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SEATTLE, WA 98104
4CULTURE.ORG

Preservation Special Projects: Application Worksheet

INDIVIDUALS & ORGANIZATIONS

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

Applications must be entered [online](#) by 5:00 PM PDT on Wednesday, March 11, 2026.

Steps to Apply

1. Read the [Guidelines](#). Are you and your project eligible?
2. Create an [account](#) on [apply.4culture.org](#) / If you have an account, confirm you can log in. Watch the [Tutorial Video](#) for assistance with Creating an Account.
3. Contact [Bella Monju](#) if you are unable to access your account.
4. Complete and submit your [2026 Demographic Update](#) in your Account Profile.
5. Read through the entire application and gather your materials.
6. Attend a workshop, talk to a Program Manager.
7. Use this worksheet as you plan out your application. Draft, review, revise. Copy to the [online](#) application form. 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. 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.
- 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 you left a question blank, or 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](#).
- **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. Dates, times, and locations for all in-person or online Zoom workshops and office hours are listed in the [Guidelines](#).

- **Is your application complete?** Double check that you have completed all required fields. Incomplete applications will not be accepted, and extensions cannot be given for any reason.

Need help? We are here to support you. Email: Emily P. Lawsin at emily.lawsin@4culture.org or for Technical Assistance, Maisha Barnett maisha.barnett@4culture.org

2026 PRESERVATION SPECIAL PROJECTS

APPLICATION DRAFT WORKSHEET: INDIVIDUALS & ORGANIZATIONS

This is a worksheet where you can draft your answers. All applications must be entered directly on the online application form at apply.4culture.org.

***Required Field**

PROJECT SUMMARY

TIP: The review 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.

Project Title*

Short Project Description*

Summarize your project in less than 25 words. (If you see tips like these in the form, please delete them before typing your answer.)

NARRATIVE

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

- **Quality:** Your project directly addresses historic buildings or structures, older neighborhoods, or landscapes shaped by people. Your project aligns with best practices in historic preservation or shows innovation within the field. Your application is clear and complete.
- ☐ **Public Benefit:** Your project contributes to the preservation of historic buildings, sites, neighborhoods, or landscapes in King County. Your project provides compelling and feasible public benefit for residents and visitors of King County. Your project has the potential to expand the public's understanding and awareness of historic places in the

county and/or highlights historic places in innovative ways, and makes clear efforts to be accessible to many ages, disabilities, languages, and communities. Your project focuses on the long-term preservation and stewardship of one or more important historic resources.

- **Advancing Equity:** 4Culture’s mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your project specifically serves or collaborates with communities of color and/or historically marginalized communities. This is not an eligibility requirement for funding, but it is one of the factors the panel will consider.
- **Feasibility:** you are able to start your project soon after award notification and complete the project within 24 months as demonstrated through a realistic budget, prepared project team, and ability to complete the project on a reimbursement basis.

Refer also to the [Preservation Special Projects Guidelines](#) “Are You and Your Project Eligible?” section.

To help the review panel understand your proposal, please answer all of the questions, to the best of your ability. There is no word limit, but we recommend you use around 250 to 500 words per section.

PROJECT DESCRIPTION*

Your project must address historic buildings, sites, neighborhoods, and/or landscapes in King County. In the Project Description field, describe your proposed project, including dates, locations, and activities. What are your main objectives, and what will be the specific project outcomes? How does your project align with best practices in historic preservation and/or show innovation within the field? Why is the proposed project a priority at this time? If your project has multiple phases, please explain which phase of the project this grant will support.

TIP: *The Project Description section is where you need to tell the review panel about the most critical elements of your project. Suggested word count for this section is 500 words.*

PUBLIC BENEFIT*

In the Public Benefit field describe the project’s intended impact within the community. How will project activities contribute to the long-term preservation of the built environment (i.e. buildings, landscapes, structures, objects, or neighborhoods)? How will your project expand the public’s understanding and awareness of historic places, and/or highlight historic places in innovative ways? What resources, programs, or tangible products, or other types of public benefit will result

from this project? How will your project be accessible to many ages, disabilities, languages, and communities?

TIP: Please see the Preservation Special Projects [Guidelines](#) for our definition of public benefit, and our [webpage](#) for examples.

ADVANCING EQUITY*

In the Advancing Equity field, please explain how this project will specifically benefit communities of color and/or historically marginalized communities. Does your project focus on inclusion of underrepresented communities within historic preservation? Does your project address underrepresented aspects of King County history? How will the project serve, engage, or collaborate with communities of color and/or historically marginalized communities?

