Heritage Projects | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2026 Heritage Projects application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.

Applications must be submitted online by 5:00 PM on Wednesday, March 11, 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.
3. Watch the tutorial video for assistance.
4. Contact Bella Monju if you are unable to access you.
5. Complete and submit your 2026 Demographic Information Update in your account profile.
6. Read through the entire application and gather your materials.
7. Attend a workshop, talk to a Program Manager, especially if you are applying to more than one Projects program.
8. Use this worksheet as you plan out your application. Draft, review, revise.
9. 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. If you get an error when saving after you cut and paste text into your document, it could be due to hidden characters in the text. Try typing it out instead.
- 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, informal, and held via Zoom or in-person. Dates and times are listed in the guidelines.
- Double check that you have completed all required fields. Incomplete applications will not be accepted, and extensions cannot be given.
- 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

Project Title*

Short Project Description*

This should be one or two sentences explaining the very heart of the project concept.

Heritage Category*

Pick **one** category that applies to your project. You only need to pick one category even if your project encompasses more than one category. If none of these align with your project but your project still centers heritage as defined in the guidelines, please pick "Other" and explain. This is used to check eligibility of your project.

- ☐ Ethnic History
- ☐ Folklore and Intangible Cultural Heritage
- ☐ Heritage Field Services Provider
- ☐ Historic and Archaeological Resources
- ☐ Local History
- ☐ Native Cultures
- ☐ Stewards of Heritage Spaces
- ☐ Other (Please explain)

NARRATIVE

Keep the following 4 evaluation criteria in mind as you tell us about your project:

- **Project Impact and Public Benefit:** How your project meets the goals of your organization's or personal mission and established needs in the community. How well your project helps expand or develop heritage work in King County and shows a potential to raise the visibility of heritage in King County. Your project increases public access to heritage resources and programs, and provides compelling and feasible public benefit for residents and visitors of King County.
- **Quality and Qualifications:** How well your project activities and planning align with professional standards, best practices, and values of the community served. How well the project maintains connection with the community that the heritage content originates from, especially if the project centers Native cultures or intangible cultural heritage. The qualifications of you and your project team align with the proposed

project and its intended impact. Qualifications can be skill, experience, training, or knowledge-based.

- **Feasibility:** Your ability to complete your project including the proposed public benefits within 24 months of the award date and with a realistic timeline and thoughtful planning. This is demonstrated through the qualifications of you and the project team, realistic and balanced project budget and details provided in the Project Implementation section.
- **Advancing Equity**: 4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your project specifically benefits communities of color and/or historically marginalized communities. The project serves or collaborates with members of these communities. This is not an eligibility requirement, but it is one of factors the panel will consider.

Refer also to the Heritage Projects guidelines – Are You and Your Project Eligible? section. There is no text limit for the Narrative sections, but we suggest you use around 250-500 words for each section.

PROJECT DESCRIPTION

What do you propose to do in your project? Describe the heritage content or historical themes of your project and the proposed project activities. Why is it important to preserve, identify, document, or explore this heritage content at this time and for the community this project serves? How does this project reflect, build on, or contribute to broader conversations and community efforts to preserve heritage in King County? How did you develop the idea for your project and project activities? If your project has multiple phases and you are seeking funding for a specific phase, please explain which phase of the project this grant will support.

Project Description*

Suggested word count for this section is 250-500 words.

PROJECT IMPACT AND PUBLIC BENEFIT

Describe the intended audience for this project, your history working with the intended audience, and impact or goals for your intended audience. Please explain how this project meets the established needs of the community served or aligns with your organization's or personal mission. How does your project expand, develop, or raise visibility of heritage in King County? What resources, programs, tangible products, or other types of public benefit will result from your project activities? How will you provide public access to them as part of the grant requirement? If your project has multiple phases, describe the public benefit of the proposed portion of the project. Please see the guidelines for our definition of public benefit.

Project Impact and Public Benefit*

Suggested word count for this section is 250–500 words.

