Curiosity Pass - Individuals | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2025 Curiosity Pass - Individuals application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form. Application can be found at apply.4culture.org.

Applications must be submitted online by Wednesday, October 21, 2025 at 5:00 PM.

Please note: applicants must start application no later than Wednesday, October 8, 2025 at 5:00 pm.

Notes:

- **This program awards funding for two years.**

- **Applications to the program are open annually. If application is not awarded in the first year, applicants may apply again in the second year.**

- **Your project, or a phase of a larger project, must take place between January 1, 2026 and December 31, 2027.**

- **Contracting is estimated to begin between February and March, 2026.**

Steps to apply

1. Read the guidelines.
   - Are you and your project eligible?
2. Create an account / If you have an account, confirm you can log in.
   - Watch the tutorial video for assistance.
   - Contact Bella Monju if you are unable to access your account.
   - Complete and submit your 2025 Demographic Update in your account profile.
3. Read through the entire application and gather your materials.
4. Attend a workshop, drop-in session, and/or talk to a Program Manager.
5. Use this worksheet as you plan out your application. Draft, review, revise. Submit!

Helpful tips – set yourself up for success

- **Start early!** Give yourself the time you need. We recommend starting your application at least 3 weeks before the deadline.
- **Work offline and save often.** Saving your work offline will ensure that an internet outage won't result in lost work.

- **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. Times for both in-person and Zoom workshops are listed in the guidelines.
- The word count is just a suggestion. The system will not cut you off. A bit more or a bit less is fine.
- Getting an error when you Save or Submit? The most common problem is that images are too big and are preventing your application from saving. **Each attachment must be smaller than 2MB.** For help resizing files, you can use free websites like Image Resizer and PDF Resizer.
- **Is your application complete?** Double-check that you have all required materials included! Incomplete applications will not be accepted, and extensions cannot be given for any reason.
- **Need help?** We are here to support you.

2025 APPLICATION DRAFT WORKSHEET

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

* = required field

PROJECT SUMMARY

TIP: The peer panel evaluating your application will use your Project Title and Short Project Description to refer to your project – make sure it provides key info to remind them of your project.

TIP: *Your text should replace the "suggested word count" text in the narrative boxes.*

Project Title*

Suggested word count: 1-5 words: (*This can be a draft or working title.)*

Short Project Description*

Suggested word count: 25 words:

TIP: Provide a summary and reference for the panelists—like an elevator pitch!

Discipline & Choice Criterion

Select one (1) discipline from the list that best fits your project. If your project is multi-disciplinary, select the discipline that is most prominent. Grants are not awarded by discipline. Discipline categories are for organizational purposes only.

Discipline*

Select one:

☐ Arts
☐ Heritage
☐ Historic Preservation
☐ Science & Technology

Choice Criterion*

Select one (1) Choice Criterion that best describes your project's goal and impact. See the guidelines for a more detailed description of each.

- **Continuity**: your project focuses on creating a new cultural education program or experience for K-12 students that addresses a cultural access need for students in one or more of King County's 19 public school districts and tribal schools.
- **Growth**: your project builds upon your existing education programming to expand and/or improve cultural access for public school students in King County.
- **Create**: your project focuses on creating a new cultural education program or experience for K-12 students that addresses a cultural access need for students in one or more of King County's 19 public school districts and tribal schools.

Select one:

☐ Continuity
☐ Growth
☐ Create

Program Types*

Select one (1) Program Type that best fits your project. We understand that many projects will include multiple program types. Please select the most prominent one to the best of your ability. Grants are not awarded by type. These categories are for organizational purposes only.
In school activities may include workshops, residencies, assemblies, performances, family nights or other family engagement, or other activities that take place on a school campus.
Field trips include programming that brings classrooms to community learning spaces during the school day.
Out-of-school time activities can include before and after school activities, as well as activities that occur during school breaks.
Professional development in this instance involves community partners that offer professional learning experience for teachers in schools.
Curriculum support may include providing resource kits to classrooms, lesson kits or boxes, or other curricula for public school teachers to use in the classroom.

– Select one –
- In-school activities (workshops, residencies, assemblies, performances, family nights or other family engagement)

- Field trips
- Out of School Time (OST) activities (after/before school; school breaks; summer)
- Professional development (for public school teachers)
- Curriculum support

NARRATIVE

We fund these grants through a competitive process. A panel of local arts, heritage, and science educators, school staff, and cultural practitioners reviews all eligible applications based on the 4 Core Criteria and the 1 Choice Criteria you selected above. Please frame your responses to the following narrative questions with the criteria in mind.

There is no word limit, but please consider the suggested word count and be concise.

PROJECT DESCRIPTION

Please provide an introduction and overview of your 2-year project making sure there is a clear connection to the Choice Criteria that you have selected. Who are the project leaders and collaborators? When and where will the project take place? You do not have to know exactly which school communities you'll work with, but being as specific as you can about which students, schools, school districts or tribal schools, and how many schools and/or public school students you plan to partner with will help the panel get a sense of your project's scope and goals.