TIP: Complete this question to the best of your ability and in alignment with your 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. Suggested word count: 250 - 500 words.

FEASIBILITY*

In the Feasibility field, describe who will be managing the project; summarize their experience or interest in historic preservation. If your project will involve hiring a preservation consultant, architect, historian, or other professional, you must submit at least one written estimate in the File Uploads section below. State the timeline to begin and complete your project. (Note: projects funded through this program, or portions thereof, may not begin prior to the award date of May 27, 2026, and must be completed on a reimbursement basis). If you do not receive the full amount requested through this program, how will your project change? Please disclose: Are you or any members of your group a staff member at an organization that is a current 4Culture Launch or Sustained Support awardee?

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

BUDGET

PROJECT BUDGET*

In the budget below, provide a simple breakdown of project expenses and income in the categories provided. A short description of each category is provided when you hover your mouse over it.

We use a comprehensive project budget for many of our grants. This may mean you will have costs for some fields in the budget, but not all. Use the budget form embedded in the application to record expected expenses and revenue for the project. Complete it to the best of your ability and for what makes sense for your project. Type whole numerical figures in the budget fields. **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."** If you have expenses in the "Other" category, be sure to provide a description. Explain how you will scale the project if you receive partial funding.

If you are also applying for Art Projects or Heritage Projects for the same project, it is required to disclose the amount you are requesting from the other program and the intended uses of the funds. The funds from Preservation Special Projects and another program must be used on different aspects of the project that meet the requirements of each program.

Note: The maximum amount you can request is \$25,000 but awards are typically between \$2,000 and \$15,000. The total project expenses must equal the total project income. Check your totals before saving your work!

PROJECT EXPENSES

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

\$

Is this an estimate? Y/N

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

\$

Is this an estimate? Y/N

Supplies (Consumable supplies):

\$

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, lodging, delivery fees, etc.):

\$

Is this an estimate? Y/N

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

\$

Is this an estimate? Y/N

Other: \$

Is this an estimate? Y/N

PROJECT INCOME

4Culture Request* (Only Preservation Special Projects grant request amount should be listed here. Should be between \$1,000 – \$15,000 or \$25,000 max):

\$

Applicant (Your own funds supporting this project):

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

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

\$

Is this confirmed? Y/N

Other: \$

Is this confirmed? Y/N

Total Expenses: \$

Must equal Total Income: \$

Project Budget Notes*

In this field, describe the specific use of your "4Culture Request." Provide details of the amounts listed in the above budget, e.g., explanation of applicant contribution, separate names and amounts of foundation gifts or other grant requests, specifics of in-kind support or supplies, additional fundraising that will occur. Please remember, this grant does NOT provide support for construction costs related to the stabilization, restoration, rehabilitation or maintenance of historic buildings or landscapes, property acquisition, or new construction.

PLEASE ALSO NOTE if you plan to use a Fiscal Sponsor, and the name of the Fiscal Sponsor (if known).

Fiscal Sponsorship*

If your project has a confirmed fiscal sponsor, select your fiscal sponsor from the list below. Choose "Other" if you do not see your fiscal sponsor. In the Budget Notes box, state the name of your fiscal sponsor, or if you are still in the process of setting up your fiscal sponsorship. Select "None" if you don't intend to use a fiscal sponsor.

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 individual 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 for administrative use only.

- ☐ 350 Seattle
- ☐ Adefua Cultural Education Workshop (ADEFUA)
- ☐ Allied Arts Foundation
- ☐ Arts of Kenmore
- ☐ Bailadores de Bronce
- ☐ Beacon Business Alliance
- ☐ Belltown Art Walk

- ☐ Black Star Line Non Profit
- ☐ Brazil Center
- ☐ Building Changes
- ☐ DaSSdance
- ☐ Evergreen Social Impact
- ☐ Fractured Atlas Inc.
- ☐ Freehold Theatre Lab Studio
- ☐ Georgetown Steam Plant Community Development Authority
- ☐ Haida Roots
- ☐ Indian American Community Services
- ☐ Inspired Child Community
- ☐ Khmer Community of Seattle King County
- ☐ Lao Senior Outreach
- ☐ Live2Serve
- ☐ Living Voices
- ☐ Low Income Housing Institute (LIHI)
- ☐ Nile's Edge Healing Arts
- ☐ None
- ☐ Northwest Film Forum
- ☐ Other
- ☐ Realize Impact
- ☐ Riley's Way Foundation
- ☐ RVC Seattle (Rooted in Vibrant Communities)
- ☐ Salaam Cultural Museum (SCM)
- ☐ SCIDpda
- ☐ Seattle Center Foundation
- ☐ Seattle University
- ☐ Seniors Creating Art
- ☐ Shunpike Arts Collective (dba Shunpike)
- ☐ SouthEast Effective Development (SEED)
- ☐ THE CONNECT PNW
- ☐ The Dare2Be Project
- ☐ Velocity Dance Center
- ☐ Vera Project
- ☐ Wing Luke Museum of the Asian Pacific American Experience

