SUSTAINED SUPPORT APPLICATION WORKSHEET

This worksheet is intended to be used as a tool as you work on the 2026 Sustained Support application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form. The application can be found at apply.4culture.org.

IMPORTANT: Organizations must Save a Draft Application by Wednesday, August 27 at 5PM PST to complete eligibility pre-screening for this grant. Final applications must be submitted online by Wednesday, September 10, 2025 at 5PM PST. <u>No extensions will be granted.</u>

Steps to Apply

1. Read the Sustained Support Midstream Cycle - 4Culture guidelines.
    - **Ensure your organization is eligible.** If you have questions about eligibility, contact a program manager as soon as possible.
2. Create an account / If you already have an account, confirm you can log in.
    - Applications must be submitted from an organizational account, <u>not</u> an individual account.
    - The email address of the person who submits your application will be the primary e-mail address for future communications about your organization's Sustained Support grant.
    - Watch the tutorial video for assistance.
    - Contact Bella Monju if you are unable to access your account.
3. Complete your Account Organization Profile:
    - Demographic Information: your organization profile in our application portal must provide demographic information for your board and staff for the current year. **Your application is not complete if your demographic information is not updated for the current year.**

      Not sure how to complete your demographics information? Watch the demographics video on our guidelines page.

    - Financial Information: your organization profile in our application portal must provide your organization's most recent IRS 990 form. Make certain it is up to date and confirm the accuracy of your address. If you have never provided us with this information, please include your two-three most recent years (2022, 2023, and 2024). If you do not file IRS 990, please use the financial information you have to complete the form in the portal.

      Not sure how to find your organization's 990? Watch the updated tutorial video on our guidelines page.

4. 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.

5. 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 draft deadline.
- Ensure any questions or requests for feedback are sent well in advance of the deadline.
- **NOTE: The application will no longer be available to start after Wednesday, August 27th at 5pm PST. You MUST Save a Draft by that time.**
- **Save a draft often and work offline.** The grant portal will automatically log you out of the browser after 10 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 this 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.

Get Application Support

- **Attend a workshop:** Workshops are a great way to walk through the application with Program Managers and to hear questions other applicants have that you might not have considered. Workshops are free and informal. Register for your preferred workshop under "Helping You Succeed" in the Sustained Support Midstream Cycle - 4Culture guidelines.
  - Monday, July 21, 2025, 1-2pm (Zoom)

- o Wednesday, July 30, 2025, 12-1pm (Zoom)
- o Tuesday, August 5, 2025, 6-7pm (Zoom)
- o Monday, August 18, 2025, 12-1pm (In-Person) [Burien Library]
- o Wednesday, August 27, 2025, 10-11am (Zoom)

- **Office hours:** We are here to help! You can also attend drop-in office hours for grant questions. You can find the link to our drop-in sessions under "Helping You Succeed" in the guidelines.
  - o Saturday, August 16, 2025, 12-1pm (Zoom)
  - o Thursday, August 28, 2025, 2:30-3:30pm (Zoom)
  - o Wednesday, September 3, 2025, 6-7pm (Zoom)
  - o Monday, September 8, 2025, 12-1pm (Zoom)

Questions

Contact us. We are here to help you.

For questions about this application, the panel review process, or eligibility:

Arts: Bret Fetzer
bret.fetzer@4culture.org
(206) 263-1599

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

Preservation: Dana Phelan
dana.phelan@4culture.org
(206) 263-1604

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

For technical questions about your online account or general questions:

Andres Guerrero-Guzman, Science and Technology Support Specialist
andres.guerrero-guzman@4culture.org or (206) 263-3251

Elly Fetter, Arts Support Specialist
elly.fetter@4culture.org or (206) 848-0068

SUSTAINED SUPPORT MIDSTREAM CYCLE DRAFT WORKSHEET

All applications must be submitted online at apply.4culture.org.
= required field

Before You Begin:

IMPORTANT: Organizations MUST complete the following by August 27, 2025, 5PM Pacific:
- Complete your [Organization Profile](#)
- Save a draft of your application

FINAL APPLICATION DEADLINE: SEPTEMBER 10, 2025, 5PM Pacific:
- **The application link will no longer be available to organizations to start an application after August 27 at 5PM Pacific.**
- SAVE YOUR WORK AS YOU GO by using the SAVE A DRAFT button at the bottom of the page to keep this application as a draft that you can edit later. Draft applications can be edited at any time before the deadline.

