

# APPLICATION WORKSHEET

## 2026 Equipment for Organizations

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

**A draft of your application must be saved by 5:00 PM Pacific on May 20, 2026. This does not need to be a complete draft.**

**Applications must be entered and submitted online by 5:00 PM Pacific on June 3, 2026.**

**No extensions will be granted.**

### Steps to Apply

1. Read the [guidelines](#)
  - Ensure your organization and equipment request are eligible.
2. Create an account / If you already have an account, confirm you can log in.
  - Applications must be submitted from an organizational account, **not** an individual account.
  - Watch the [tutorial video](#) for assistance creating an account or contact.
  - Contact 4Culture if you are unable to access your account.
3. Update your account profile
  - Check your **account** and **personal profiles**. Make sure you have entered all applicable fields under “ORGANIZATION ACCOUNTS ONLY”. Make sure you have submitted your organization’s mailing address; King County Council District; federal EIN, WA State UBI #, and incorporation date; percentage of King County programming offerings; leadership information; and information about communities served by the application deadline.
  - You will also need to submit financial information for 2023 and 2024 (if 2025 is not yet available) Total Revenue and Total Expenses as filed in your IRS 990 form.
  - You will also need to submit a 2026 demographic update.
4. Read through the entire application and gather required support materials (i.e. budget, board, staff, and demographic information)
  - Optional: For your Organization Demographic Update 4Culture provides a [sample survey](#) (and [survey instructions](#)) as a tool to help you gather and summarize information from your board and staff. This is for your use only—do not send individual surveys to 4Culture.
5. Attend a workshop, office hour, or request feedback:
  - The workshop schedule is included below and on the guidelines page. A pre-recorded workshop video is also available.
  - Connect with Jennifer or Andres with any questions or to request feedback on your application.
6. Use this worksheet as you plan your application. Draft, save, review, revise. Copy to the online application form. Submit!

# Helpful Tips - Set yourself up for success!

## Start early:

- Begin your application at least 3 weeks before the deadline.
- Ensure any questions or requests for feedback are sent well in advance of the deadline.

## Save a draft often and work offline:

- The grant portal will automatically log you out of the browser after 60 minutes of inactivity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page after you enter each section, or at least every 50 minutes or so to prevent data loss.
- 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.
- Use the Application Draft worksheet to draft your responses before submitting your final application, track word count, and correct spelling.

## Getting an error when you Save or Submit?

- Double check that you haven't left any required fields blank.
- If you are running into technical issues when you save a draft or submit, reach out to us!

## Struggling to write your responses?

- Record yourself explaining your responses to a friend. Transcribe your recording to capture your enthusiasm and ideas.

## Seek feedback:

- Ask a colleague to read your application and provide feedback.
- Connect with Program Managers to request feedback on your draft application. Reach out at least two weeks before the deadline to allow time for review and edits.

## Attend a workshop or office hours:

- Workshops provide guidance from Program Managers and insights from other applicants. They are free, informal, and available virtually via Zoom. Register for your preferred workshop under "Helping You Succeed" in the guidelines.
- Office hours are a chance to get your application questions answered. There will be no formal presentation during these meetings. They are available in-person and virtually via Zoom.

## Workshop and Office Hours Schedule:

- Thursday, April 16, 4-6 PM (Office Hour at Centro Cultural Mexicano In Redmond, WA)
- Monday, April 20, 12-1 PM (Zoom workshop)
- Tuesday, April 28, 11 AM- 12 PM (Office Hour at 4Culture office in Seattle, WA and simultaneously via Zoom: New to 4Culture Focus)
- Friday, May 1, 12-1 PM (Zoom workshop)
- Thursday, May 7, 10-11 AM (Zoom workshop)
- Tuesday, May 12, 4-5 PM (Zoom workshop)
- Wednesday, May 20, 11 AM-12PM (Zoom office hour)
- Thursday, May 28, 2-3 PM (Zoom office hour)

