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| 4Culture Logo, which is the number four in black, stylized as a cutout with a black shadow extruding backwards. | 101 PREFONTAINE PL SSEATTLE, WA 98104**4CULTURE.ORG** |

# Cultural Support Services Projects | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2025 Cultural Support Services Projects 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.](https://apply.4culture.org/)

**IMPORTANT: Organizations or Tribes that plan to apply must complete your Account Profile, save a draft application, and complete eligibility information by October 29, 2025 at 5:00 pm PST to allow 4Culture staff to complete eligibility pre-screening for this grant. The application will not be available to organizations or Tribes to start an application after that date. Final applications must be submitted online by Wednesday, November 12, 2025 at 5:00 pm PST.**

## Steps to apply

1. Read the [guidelines](https://www.4culture.org/grants/cultural-support-services-projects/).
	* Are you and your project eligible?
2. Create an account / If you have an account, confirm you can log in.
	* Watch the [tutorial video](https://vimeo.com/790191545) for assistance.
	* Contact Bella Monju if you are unable to access your account.
	* Complete your Account profile.
	* Complete and submit your 2025 Demographic Update in your account profile.
	* Complete and submit your organization’s financial information 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. IMPORTANT: You must complete your Account Profile and save a draft application by October 29, 2025 at 5:00 pm PST to apply. The application will **not** be available to start an application after that date.
* **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 a Program Manager 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](https://imageresizer.com/) and [PDF Resizer](https://pdfresizer.com/resize).
* **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.](https://apply.4culture.org/)

 \* = required field

## ORGANIZATION DETAILS

TIP: The peer-panel evaluating your application will use your Short Organization Description to refer to your organization – make sure it provides key info to remind them of your organization. Remember that readers may not be familiar with your organization and/or programming.

TIP: Your text should replace the “suggested word count” text in the narrative boxes

**TIP:** If you are using a fiscal sponsor to apply for this grant, you must have prior approval by 4Culture staff. 4Culture will review both you and your fiscal sponsor’s eligibility to receive funding. Please review our [*Fiscal Sponsorship - 4Culture*](https://www.4culture.org/fiscal-sponsorship/)*.*

### Fiscal Sponsorship\*

Indicate below if you have a Fiscal Sponsor, if you do not have a Fiscal Sponsor select “None”.

### Discipline\*

Select the discipline that most accurately describes the main focus of your organization.

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

### Short Organization Description\*

Suggested word count: 25 words:

## 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:

### Short Project Description\*

Suggested word count: 25 words:

### Category\*

Select one (1) category from the list that best fits your project. See the [guidelines](https://www.4culture.org/grants/cultural-support-services-projects/) under “What Cultural Support Services Projects Funds” for a more detailed description of each.

* Career pathways
* Wellbeing
* Community building and organizing
* Technical assistance and professional services
* Advocacy and systems change

### Choice Type\*

Select one (1) choice type that best describes your project’s goal within the context of your organization’s work.

* Continue: the proposed project continues and maintains existing services for individual cultural practitioners, demonstrates value in repeating this work over an extended period.
* Grow: the proposed project is a new initiative that is developed with, or in response to a need voiced by the intended individual practitioners.
* Evolve: the proposed project significantly expands your existing service’s scope, reach, or the intended individual practitioners you serve.

### Subcategory

Select as many of these topics that relate to the way your project helps individual practitioners.

* Coaching and mentoring
* Accessibility (language, ADA, facilities, mobility)
* Board/board relations
* Communications, marketing, and branding
* Diversity, Equity, Accessibility, and Inclusion (“DEAI”)
* Financial emergency planning
* Financial planning and/or strategy
* Fundraising/development
* Human resources
* Interpretive planning
* Leadership and board optimization
* Legal services
* Organizational design and management
* Strategic planning
* Architecture for pre-design through design/development
* Commercial real estate brokerage
* Facilities development and/or owner’s representation
* Land use and real estate legal services

## NARRATIVE

The information you write in the following sections will provide critical information to the peer-panel reviewing your application. Keep the following evaluation criteria in mind as you tell us about your project:

* **Quality and Qualifications:** your thought and reasoning behind your proposed project, how well your project activities and planning align with professional standards, best practices, or values of the community served. Evidence your project is informed and guided by those individuals directly served. The qualifications of you and your project team align with the proposed project, its constituents, and its intended impact. Qualifications can be skill, experience, training, or knowledge-based.
* **Feasibility:**your ability to complete your project within 36 months of the award date, as demonstrated by a balanced project budget, thoughtful planning, and the expertise of those carrying out the project. Your project budget and plan are realistic and achievable, and the funding amount is appropriate for the project. You provide clear plans on how you will scale your project if you do not receive full funding for your application.
* **Project Impact and Public Benefit:** how your project meets the needs of constituents beyond your organization or Tribe, established needs in the community, a sector-wide trend, or relevant research on needs assessment in the sector. Your project provides compelling and feasible public benefit for individual cultural practitioners 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 project’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 Cultural Support Services Projects funding, but sharing about your project’s equity work, however it manifests, will give the panel a fuller picture of how your project supports your community.

To help the peer-panel understand your proposal, please complete the following sections as thoroughly and clearly as possible. Answer all questions posed, to the best of your ability, and substantiate your statements. Panelists are different every year and work in a variety of disciplines. Keep this in mind as you write your application.

#### PROJECT DESCRIPTION

In the **Project Description**section, introduce the peer-panel to your project. Describe what you propose to do in your project. It’s great to be concise. This is the who, what, and why of your project.

* What do you propose to do in your project? How did you develop the idea? How was the need for the project identified?
* Who are the individual practitioners served by the project and how have they been involved in idea development thus far?
* What are the activities you will carry out? How do they align with professional standards, best practices, or values of the communities served?

TIP: The Project Description section is where you need to tell the peer-panel about the most critical elements of your project.

### Project Description\*

Suggested word count: 500 words:

#### PROJECT IMPACT AND PUBLIC BENEFIT

The money for these grants is generated from a portion of Doors Open and Lodging Tax revenues collected in King County. 4Culture utilizes these funds to purchase cultural services from grantees. In the **Project Impact and Public Benefit** section, describe the intended individual practitioners for this project, your history working with them, and the impact or goals for your project on them. If you receive a grant, what you write here will be included in your contract. Be realistic about what you can offer.

* What is the significance of the cultural support services to the community your project serves? How does this project meet the needs of the community served? How does the project address a sector-wide trend or relevant research on needs in the sector?
* What are the intended outcomes regarding the cultural support services of this project? Be as specific as possible, including goals for number of people served, number of events, etc.
* What resources, programs, tangible products, or other types of public benefit will result from this project? If your services include fees for participants, describe what they are anticipated to be and how you are arriving at the cost.
* How will you provide access to the services? Will you provide free or low-cost services? How will you work to make the project accessible to many ages, disabilities, languages, and/or communities?

TIP: Constituents for the project must extend beyond your organization or Tribe.

### Project Impact and Public Benefit\*

Suggested word count: 500 words:

#### ADVANCING EQUITY

4Culture’s mission focuses on racial equity and envisions a county where culture is essential and accessible to all. How does your project benefit communities of color and/or historically marginalized communities? How does it serve or collaborate with members of these communities? Complete this question to the best of your ability and in alignment with your organization’s or Tribe’s readiness to engage in and share your equity work.

\* *If these questions do not apply to your project, 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.*

### Advancing Equity

Suggested word count: 500 words:

#### EXPERIENCE

In the **Relevant Expertise / Experience / Accomplishments** section, describe the project team who will plan, implement, and manage your project. Describe any experience, expertise and past accomplishments that demonstrate their ability to achieve this project. Include specific details about past projects of similar scale and scope that they have achieved. Include education, training and personal experiences that qualify them to manage and implement your proposed project. Rather than including their full resume, please focus on expertise, experience, and accomplishments that are relevant to this project.

* Cite team members' roles and their qualifications that are relevant and necessary to complete the work successfully, including but not limited to their experiences, skills, and/or knowledge expertise.
* How will the project team ensure that the project aligns with professional standards, best practices, and values of the community this project serves?

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.