Note: If awarded you will be asked to provide signatures from school partners involved in your project that may include teachers, school staff, district staff, or school community members such as families (for out of school time programs only). The letter of support will be required at the time of contracting for awardees. A letter template will be available for awardees.

TIP: Imagine you are telling a friend about your project. Help us imagine what it will be like to experience the project. Remember, you have selected criteria specific to your project. Be sure to speak to this.

Project Description*

Suggested word count: 250 words:

PUBLIC BENEFIT

How will King County K-12 public school students be able to enjoy, experience or benefit from increased or improved access to your educational programming? How will the project be accessible to students who are furthest from educational justice or who experience access barriers to cultural experiences? If applicable, how will your project support the educators who work with students in your project in service of improved outcomes for young learners?

TIP: We know it might be unusual to think of your work as having a "public benefit". Technically, the county is paying cultural education partners with public taxes to create these projects for the public (in

this case public school students). This is your opportunity to share how those students will access the work and why that is important.

Public Benefit*

Suggested word count: 250 words:

STUDENT LEARNING CONNECTION

Please describe how your project provides a learning experience that is student-centered, age-appropriate, enriching, and interactive. Please include a description of how your project aligns with and/or enhances classroom learning. This can be through connections to WA State or local district learning standards for K-12 students, or by sharing how your program adds to or enhances classroom learning in a specific area (arts, science, heritage, etc.).

Student Learning Connection*

Suggested word count: 250 words:

EXPERIENCE/QUALIFICATIONS

Please describe your experience, expertise, and/or accomplishments that show an ability to successfully manage and complete this project. Use this space to explain how your experience demonstrates an ability to work with K-12 students and classes, and partner with public school communities. This can include past projects of a similar scale, formal or informal education or training, and personal experiences.

TIP: The key to the Relevant Expertise/Experience/Accomplishments section is to show that you can achieve the project you've described, based on your own history. Show the panelists that you are able to complete this project! Point to projects represented in your Work Samples.

Experience/Qualifications*

Suggested word count: 250 words:

Program Leadership*

Use this space to share your experience in youth education. Please demonstrate that lead staff have at least 2 years of experience in youth education programs. This could include classroom instruction, work in informal learning settings, teaching artistry, or other experience leading programs with K-12 students.

Suggested word count: 250 words:

Project Plan*

Provide a basic timeline for the 2-year period of your project: the key steps you need to complete the project and when you plan to finish each. Please include your plan for outreach and how you will invite public schools and students to attend or participate.

How would you scale down or alter your plan if your project is not fully funded?

Suggested word count: 250 words:

TIP: This can be a simple list with tentative dates for completion. For the outreach plan, please be as specific as possible about how you plan to let your project audience know about the project.

ADVANCING EQUITY

4Culture's Mission: With a focus on racial equity, 4Culture funds, supports, and advocates for culture to enhance the quality of life in King County. We envision a county where culture is essential and accessible to all.

If your project specifically benefits communities of color and/or historically marginalized communities in King County, please share how and why it matters in your work. Does the project collaborate with members of these communities, and if so, how? Having a project with a specific focus on supporting communities of color and/or historically marginalized communities in King County is not a requirement to be eligible to receive funding.

Advancing Equity

Suggested word count: 250 words:

BUDGET

Please provide the anticipated project expenses in the categories below. Hover over the category title for a brief explanation. Skip categories that are not relevant.

Tell us about your project's expenses for the next two years (2026-2027). What costs will be incurred to build your project and achieve your goals? Your best estimate is fine, and 4Culture will not hold you to these numbers if things change. 4Culture will support projects for individuals between $5,000-$15,000. Our goal is to fully fund as many projects as possible. All project tiers will be competitive.

Curiosity Pass grants can be used to pay for salary (for education staff working directly on this project), as well as other programming costs related to the project. Use the **Project Budget** Notes section to provide details of your project expenses and staff costs (if applicable)

TIP: Show the panelists that you have a detailed plan for how much the project will cost. This is just a plan, and 4Culture understands that plans and budgets may change. A realistic budget is an important part of the Feasibility criteria.

PROJECT EXPENSES

People (All PAID people including your own time/fee, other artists, assistants, etc.)

$

Is this an estimate? Y/N

Services *(Event licenses, insurance, venue rental, etc.):*

$

Is this an estimate? Y/N

Supplies *(Consumable materials like plywood, paint, fabric, etc.):*

$

Is this an estimate? Y/N

Promotion *(Printed or electronic materials, like flyers, posters, radio, website, etc.):*

$

Is this an estimate? Y/N

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

$

Is this an estimate? Y/N

Planning *(Preliminary studies, market analyses, front-end evaluation, cost estimating.):*

$

Is this an estimate? Y/N

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

$

Is this an estimate? Y/N

Construction *(Labor and materials for site preparation, demolition and building. 4Culture funds may not be used for capital improvements.):*