ADVANCING EQUITY

Explain if this project will benefit specifically communities of color and/or historically marginalized communities in King County. Will your project serve or collaborate with members of these communities? If so, please explain.

Advancing Equity*

Suggested word count for this section is 250–500 words.

RELEVANT EXPERTISE / EXPERIENCE / ACCOMPLISHMENTS

Describe the project team who will plan, implement, and manage your project. Cite your and 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. If you or members of your team are staff at an organization that receives 4Culture's Sustained Support grant, include that here. How will the project team ensure that the project aligns with professional standards, best practices, and values of the community this project serves? If you are working with heritage or historical resources from another culture or community, how will you or the project team maintain the connection with the cultural source community? Please share how the members of that community are involved in this project.

Relevant Expertise / Experience / Accomplishments*

Suggested word count for this section is 250–500 words.

PROJECT IMPLEMENTATION

Provide a timeline and a work plan for this project. The work plan could include phases for planning, bidding process, fundraising, publicity, execution, public benefit, and evaluation of the intended goals identified in the Project Impact section. Describe how you determined the appropriate timeline and work plan for this project. Remember, projects funded through this program should be completed within 24 months of the award date or by June 1, 2028.

Project Implementation*

Suggested word count for this section is 250-500 words.

VENUE

Tell us where your project will take place.

Venue Name*

Venue Name, address, King County Council District (find Council District):

Project Venue Notes*

If your project will take place at more than one location, list additional places (addresses & cities) here.

BUDGET

Using the budget form, provide a breakdown of the project budget (expenses and income) in the categories provided, and the amount you would like to request from this grant program ("4Culture Request"). Provide dollar amounts for categories that best fit your project and skip categories that do not apply. The total project expenses must equal the total income, including in-kinds. Check your totals before saving your work!

In the Project Budget Notes section, provide an explanation of the line items in your project budget and a breakdown of how you intend to use your "4Culture Request." Explain how you will scale the project if you receive partial funding. If you have expenses in the "Other" category, be sure to provide a description. Please refer to the guidelines for eligible and ineligible uses of 4Culture funding.

If you are applying for Art Projects or Preservation Special Projects for the same project, include the request amount in "Government" income line item and clearly differentiate the use of these grants from the uses of your Heritage Projects request. This is required if you are applying for multiple programs.

PROJECT EXPENSES

People (*All PAID people such as consultants, architects, interns, etc)*: $

      Is this an estimate? Yes/No

Services (Design, printing, event licenses, site rental costs): $

      Is this an estimate? Yes/No

Supplies (Consumable supplies): $

    Is this an estimate? Yes/No

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

    Is this an estimate? Yes/No

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

    Is this an estimate? Yes/No

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

    Is this an estimate? Yes/No

Design (Architectural and engineering fees for schematic, design development or construction drawings, bid costs and documents): $

    Is this an estimate? Yes/No

Soft Costs (Permits, insurance, contractor bonds, sales tax, etc): $

    Is this an estimate? Yes/No

Fundraising *(Capital campaign firms, fundraising event expenses, telephone/direct mail services):* $

    Is this an estimate? Yes/No

Equipment/Fixtures *(Fixed assets such as lighting, sound equipment, shelving, phone systems, computers, machinery.):* $

    Is this an estimate? Yes/No

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

    Is this an estimate? Yes/No

In-Kind *(Include ALL types of in-kind expenses here, including value of people, donated services, etc):* $

    Is this an estimate? Yes/No

Other: $

    Is this an estimate? Yes/No

PROJECT INCOME

4Culture Request* (*Only Heritage Projects grant request amount should be listed here. Must be between $2,000 - $15,000*):

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

    Is this confirmed? Yes/No

Foundations *(Family, independent, and public non-government foundations):* $

> Is this confirmed? Yes/No

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

> Is this confirmed? Yes/No

Government *(Include ALL types of government support here NOT INCLUDING this 4Culture request (prior 4Culture funds can be included here):* $

> Is this confirmed? Yes/No

Individual Donors *(Donations, sponsorships, crowd-source fundraising):* $

> Is this confirmed? Yes/No

Earned *(Include business revenue, memberships, and tuition):* $

> Is this confirmed? Yes/No

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

> Is this confirmed? Yes/No

Other*: $

> Is this confirmed? Yes/No

Total Expenses: $

> must equal

Total Income: $

Project Budget Notes*

Include details of each line item. Please include which line item(s) you will use 4Culture funds for, how you might scale the project if you receive partial funding, and uses of Art Projects or Preservation Special Projects funding that are different from your intended uses of Heritage Projects grant.