PLACE/VENUE

List the historic place name (if known) of the site that is the focus of your project, and its location. To be eligible for this grant program, your site must be located in King County, WA. Therefore, you **will need to select** a Council District and WA State District below.

Place Name

Street Address

City

State

Zip

King County Council District ([Find Council District](#)):

Washington State District ([Find WA State District](#)):

If your project involves more than one building, site, neighborhood, or landscape, describe those additional locations below.

Additional Locations

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 brief background information. This is required for organizations only, not for public agencies.

Organization board members, terms, and affiliations

FILE UPLOADS

Each upload **must be 2MB or less**. UPLOADED FILES will appear together in a FILE LIST at the bottom of this section AFTER you have saved the form. Check to make sure you don't have any blank **required (*) fields** before you try to save an uploaded file. If necessary, use the file list to delete a saved attachment by checking the "Delete" checkbox next to the file you wish to discard.

CONSULTANT ESTIMATE - FILES UPLOAD WHEN YOU SAVE CHANGES

If your project will involve hiring a preservation consultant, architect, historian or other professional, submit one or more written estimates. Up to three estimates can be submitted.

Estimate 1

Choose File

Estimate 2

Choose File

Estimate 3

Choose File

OPTIONAL SUPPORT MATERIALS - FILES UPLOAD WHEN YOU SAVE CHANGES

You may upload letters of support, drawings, reports, previous research, studies, historical photos and audio/video clips to help illustrate your proposal. Accepted file types for documents are .doc, .docx and .pdf, and for images are .jpg and .gif, no more than 2MB each.

Files can be uploaded in any order, but if you have a preferred viewing order, then you **must** indicate that order in the file name itself (e.g.: 01_SiteName.jpg, 02_SiteName.jpg). **Note:** Our system will automatically append an account name to your files, so keep image names short. Remember, these are optional so be selective.

TIP FOR APPLICANTS: Check the file type and size before uploading. Files that are larger than 2MB and do not meet the requirements will not upload and may prevent you from saving the application form.

Document 1 Choose File

Document 2 Choose File

Document 3 Choose File

Image 1 Choose File

Image 2 Choose File

Image 3 Choose File

Image Description

Please provide a short (one sentence) description of each image you upload.

AUDIO/VIDEO URLS

If you choose to submit **AUDIO** or **VIDEO** files as a work sample, you may submit up to two (2) files using **SoundCloud** (audio) OR **Vimeo** (video) and/or **YouTube** (video). All submissions must be publicly accessible (not private). Once you have uploaded your files, indicate the URL (e.g. <http://soundcloud.com/name/01-applicantname>) here in the order in which you would like the files reviewed. Do not include ANY information other than the URL(s) here. Files uploaded to websites other than Soundcloud, Vimeo or YouTube will not be reviewed.

Sample URL 1

Sample URL 2

How did you hear about this grant program? Select one.

- ☐ 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 profile before submitting this application to make sure it is up to date. Inaccurate information 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 by the application due date.

COPY YOUR WORKSHEET ANSWERS to the ONLINE APPLICATION.

At the bottom of the application, you will see:

SAVE A DRAFT

CURRENT STATUS: DRAFT – NOT SUBMITTED

By checking "I am ready to submit..." you are certifying that you have read, understand, and meet the specific eligibility requirements for this opportunity.

☐ **I AM READY TO SUBMIT AND MEET THE REQUIREMENTS TO APPLY. ← CHECK THE BOX AND SUBMIT!**

OR

SAVE A DRAFT

Fields marked with an asterisk (*) are required.

Need Assistance? Contact Us!

We are happy to review draft applications and provide feedback with adequate notice. For full draft reviews, save your work in the online application and contact Emily P. Lawsins at emily.lawsin@4culture.org no later than Friday, February 27, 2026. After that date, we cannot review full drafts but will still be available to assist with specific questions and/or troubleshooting.

Emily P. Lawsins

emily.lawsin@4culture.org

206-477-3110

For technical assistance:

Maisha Barnett

maisha.barnett@4culture.org

206-477-9877