### Relevant Expertise / Experience / Accomplishments\*

Suggested word count: 500 words:

#### PROJECT IMPLEMENTATION

In the **Project Implementation** section, provide a timeline and work plan for your project. The work plan could include phases for planning, outreach and publicity, execution, public benefit, and evaluation of the intended goals identified in the Project Impact and Public Benefit section. Describe how you determined the appropriate timeline and work plan for this project. Identify when you plan to complete your public benefit. Outline a general outreach plan. Who is your intended individual practitioners and how will you let them know how to participate? Finally, identify your key project priorities and how you could scale down or alter your timeline if you don't receive your full funding request or if other sources fall through.

TIP: Remember, projects funded through this grant should be completed within 36 months of the award date, which is January 28, 2026.

**TIP:** Also include information about how you can shift the project if resources change, without compromising the project.

### Project Implementation\*

Suggested word count: 500 words:

## BUDGET

In the **Project Budget** you will need to provide a simple break-down of project expenses and income in the categories provided. Include details for your entire project, not just the portion you are asking 4Culture to fund. Skip categories that are not relevant to your project.

Under **Income**, identify your request from 4Culture which must range from $30,000 to $225,000 total ($10,000 to $75,000 per year for three years). Request amounts from 4Culture may vary by year. You can apply for one year, two years, or all three years.

Your total project expenses must equal your total project income. In other words, you must demonstrate that your project is financially feasible. Use the Project Budget Notes section, to provide details.

TIP: In the online application, hover your cursor over the category title for a brief explanation of what you may want to include in that category.

TIP: You want to show that you can financially make this project happen. A balanced budget demonstrates your project is a good investment of public funds.

**TIP:** Group like items together. For example, under people you could include: Your hours (Project Director), Contract trainer’s fee, and Participant stipends.

**TIP:** If your expenses include staff salaries dedicated to the proposed project, you must provide more details in the Budget Notes. List the staff and their titles, briefly describe their project role, identify if this is a percent of their time, and state their proposed compensation.

### PROJECT EXPENSES

**People** *(All PAID people including your own time/fee, other consultants, other contractors, participant stipends, etc.):*

$

 Is this an estimate? Y/N

**Services** (Professional development for project personnel, event licenses, insurance, venue rental, etc.):

$

 Is this an estimate? Y/N

**Supplies** (Consumable materials like workshop and training materials, 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, etc.):

$

 Is this an estimate? Y/N

**Design** (Architectural concept designs, design development, etc. 4Culture funds may not be used for capital improvements.):

$

 Is this an estimate? Y/N

**Fundraising** (Capital campaign firms, fundraising 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.):

$

 Is this an estimate? Y/N

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

$

 Is this an estimate? Y/N

**Other:**

$

 Is this an estimate? Y/N

### PROJECT INCOME

**4Culture Request** (Only your current 4Culture grant request amount should be listed here. Must *range from $30,000 to $225,000 total ($10,000 to $75,000 per year for three years)):*

$

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

$

 Is this confirmed? Y/N

**Foundations** (Private and public non-government foundations):

$

 Is this confirmed? Y/N

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

$

 Is this confirmed? Y/N

**Government** (Government support NOT including your 4Culture request.):

$

 Is this confirmed? Y/N

**Individual Donors** (Donations, sponsorships, funds from friends and family, crowd-source fundraising):

$

 Is this confirmed? Y/N

**Earned** (Projected ticket sales, participation fee, etc.):

$

 Is this confirmed? Y/N

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

$

 Is this confirmed? Y/N

**Other**:

$

 Is this confirmed? Y/N

**Total Expenses: $**

**Total Income: $**

TIP: Your Expenses and Revenue must be equal to demonstrate that your project is financially feasible.