BOARD OF DIRECTORS (ORGANIZATION AND GROUP APPLICANTS ONLY)

Please provide a list of your organization's board members, including their service dates, term limits, and their areas of expertise, knowledge, and/or insights. For project-based groups and community groups, please provide a list of your group's leadership if it is different from the Relevant Expertise section. If it is the same, simply state so. This is required for organizations and groups only, not for individuals or public agencies.

Board of Directors (Organization and Group Applicants Only)

FILE UPLOADS (OPTIONAL)

You may submit **up to three files** as attachments. **Accepted file types are .doc, .docx, .pdf, .jpg, and .gif. Individual files must be less than 2MB.** Attachments may include photos, bids, estimates, letters of support from your project partners and communities served by the project, drawings, maps, copies of media coverage, previous research, studies, reports or other documents to help illustrate your proposal. If your project involves heritage of another community, or if it involves partnering with a heritage organization to execute the project, a letter of support is highly encouraged. Remember, these are optional. **Please be selective and do not upload more than three files total.**

*TIP FOR APPLICANTS: Check the **file type** and **size** before uploading. Files that do not meet the requirements will not upload and may prevent you from saving the application form.*

ELIGIBILITY DISCLOSURE

If your or members of your group are staff at a Sustained Support recipient organization, let us know.

FISCAL SPONSOR

If your group has a confirmed fiscal sponsor, search and select your fiscal sponsor from the list. Select "Other" if you do not see your fiscal sponsor, or you are still in the process of setting up your fiscal sponsorship. If you don't intend to use a fiscal sponsor, select "None."

Fiscal sponsorship is a mechanism that enables a 501(c)3 to extend certain benefits of its legal tax-exempt status to groups and projects without the group or project having to file for nonprofit status on its own. It is not required to have a fiscal sponsor to receive this grant and this is administrative use only.

Fiscal Sponsor*

The list includes 40 organizations, but this is not an exhaustive list. Choose "Other" if you do not see your fiscal sponsor on the list. We will follow up with you if your project is funded.

1. 350 Seattle
2. Adefua Cultural Education Workshop (ADEFUA)
3. Allied Arts Foundation
4. Arts of Kenmore
5. Bailadores de Bronce
6. Beacon Business Alliance

7. Belltown Art Walk
8. Black Star Line Non Profit
9. Brazil Center
10. Building Changes
11. DASSdance
12. Evergreen Social Impact
13. Fractured Atlas Inc
14. Freehold Theatre Lab Studio
15. Georgetown Steam Plant Community Development Authority
16. Haida Roots
17. Indian American Community Services
18. Inspired Child Community
19. Khmer Community of Seattle King County
20. Lao Senior Outreach
21. Live2Serve
22. Living Voices
23. Low Income Housing Institute (LIHI)
24. Nile's Edge Healing Arts
25. Northwest Film Forum
26. Realize Impact
27. Riley's Way Foundation
28. RVC Seattle (Rooted in Vibrant Communities)
29. Salaam Cultural Museum (SCM)
30. SCIDpda
31. Seattle Center Foundation
32. Seattle University
33. Seniors Creating Art
34. Shunpike Arts Collective (dba Shunpike)
35. SouthEast Effective Development (SEED)
36. THE CONNECT PNW
37. The Dare2Be Project
38. Velocity Dance Center
39. Vera Project
40. Wing Luke Museum of the Asian Pacific American Experience
41. Other
42. None

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

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. You must submit this in order for application to be considered complete. Make sure you have provided demographic information for the current year before submitting your application. 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!

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