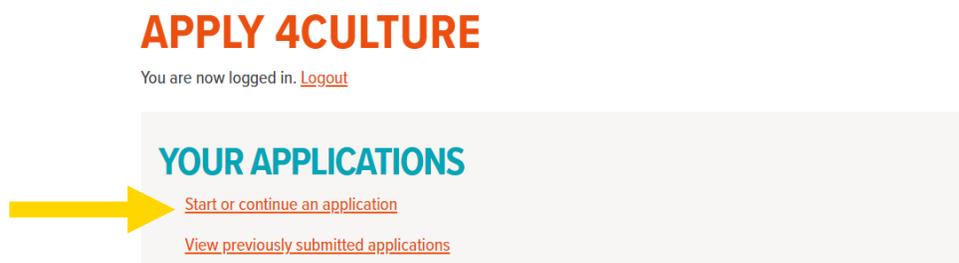


2. Log in using the username and password for your 4Cultrue account (hint: the username is likely your email address).

If you forgot your username and/or password, use the links underneath the Sign In button to get your username or a password reset link sent to you.



3. Under where it says, "Your applications", click "Start or continue an application".



- Under where it says "Start a new application" in teal, select the grant you are interested in applying for.

START A NEW APPLICATION

Before you begin, you must [review the guidelines](#) for the grant or call for which you are applying.

[Start New Application](#) King County Metro RapidRide Expansion, I Line: Small But Mighty - Deadline: July 13

- Fill out the application online. Double-check that you have answered all the required questions—these will have an asterisk (*) next to them.
- Hit "Save a Draft" if you want to keep working on your submission at a later date.

CURRENT STATUS: DRAFT - NOT SUBMITTED

SAVE A DRAFT

Do not close the window until you see a message confirming your draft has been saved.

Your application was successfully saved!

New!

Applications to 4Culture require current demographic information [in your profile](#). Make sure you have submitted a demographic update for this year.

[Return To Your Draft Applications](#)

If you saved your application as a draft, you can return to make additional edits at any time before the deadline expires.

[View Your Submitted Applications](#)

If you submitted your application, it will now be sent to 4Culture for review.

4Culture will contact you regarding the outcome of your application once our panel review and approval process have been completed. Note that all our notifications are sent via e-mail to the person who submitted the application, so make sure messages from 4Culture will not be blocked.

[Main Menu](#)

4Culture also recommends periodically saving your draft as you are working on your application. The grant portal will automatically log you out of the browser after 60 minutes of activity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page every 50 minutes or so to prevent data loss.

Saving your work in Word or Google Docs will ensure that an internet outage won't result in lost work. 4Culture is unable to offer extensions if you lose your draft. You can also keep track of your word count and spelling this way.

Getting an error message when you try to save a draft? Here are some suggestions to troubleshoot the issue:

- An error message will appear at the top of your application. Review this message to learn more about the issue.
- Make sure you have filled out all of the required fields. Fields marked with a red asterisk (*) are required, you will need to put information or placeholder text in these fields in order to save a draft.
- Do your narrative responses contain special characters? The text fields in the application can only accept plain text.
- Are your attachments in one of our accepted file formats? Valid file types are Word (.doc, .docx), Excel (.xls, .xlsx), PDF (.pdf) and JPEG (.jpg).
- Are your attachments too big? Each attachment must be smaller than 2 MB.

Don't close the application until you're able to address these errors and save your progress.

7. Hit "Submit" when you're done and ready to send your submission to 4Culture (make sure to do this before the grant deadline).

CURRENT STATUS: DRAFT - NOT SUBMITTED



You will receive a confirmation email to the email address associated with your 4Culture account if your submission was successful.

From: 4Culture <apply@4culture.org>
 Date: [REDACTED]
 Subject: 4Culture Application Successfully Submitted
 To: [REDACTED]

Thank you! We know applying is a lot of work - congratulations on completing this important step.

We will contact you at this email address about the outcome of your application once our panel review and approval process have been completed. We send all notifications via email to the person who submitted the application, so make sure mail from 4Culture is not blocked.

Please note: we require current demographic information in your 4Culture account profile. Make sure you have submitted a demographic update for this year by logging in at <https://apply.4culture.org> and visiting Your Profile.

If you still have the option to View/Edit your application, you have not yet submitted the form. If it shows up as "Pending", your application has been submitted to 4Culture.

Getting an error when you try to submit? Here are some suggestions to troubleshoot the issue:

- An error message will appear at the top of your application. Review this message to learn more about the issue.

- Make sure you have filled out all of the required fields. Fields marked with a red asterisk (*) are required, you will need to put information or placeholder text in these fields in order to save a draft.
- Do your narrative responses contain special characters? The text fields in the application can only accept plain text.
- Are your attachments in one of our accepted file formats? Valid file types are Word (.doc, .docx), Excel (.xls, .xlsx), PDF (.pdf) and JPEG (.jpg).
- Are your attachments too big? Each attachment must be smaller than 2 MB.

Don't close the application until you're able to address these errors and save your progress or submit your application.

Submitted by accident or need to fix something on your application? Contact the Program Manager for your grant. If the application deadline hasn't passed yet, they may be able to revert your application to a draft.