To consider your application complete, you must also:
- Submit a 2025 Demographic Update.
- Submit your most recent financial information into the 990 form(s).

All of these are part of your 4Culture account under [Organization Profile](#) and must be submitted by the application deadline. Your application will not be accepted without this information.

ELIGIBILITY

Before you start the application, please carefully read the list of criteria on our [Sustained Support Midstream Cycle – 4Culture](#) guidelines page to confirm your organization is eligible to apply for Sustained Support. For questions about eligibility contact the program manager for your discipline **BEFORE** applying.

Eligibility Attestation*
By checking the box below, I am attesting that my organization meets ALL the eligibility requirements as listed in the guidelines.
- o   I AGREE

Section I:

ORGANIZATION DETAILS

Fiscal Sponsorship*
Indicate below if you have a [Fiscal Sponsor](#), if you do not have a Fiscal Sponsor select "None".

Select value on application menu.

Select one discipline that most accurately describes the focus of your organization:

Discipline*
Select one:
☐ Arts
☐ Heritage
☐ Historic Preservation
☐ Science & Technology

If you selected Science and Technology or Arts, please select the field that most accurately describes the focus of your organization:

Field
Select one value:
Dance • Festival • Literary • Media • Music • Presenter • Service • Theater, Visual.
Aerospace Engineering • Anthropology • Archaeology • Astronomy • Biology • Botany • Chemistry • Climatology • Computer Science • Conservative Biology • Ecology • Economics • Engineering • Geology • Horticulture • International Relations • Linguistics • Logic • Marine Biology • Mathematics • Oceanography • Ornithology • Paleontology • Physics • Political Science • Psychology • Robotics • Rocketry • Sociology • Zoology • Other

Short Organization Description*
Provide a short, one sentence description of your organization. Limit 25 words:

TIP: The peer panel evaluating your application will use your Short Organization Description to refer to your organization. Make sure it provides key information to remind them of your organization. Remember that the readers may not be familiar with your organization or programming.

Section II:

NARRATIVE

<mark>Use 250–500 words for each of the following narrative responses. Remember that the readers may not be familiar with your programming.</mark>

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

- **Discipline-focused Services and Public Programming:** your organization's primary purpose is aligned with the discipline selected in your application (arts, heritage, historic preservation, or science & technology); your organization offers services and programs available to the public aligned with your mission and goals and pertaining to your discipline.
- **Public Benefit:** your organization offers substantial public benefit, including but not limited to: reduced cost or free admission, events, programs, or services offered to members of the public. Your organization has a focus on increasing access to arts, heritage, historic preservation, or science and technology experiences in King County.
- **Community Engagement and Impact:** your organization engages with your community; your organization provides community access to your programs and services; your organization has demonstrated responsiveness to your community's needs/interests; your organization benefits local community through economic impact.
- **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.). Meeting this criterion is not a requirement to be eligible for funding.
- **Management and Sustainability:** your organization has paid and/or unpaid staff, volunteer, and board expertise and experience to manage your organization; your organization has goals for internal operations in 2026 and over the next two to three years; your organization has demonstrated organizational adaptability to changes in your community and in the field.

1. DISCIPLINE-FOCUSED SERVICES AND PUBLIC PROGRAMMING

Please describe your organization's services and public programming. For example:

- How do your organization's services and public programs help advance your mission and strategic goals?
- Share at least one example of a public program or service you produced in the last two years that you are most proud of and why.
- How does this programming align with your chosen primary discipline selected in your application (arts, heritage, historic preservation, or science & technology)?

<mark>Please note:</mark> panelists will review the Programs/Events/Activities List you upload later in this application, in conjunction with this narrative question to evaluate the Discipline-focused Services and Public Programming criterion.

Discipline-Focused Services and Public Programming*

Suggested 250-500 words:

2. PUBLIC BENEFIT

Please describe your public benefits – defined in program guidelines as "including but not limited to, reduced cost or free admission, events, programs, or services offered to members of the public to increase access to arts/heritage/historic preservation/science and technology experiences in King County." These may be ongoing, or specific to 2026/2027. Please note: these Public Benefit examples may be utilized in the language of your contract, if awarded.

