Art Projects - Individuals | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2026 Art Projects - 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, March 11, 2026 at 5:00 PM.

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 2026 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 <u>at least</u> 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.
- 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.

2026 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:

Short Project Description*

Suggested word count: 25 words:

Discipline & Artistic Impact

Select one (1) discipline from the list that best fits your contribution to the project. If your project is multi-disciplinary, select the discipline that is most prominent. Grants are not awarded by discipline.

Discipline*

Select one:

☐ Dance
☐ Literary
☐ Media
☐ Music
☐ Theater
☐ Visual

Select one (1) that best describes your project's goal and impact.

- **Continuity**: Your projects continues a long-term artistic practice or tradition, and demonstrates value in sustaining or repeating this work.
- **Growth**: Your project expands your practice, medium, or artwork in new directions, and shows artistic development.

- **Engagement**: Your project focuses on participation, arts education, and collaboration beyond a presentation. The project intentionally engages or collaborates with specific communities based on their interest or needs.

Artistic Impact*

Select one:

☐ Continuity
☐ Growth
☐ Engagement

NARRATIVE

We fund these grants through a competitive process. A panel of local artists and arts professionals reviews all eligible applications based on the program criteria, including the Artistic Impact criterion you selected above. Please frame your responses to the following 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 project.

Outline what it will be like to experience your project; who is involved in the project; and why this project is a priority for you right now in your creative development. How does this project meet the Artistic Impact goal chosen above?

TIP: Public Benefit, Advancing Equity

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: 250 words:

PROJECT IMPACT

The money for these grants is generated from a portion of Lodging Tax revenues collected in King County. 4Culture utilizes these funds to purchase cultural services from grantees. In this QUALIsfdsection, describe what public event or activity 4Culture is buying from you. How will the public engage with your project? How will your project be accessible to many ages, disabilities, languages, and communities? If you receive a grant, what you write here will be included in your contract. Be realistic about what you can offer.

TIP: In the Project Impact section, identify one (1) or more project-related event(s), such as a screening, exhibition, performance, lecture, workshop, etc.

Project Impact*

Suggested word count: 250 words:

PROJECT PLAN

Please provide a basic timeline of your project and identify when you plan to complete your public benefit event(s). Remember that all projects must take place between July 1, 2025 and July 1, 2027. Outline a general outreach plan. Who is your intended audience and how will you let the public know how to participate? 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: The timeline an be a simple list with approximate dates. Share specific examples of how you will invite the public to engage with the project. The more detail, the better.

Project Plan*

Suggested word count: 150 words:

QUALIFICATIONS

Please describe any experience, expertise and past accomplishments that demonstrate your ability to achieve this project. Include specific details about past projects of similar scale and scope that you have achieved. Include education, training and personal experiences that qualify you to manage your proposed project. Rather than including your full resume, please focus on expertise, experience, and accomplishments that are relevant to this project.

TIP: Show the panelists that you can complete this new project, based on your own history. Describe a recent project and mention your Work Samples

Qualifications*

Suggested word count: 250 words:

ADVANCING EQUITY

If the primary goal of this project is to benefit communities of color and/or historically marginalized peoples or communities in King County, especially communities that have been

disproportionately impacted by structural racism, please explain how in the **Advancing Equity** section. Will your project serve or collaborate with these communities? If so, how?

**This question is not required*. Projects do not need to include Advancing Equity as a requirement for eligibility, but it is one of the factors the panel will consider.

TIP*: This is not required but if your project has a direct, meaningful connection with and aims to serve historically marginalized people and communities, then use this space to talk about that aspect of your project. How will your project, or you as the artist, ensure that impact of this connection is meaningful and ongoing? If this is not a focus of your project, you can leave this section blank.*

Advancing Equity

Suggested word count: 250 words:

BUDGET

Please provide the anticipated 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**, enter your 4Culture funding request in the amount of *$2,500, $5,000, $7,500, $10,000, $12,500 or $15,000.*

Your total project expenses must equal your total project income.

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. Group like items together. For example, under people you could include: Your hours (Project Director), Lighting Designer's fee, and Fabricator's fee.*

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

PROJECT INCOME

4Culture Request (*Only your current 4Culture grant request amount should be listed here. Must be $2,500, $5,000, $7,500, $10,000, $12,500, or $15,000*):

$

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. The form will automatically calculate both totals in the online application form.*

PROJECT BUDGET NOTES

Please provide more details about your budget, including how 4Culture funds would be used. Refer to the guidelines for what types of expenses are eligible for 4Culture support. If including expenses for time (for yourself or collaborators), provided hourly rate/estimated hours, or flat fee details. If you are also applying to Heritage Projects or Preservation Special projects for the same project, explain how those funds will be used. If you have other sources of income for the project, either anticipated or confirmed, provide those details here.

TIP: *Be very clear how the funds from the grant will be used. This is just a plan, and 4Culture understands that budgets may change.*

Project Budget Notes*

Suggested word count: 250 words:

VENUE

If you know where you will be presenting your event for public benefit, indicate the name, address, and King County Council district of the venue or location. If you do not have a confirmed venue, or have multiple locations, skip down to **Project Venue Notes**.

Venue*

Venue Name:

Street:

City:

State:

ZIP:

Venue King County Council District ([find the district](#)):

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).

TIP: *For example* I am interested in presenting this new work at a public park in King County. I am currently considering Waterworks Park in Renton and the Fall City Community Park in Fall City.

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. You are required to submit either 1–3 links, 1 document, or 1–10 images. You may submit in more than one format if that best represents your work, but only one format is equired.

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.

Work samples submitted in ineligible formats will not be reviewed. Please see below for more details.

TIP:. You may elect to provide more than one sample 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 document with poetry samples. Less is more – don't feel compelled to include work in multiple formats unless it helps you!

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). Please test your links to make sure they are active.

Do not include any text in the Link fields other than the URL or the link will not work.

We cannot accept links to websites, social media, cloud storage, film databases, or links requiring passwords. **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 your 1 document or up to 10 images. JPEG, PDF, DOC, or DOCX only.

All attachments must be under 2MB each or you will get an error when you attempt to save a draft or submit the application. To resize files, you can use free websites like Image Resizer and PDF Resizer.

Attachments will upload and appear together in a file list after you save a draft application. To delete files in a saved draft, check the "delete" box and save again.

Document

Recommended for literary projects, plays, screenplays and teleplays. Document must be 5 pages or less. For longer documents, please note which section should be reviewed in the Work Sample Description.

Document 1 – upload file in application

Images

Recommended for visual art. A maximum of 10 images may be submitted.

Images 1 –10 – upload file in application

Work Sample Description

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

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. If longer than 5 minutes or 5 pages, indicate the section the panel should review.

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

Images: 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:

Source 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

BEFORE SUBMITTING:

Please review your **ACCOUNT** and **PERSONAL** profiles before submitting this application to make sure they are up-to-date and contain your current address.

Your profile includes a section for 2026 demographic information. A completed Demographic Update is required for the current year. You must submit this for application to be considered complete.

Incomplete or inaccurate information may prevent 4Culture from accepting your application.

Need Assistance? Contact Us!

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Are you applying as a Group? Art Projects – Groups has a different application.
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