## QUESTIONS?

Jennifer Pritchard [jennifer.pritchard@4culture.org](mailto:jennifer.pritchard@4culture.org) or 206-263-8305

Andres Guerrero-Guzman [andres.guerrero-guzman@4culture.org](mailto:andres.guerrero-guzman@4culture.org) or 206-263-3251

# APPLICATION DRAFT WORKSHEET 2026 Equipment for 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](http://apply.4culture.org)*

Your application will not be complete without the following:

1. **2026 DEMOGRAPHIC UPDATE.** This update is part of your 4Culture organization's account profile. Please complete and submit this annual demographic update for 2026, even if you have filled this out for a previous year. [Draft and submit a new organization applicant update here.](#)
2. **ORGANIZATIONAL ACCOUNT PROFILE UPDATE.** Your application is not complete if you have not filled out all applicable fields under **“ORGANIZATION ACCOUNTS ONLY.”**
3. **Financial Information for 2023 and 2024 (If 2025 Information unavailable)** submitted In the 4Culture portal.

\*Tip\* A common issue is the demographic form is saved but not SUBMITTED. To ensure it is submitted, scroll to the bottom of the form, and check the box next to “I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE.” If the box does not allow you to click it, it is usually due to an error- either a field was left blank or entered incorrectly. Make sure all the numbers add up, if there are any blank spaces, put a zero there.

SAVE YOUR WORK AS YOU GO by using the SAVE A DRAFT button at the bottom of the page. Fields marked with a red asterisk (\*) are required; you will need to put information in these fields in order to save a draft. Draft applications can be edited at any time before the deadline.

## PROJECT SUMMARY

Your Project Title should begin with “The purchase of...” and should simply state the type of equipment you are requesting.

### Project Title\*

The Purchase of:

### Short Project Description\*

Please limit to 25 words that describe the equipment you want to acquire:

## ORGANIZATION DISCIPLINE

Please select the 4Culture funding discipline that best aligns with your programming and mission. Note: For Sustained Support recipients, your discipline should match your Sustained Support award grant discipline.

### Discipline\*

Select one:

- Arts
- Heritage
- Historic Preservation
- Science & Technology

## NARRATIVE

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

- **Quality:** Your thought and reasoning behind the proposed equipment purchase and why this is a priority for your organization.
- **Project Impact and Public Benefit:** The impact this specific equipment will have on your organization's operations and the discipline-focused programs and services you offer to the community (what public benefits this equipment will help provide visitors and residents 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.). Meeting this criterion is not a requirement to be eligible for funding.
- **Implementation and Maintenance:** Your ability to implement a work plan for the purchase, acquisition, and maintenance of the equipment, including a secure storage space.
- **Feasibility:** Your project budget and any additional fundraising plan that is needed are realistic and achievable, and the funding amount is appropriate for the project.

Refer also to the [Equipment for Organizations guidelines](#) - Are You Eligible? section. There is no text limit for the Narrative sections, but we suggest you use around 250 words for each section.

### PROJECT DESCRIPTION

Clearly describe your organization's intentions to acquire equipment and explain why this is a priority for your organization in the next two years.

For example:

- What is the equipment you are requesting and what will it be used for?
- Why is this equipment needed at this time?
- Who is selecting the equipment and their relevant experience? Note: we do not need resumes.
- How did they identify the appropriate vendor/cost of the equipment for this project (reached out to comparable institutions, consulted an expert, internal expertise)?

### **Project Description\***

Please limit to approximately 250 words:

### **PROJECT IMPACT AND PUBLIC BENEFIT**

Clearly describe your organization's intentions for the impact and public benefit of this equipment acquisition as defined in the program guidelines.