Public Benefit*
Suggested 250-500 words:

3. COMMUNITY ENGAGEMENT AND IMPACT

Please describe your organization's community engagement and impact. For example:

- Describe your community as it pertains to your organization's members, visitors, and/or the audiences you reach.
- How does your community access your programs and services?
- How do your programs/events/activities demonstrate your organization's responsiveness to community needs/interests? Examples of this may include access to content and/or improved access for historically underserved communities and/or disabled communities.

<mark>Please note:</mark> panelists will review the Economic Impact questions, in conjunction with this narrative question, to evaluate the Community Engagement and Impact criterion.

Community Engagement and Impact*
Suggested 250-500 words:

4. ADVANCING EQUITY

Please describe your organization's efforts in advancing equity. For example:

- Does your organization focus on or take well-considered measures towards serving historically 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.)?
- Describe existing efforts, partnerships, collaborations, projects, or programs your organization is involved with that engage historically marginalized communities.
- For Science & Technology organizations, please share more about how you serve communities historically and currently underrepresented in scientific fields and denied the benefits of scientific research. This can include, but is not limited to your work with women, LGBTQ+, persons with disabilities, Black, Latine/x, and Native communities.

Complete this question to the best of your ability and in alignment with what your organization's readiness to engage in and share your equity work. If these questions do not apply to your organization, you may simply state so. The answer to this question is not a requirement to be eligible for funding. However, panelists will review your response to evaluate the Advancing Equity criterion, and your response will be considered in determining Equity Investments.

Public Benefit*
Suggested 250-500 words:

5. MANAGEMENT AND SUSTAINABILITY
Please describe your organization's management and sustainability efforts. For example:
- Please share the goals for your organization's internal operations in 2026 and over the next two to three years. These might reflect your organization's ability to adapt to unforeseen circumstances; how they were informed by best practices in your field; and/or reflect staff, volunteer, board, and/or community involvement.
- We understand organizations have a multitude of operational needs. Can you please share what financial needs your organization is currently experiencing and how this grant can potentially support these efforts? This might include pay for staff salaries, rent, or mortgage payments, etc.

Please note: panelists will review the Organizational Board List, in conjunction with this narrative question, to evaluate the Management and Sustainability criterion. It is important for 4Culture funding that your organization has a decision-making body that is part of your organizational structure. Please refer to the guidelines for more information.

Management and Sustainability*
Suggested 250-500 words:

6. PUBLIC BENEFIT: GENERAL, EQUITY INCLUSION, AND GEOGRAPHIC INCLUSION
Please select **up to three** General Public Benefits and **up to three** Equity Inclusion and Geographic Inclusion Public Benefits your organization provides throughout the year. If you are awarded funding, these public benefits may appear in your contract; only select the public benefits on which you would like to report.

On the application: Check all that apply by using the CTRL/COMMAND key to select multiple lines.

General Public Benefits*
Select up to three values:
- Open hours at a culture or science facility; providing access to rehearsal or performance spaces

- Producing programs, performances, experiences, and providing access to public collections
- Education programs in and out of school
- Programming and facilities upgrades to support individuals with disabilities
- Preservation and transmission of traditional cultures and crafts
- Cultural content production (events, programs, didactics, education materials, etc.)
- Career building opportunities such as internships, apprenticeships
- Multidisciplinary partnerships and resources sharing
- Improving outreach and communications to diverse and underserved audiences
- Field services: career development, professional networks, technical assistance, skill-building, research & advocacy
- Other

Equity Inclusion and Geographic Inclusion Public Benefits*
Select up to three values:
- Providing free and reduced cost admissions
- Providing free curriculum for public school students
- Increasing the diversity among staff and board members
- Increasing access to facilities, program, and services for diverse and underserved populations
- Broadening programming that appeals to and appropriately engages diverse populations
- Increasing investment in programs that represent and reflect the diversity of the community
- Producing programming specifically with and for underserved populations and communities
- Producing cultural programs and activities outside the city of Seattle
- Partnering with other organizations on programs and activities outside the city of Seattle
- Seattle-based organizations providing programming outside the city of Seattle
- Other

7. ECONOMIC IMPACT
Your organization stimulates the local economy through spending on wages, goods, services; promoting tourism and visitor-related spending at local businesses; and contributions to community well-being and quality of life, which have indirect economic benefits. The following measurable figures help demonstrate your direct economic impact.

