



101 PREFONTAINE PL
SEATTLE, WA 98104
4CULTURE.ORG

Open 4Culture: Worksheet

OPEN 4CULTURE IS THE PERFECT INTRODUCTION TO 4CULTURE AND GRANTS IN GENERAL! THE GRANT AWARDS UP TO \$2,500 FOR ARTS, HERITAGE & PRESERVATION PROJECTS.

IMPORTANT NOTE: You must receive staff approval before you can apply. Applications must be submitted online through apply.4culture.org. This worksheet is for preparing your answers.

DUE DATE: 3 MONTHS BEFORE YOUR PROJECT OR EVENT.

TIPS FOR SUCCESS

- Give yourself plenty of time!
- Read through the [guidelines](#) and full application below.
- Read a sample application that received funding.
- Make a list of everything you need.
- Draft your application in this worksheet or a separate document (Word, Google Doc, etc).
- Ask for feedback! It just takes us around 1 week.
- Be concise! There is no word count limit but consider the suggested word count.
- Save a Draft constantly once you start the online application!
- Ask for support.

PROJECT SUMMARY

Project Title*

TIP: *This can be a draft or working title.*

Short Description

Please provide a short summary of your project. *Suggested word count: 75 words or 2-3 sentences.*

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

Date

This can be tentative. Applications must be submitted 3 months before this date.

Venue

Please include your venue name and address. This can be tentative. If you have not finalized a location, what is your ideal venue, or have you started conversations with venues? In-person, online, or hybrid events are all eligible.

Discipline

Select one (1) discipline that best fits your project. Multi-disciplinary projects should select the most prominent one.

- Select -

- Art
- Heritage
- Historic Preservation

NARRATIVE

Project Description*

Who, what, where, when, and why? Please introduce your project and help the reviewers imagine it. Describe the project, your goals, and when and where it will take place. *Suggested word count: 250 words.*

CRITERIA: Public Benefit, Advancing Equity

TIP: Imagine you are telling a friend about your project and what it will be like to experience it.

Public Benefit*

How will your communities access, experience, or benefit from the project? How many people will attend or access the work? Will the project be free or ticketed? How does the project make efforts to be accessible to many ages, disabilities, languages, and communities? *Suggested word count: 250 words.*

CRITERIA: Public Benefit, Advancing Equity

TIP: We know it might be unusual to think of your work as having a “public benefit,” since art is an essential form of expression. In some ways, the county is paying you to create a

project for the public. This is your opportunity to share how the public will access the work and why that is important.

Project Plan*

Provide a basic timeline for your project: what are the key steps you need to complete the project and when do you plan to finish each? How will you invite the public to attend or access the work? *Suggested word count: 150 words.*

CRITERIA: Feasibility

TIP: The timeline can be a simple list with approximate dates. Share specific examples of how you will invite the public. The more detail, the better!

Advancing Equity (optional)

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.

Does your project specifically benefit communities of color and/or historically marginalized communities in King County? If so, how and why? Does the project collaborate with members of these communities, and if so, how? *This is not a requirement to be eligible for funding.*
Suggested word count: 150 words.

CRITERIA: Advancing Equity, Public Benefit

TIP: Answer this section if your project has a major focus on equity. Otherwise, feel free to skip this optional section.

Qualifications or Catalyst*

Please describe any experience, expertise, or accomplishments that show you can successfully complete this project. This can include past projects of a similar scale, formal or informal education or training, and personal or work experience. If this kind of project is new for you, how will you learn, grow, and expand your skills, and/or will you work with experienced mentors or collaborators who will support the project? *Suggested word count: 250 words.*

Budget*

Please list your estimated budget for this project including your expenses and income. How much will it cost to produce this project? How will you pay for those costs? How would you use the \$2,500 Open 4Culture funding?

CRITERIA: Feasibility

TIP: Show the reviewers that you know how much the project will cost and have a plan for how you will pay for it. It's okay if the budget changes later!

WORK SAMPLES*

You must submit samples of past work that demonstrate your experience and ability to produce this project.

CRITERIA: Qualifications, Feasibility

TIPS: Double check your links and files. Remember to include a description for each in the Work Sample Description section.

Links

For video and audio only: YouTube, Vimeo, or Soundcloud only. Links must be public or unlisted (no password).

- Link 1
- Link 2
- Link 3

Attachments

Please upload up to 5 images or documents: JPEGs, PDFs, DOC, or DOCX under 2MB each.

Work Samples Description

Provide a brief description of your work samples, including your role, a summary, and dates. For longer documents, video, or audio, please note what parts the reviewers should focus on.

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:

BEFORE SUBMITTING

Review your [account and profiles](#) to confirm they are correct. Inaccurate information may make your application ineligible.

Complete the [2026 Demographic Survey](#). The survey is located in your [account profiles](#) or you can directly access the [Organization Survey here](#). This is a requirement for all applications.

- By checking "I am ready to submit my application for review" you are confirming that you meet the eligibility requirements and have followed the application instructions for this opportunity. Ineligible, incomplete, or incorrect applications will not be reviewed by the panel.
- I have completed the [demographic survey](#) and my application. I am ready to submit my application for review.

CONTACT US

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