**TIP:** If your total grant request to 4Culture is $150,000 or above, you must complete and submit [a Large Projects Budget Form](https://www.4culture.org/wp-content/uploads/2025/08/CulturalSupportServicesProjectsLargeProjectsBudgetForm2025_a11y.docx) with your application. *Download the form to your computer and work on it outside your web browser. When you’ve completed the form, save it as a PDF, and upload it as part of your application through* [*apply.4culture.org*](https://apply.4culture.org/)*.*

### ****PROJECT BUDGET NOTES****

In the **Project Budget Notes**, provide more details about your budget, including how 4Culture funds would be used. Refer to the [guidelines](https://www.4culture.org/grants/cultural-support-services-projects/) for what types of expenses are eligible for 4Culture support. Use this space to provide further details about specific expenses or funding resources anticipated or confirmed. If including expenses for staff salaries dedicated to the proposed project, list the staff and their titles, briefly describe their project role, identify if this is a percent of their time, and state their proposed compensation.

TIP: Be very clear how the funds from the grant will be used. You don’t have to describe it down to the cent but explain, in general, what will the funds allow you to do.

### Project Budget Notes\*

## REQUIRED SUPPORT MATERIALS

In your profile section of the grant portal, update the **demographic information** for your board and staff for the current year (2025).

\* *This information will not be part of your application and will not be seen by the peer-panel. We gather demographic information to better evaluate the success of your efforts to reach all communities in King County.*

In your profile section of the grant portal, update information from your **most recent IRS 990 form** (2023 or 2024). If you are not required to file a tax form for a fiscal year OR filed using the 990-N (the old postcard form), please select “990-N” or “None” and use the 990-EZ form to determine what you would have filed for that year had you actually used the 990-EZ.

In the application, list your organizational board members.

### ****ORGANIZATIONAL BOARD LIST****

List your board members or advisors. Include names, terms, and their employment or community affiliation.

### Organizational Board List\*

Suggested word count: 250 words:

TIP: You must complete the demographic information, IRS 990 forms, and organizational board list for your application to be complete.

### ****LARGE PROJECTS BUDGET FORM****

For applications requesting $150,000 or above in total grant request over the three-year grant period, you must complete and submit a Large Projects Budget Form. [Download the form](https://www.4culture.org/wp-content/uploads/2025/08/CulturalSupportServicesProjectsLargeProjectsBudgetForm2025_a11y.docx) to your computer and work on it outside your web browser. When you’ve completed the form, save it as a PDF, and upload it as part of your application.

TIP: You must complete both the Budget Form in the application AND the Large Projects Budget Form as an upload for your application to be complete for total grant requests $150,000 or above.

## OPTIONAL SUPPORT MATERIALS

### ****Work Sample Format****

You can 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.

You may only upload one document of no more than five pages. To resize files to under 2MB, you can use free websites like [Image Resizer](https://imageresizer.com/) and [PDF Resizer](https://pdfresizer.com/resize).

Files will upload when you save a draft. The uploaded attachment 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.

TIP: Focus your support materials on examples that help tell the story of your group and its history and/or goals as they relate to the proposed project.

**TIP:** Panelists are encouraged to but not required to review an applicant’s optional attachment, so make sure the most important information is included in the application form itself and not in the attachment.

## VENUE

If your organization is planning on carrying out your project primarily someplace other than your organization’s main physical location, indicate the name, address, and King County Council district of the venue or site where you plan to hold your project. If you do not have a confirmed venue or site, or have multiple locations, skip down to Project Venue Notes.

### Venue\*

Venue Name:

Street:

City:

State:

ZIP:

Venue County Council District ([find the district](https://kingcounty.gov/en/dept/council/governance-leadership/county-council/councilmembers-districts)):

### ****Project Venue Notes****

Complete the **Project Venue Notes** section if you do not have a confirmed venue, but a general idea about the kind of place you'd like to offer your public benefit or have multiple sites. List preferred city or region of King County. Tell the peer-panel why the venue(s) are a good fit for your public benefit event(s).

### Project Venue Notes

Suggested word count: 50 words:

## SOURSE 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](https://apply.4culture.org/your-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](https://apply.4culture.org/your-profiles) and submitting your most recent financial information. You must submit this for application to be considered complete. Applications without current demographic updates and recent financial information will not be considered complete.

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

## Need Assistance? Contact Us!

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

Cassie Chinn, Cultural Services Liaison

cassie.chinn@4culture.org

(206) 263-8324

For technical questions about your online account, contact:

Shaun Mejia, Heritage Support Specialist

shaun.mejia@4culture.org

(206) 477-9952