You will be asked to complete several questions requesting economic impact indicator numbers. If any of the below do not apply to your organization, please enter the number "0".

Enter the number of full-time equivalent staff (FTE) your organization employed in your last fiscal year. Please only include staff that receive either salary or hourly pay; individuals receiving stipends should not be included. This number should reflect the full-time employment equivalency, not the total number of staff. For example, two (2) staff who work ½ time = 1.0 FTE.
Number of FTE*

Enter total earned revenues from the last complete fiscal year. Include mission-based events, programs, ticket sales, and membership. Do NOT include contributed revenue, such as grants or donations.
Earned Revenue*

Enter the percentage of your in-person attendees who are visitors to King County.
Percentage of Attendees from outside of King County*

How did you determine the percentage of in-person attendees who travel from outside King County (either option is acceptable)?
Attendance Tracking*
Select One Value: Attendee Verification • Organizational Estimates

Section III:

REQUIRED SUPPORT MATERIALS

Programs/Events/Primary Activities list*
Please list your organization's primary programs, events, and/or activities from the last 12 months. Please include date or date range, location, and attendance. This list is not meant to be all inclusive. Instead, please share a range of programs/events/activities that best represent the narrative sections in your application and items you want to highlight for the panel review.

Organizational Board List*
Please list your organization's board members, their terms, and their employment or community affiliation in this section of the application.

Additional Components

COMPLETE IN YOUR ORGANIZATIONAL ACCOUNT PROFILE

==Make sure you have completed these components BEFORE submitting your application, if you have not completed these components your application is considered INCOMPLETE.==

Demographic Information*

- Submit the demographic information for your board and staff for the current year in your organizational account profile. We use this information to help us understand how well we are doing in our efforts to reach all communities in King County. Read our privacy policy information about how we protect your information. Your application is not complete if your demographic information is not updated for the current year.
- Not sure how to complete your demographics information? Watch this tutorial video on how to complete your organization's demographic survey.
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Financial Information*

- Submit your organization's most recent IRS 990 form in your organization profile.
- Make certain it is up to date and confirm the accuracy of your address.
- If you have never provided us with this information, please include your two-three most recent years (2022, 2023, and 2024).
- If you do not file IRS 990, please use the financial information you have to complete the form in the portal.
- Not sure how to find your organization's 990? Watch the updated tutorial video on our guidelines page.

ADDITIONAL OPPORTUNITIES

The following question will not be viewed by the panel, will not impact your score or application for Sustained Support funding, does not guarantee your eligibility for other programs, and does not commit you to applying for any future funding opportunities.

CULTURAL SUPPORT SERVICES

A cultural support services provider is an organization that offers capacity-building programs and services for individual cultural practitioners in the cultural sector. Some examples of cultural support programs and offerings are: career development opportunities, supporting communities of practice and professional networks, technical assistance and skill building opportunities, supporting the basic needs of cultural practitioners, and advocacy efforts to raise visibility and improve systems. The intended audience and impact for these types of programs and offerings reach beyond the staff and board of a single organization. If your organization provides programs and/or services like these to the cultural sector, please check "Yes". Checking this box is for research purposes only; this information will not be shared with the panel. If you select "yes", you may be contacted for additional information.

Are you a cultural support services provider?

- YES

SUBMIT YOUR APPLICATION – OR SAVE A DRAFT

REQUIRED - 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. Make sure you have provided demographic information for the current year before submitting your application.

TIPS: Getting an error when you try to save a draft or submit?
- Double check that you haven't left any required fields blank.
- The grant portal will automatically log you out if it does not detect activity. The system does not recognize typing as activity, only saving a draft. Scroll to the bottom of the page and click "Save a Draft" often.
- 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 this worksheet to draft your responses before submitting your final application to prevent data loss.
- If you run into any other technical issues when you save a draft or submit, reach out to us!