$

Is this an estimate? Y/N

Fundraising *(Capital campaign firms, fund raising event expenses, telephone/direct mail services. 4Culture funds may not be used to support fundraising events.):*

   $

   Is this an estimate? Y/N

Equipment/Fixtures *(Fixed asset rental, such as, lighting, sound equipment, machinery, etc. Equipment purchase is not an eligible use of 4Culture funds.):*

   $

   Is this an estimate? Y/N

Documentation/Assessment *(Video, photography, etc.):*

   $

   Is this an estimate? Y/N

Other:

   $

   Is this an estimate? Y/N

Total Expenses: $

PROJECT BUDGET NOTES

Please provide more detail on your budget. How would the funds from 4Culture be used? Use this space to list important specifics about the expenses including purchases. If your project budget exceeds the largest funding tier listed above, please explain where additional funding resources would come from and how much.

If cultural education staff (including teaching artists or educators) are part of the project, please describe their role in the project.

TIPS: A very important section! Provide details and share how you would use our public grant funds. Without these notes, the panelists will only see numbers.

Project Budget Notes*

Suggested word count: 250 words:

Venue

If you know where your project will take place (a school or community location for example), please provide the name, address, and King County council district of the venue or location. If you do not have a confirmed venue or have multiple, skip down to Project Venue Notes.

Venue*

Venue Name/School or Community location:

Street:

City/School District:

State:

ZIP:

Venue County Council District (find the district):

Project Venue Notes

If you do not have a confirmed venue, where are you in the process of finding a venue, and/or what is your ideal type of venue and why? If you have multiple venues (multiple schools for example), please list them here. If you are planning to work with multiple schools across a school district or districts, please describe that plan here.

Project Venue Notes

Suggested word count: 50 words:

WORK SAMPLES

Work Sample Format

You must submit samples of past or in-process work that best demonstrates your qualifications to complete this project. We recommend prioritizing your work samples by selecting those most relevant to your proposed project – in scope, scale, complexity, or subject matter. For the Curiosity Pass, we recommend sharing work samples such as program images or other media, lesson plans, instructional materials, etc.

Work samples will be reviewed by panelists for no more than five (5) minutes per application. For longer work samples, please note what section should be reviewed in the Work Sample Description. To resize files to under 2MB, you can use free websites like Image Resizer and PDF Resizer.

Files will upload when you save a draft. Uploaded attachments will appear as list below the upload section after you save. To delete any accidental uploads, click "delete" next to the listed file and save.

Please indicate the format of work samples you will provide. You may chose one (1) or two (2) of the allowed formats: Manuscript, Video, Audio, or Image.

TIP: You must provide work samples in one of the required formats. You may elect to provide a second format type if you work in more than one discipline or feel it better represents your work. For example, a spoken-word artist might want to submit video work samples of several performances, along with a manuscript of poetry samples. Less is more – don't feel compelled to include work in both formats unless it helps you!

Work Sample Description

In this section, provide a description of the work samples you are submitting.

All Formats: Include titles of the works submitted in the order in which they are to be reviewed. Include, the date the works were completed or if they are in-progress. Indicate your role in the project (Examples: choreographer, photographer, guitarist, director). Indicate which work samples, if any, are related to your proposed project.

Manuscript Format: Also identify if the samples are complete works, abstracts, excerpts, or part of a collection.

Image Format: Also include the medium and dimensions.

TIP: If you would like for the panel to review a specific segment of a time-based piece or pay particular attention to an image or paragraph, you can indicate that here as well. For example: On track 3, please start listening at 3:30 – 4:15 to hear a sample of my composition.

Work Sample Description*

Work sample Description:

WORK SAMPLES

Files will upload when you save as a draft.

Work Sample Links (Audio/Video)

If you choose to submit **AUDIO** or **VIDEO** files as your work sample format, you may submit up to three (3) files using SoundCloud, Vimeo, and/or YouTube (video). All links must be public or unlisted (no password). Do not include any text other than the URL here or you will receive an error message.

Links to personal websites, social media, cloud storage, resumes, or film databases are <u>not</u> accepted as work samples and will not be reviewed. **Only links to Soundcloud, Vimeo or YouTube will be reviewed by the panel.**

Link 1:

Link 2:

Link 3:

Work Sample Attachments (Images/Manuscript)

Please upload 1 document or up to 10 images: JPEGs, PDFs, DOC, or DOCX under 2MB each. Documents must be under 5 pages. For longer documents, please note what section should be reviewed in the Work Sample Description.

- Document 1

- Image 1

- Image 2

- Image 3

- Image 4

- Image 5

- Image 6

- Image 7

- Image 8

- Image 9

- Image 10

Source of Information

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

- ☐ Web Search
- ☐ 4Culture e-news 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 2025 demographic information. You must submit this for application to be considered complete. Applications without current demographic updates will not be considered complete.

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

Need Assistance? Contact Us!

Cultural Education Program Manager
Bryan Wilson
Bryan.wilson@4culture.org
206-263-2655

Are you applying as an organization/group? Curiosity Pass – Organizations has a different application.