For example:

- What impact do you hope this equipment purchase will have on your organization's operations or the discipline-focused programs and services you offer to your audience or community?
- How does this equipment purchase allow you to fulfill your mission and serve King County residents and visitors? Remember that you must provide some kind of public benefit in exchange for this funding. In other words, in what ways will the equipment purchase increase or support your organization's public offerings, your audience, or your community?
- Will the acquisition of this equipment help you launch a new project or better support your programming? Will the acquisition of this equipment help you connect with new audience(s) or better support your current audience(s)? Will the acquisition of this equipment help you to better support ADA accessibility?
- Please note: because this is a grant program focused on providing funding for arts, heritage, historic preservation, and science & technology organizations, additional details on your organization's discipline in this section will help panelists draw the connection between your discipline and eligible programming and services offered. Please see the guidelines for our definition of public benefit, and our [webpage](#) for examples.

### **Project Impact and Public Benefit\***

Please limit to approximately 250 words:

#### **Will the equipment purchased support ADA accessibility?**

Select one:

- No
- Yes

In addition, using the General Public Benefits, Equity Inclusion, and Geographic Inclusion picklist: you must select **at least one but no more than three General Public Benefits** and **at least one but no more than three Equity Inclusion and Geographic Inclusion Public Benefits** your organization can provide with this equipment acquisition over the next two years. Please note: these Public Benefit examples may be utilized in the language of your contract, if awarded, so only select the public benefits on which you would like to report

### General Public Benefits\*

- Open hours at a culture or science facility; providing access to rehearsal or performance spaces
- Producing programs, performances, experiences, and providing access to public collections
- Education programs in and out of school
- Programming and facilities upgrades to support individuals with disabilities
- Preservation and transmission of traditional cultures and crafts
- Cultural content production (events, programs, didactics, education materials, etc.)
- Career building opportunities such as internships, apprenticeships
- Multidisciplinary partnerships and resources sharing
- Improving outreach and communications to diverse and underserved audiences
- Field services: career development, professional networks, technical assistance, skill-building, research & advocacy
- Other

### Equity Inclusion and Geographic Inclusion Public Benefits\*

Select up to three values:

- Providing free and reduced cost admissions
- Providing free curriculum for public school students
- Increasing the diversity among staff and board members
- Increasing access to facilities, program, and services for diverse and underserved populations
- Broadening programming that appeals to and appropriately engages diverse populations
- Increasing investment in programs that represent and reflect the diversity of the community
- Producing programming specifically with and for underserved populations and communities
- Producing cultural programs and activities outside the city of Seattle
- Partnering with other organizations on programs and activities outside the city of Seattle
- Seattle-based organizations providing programming outside the city of Seattle
- Other

## ADVANCING EQUITY

What audiences do you hope your equipment project can support? Is your organization, or its programs, focused 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.)? How will this equipment allow you to better reach or serve historically marginalized communities?

Complete this question to the best of your ability and in alignment with your organization's readiness to engage in and share your equity work. If this question does not apply to your organization, 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\***

Please limit to approximately 250 words:

### **IMPLEMENTATION AND MAINTENANCE**

Provide a work plan/timeline for the purchase and use of this equipment, including regular maintenance and storage. Equipment purchased using these funds **must** be stored in a secure location; be sure to share details about your plan for this in your response. Remember, equipment funded through this program must be purchased between September 1, 2026 – September 1, 2028

For example:

- Describe when you hope to purchase this equipment and when you hope it will first be used. What is the general plan for using this equipment?
- Who will care for and maintain this equipment?
- Who will have access to use this equipment and how often will it be used?
- Where will this equipment be stored and is it secure?
- Will you insure this equipment?

### **Project Implementation and Maintenance\***

Please limit to approximately 250 words:

### **FEASIBILITY**

Provide details on the budget for your project; an itemized budget for the purchase of this equipment will be asked for in the Project Budget section, so please share the following details in this section if they apply to your project request:

- If this equipment purchase will need additional funding beyond your request for this grant, what additional funds have you raised and/or what are your plans?
- If you have purchased a similar piece of equipment with 4Culture funding, please share when it was purchased.
- Oftentimes, Equipment awards are funded at partial amounts. If you are requesting multiple items, please let panelists know your priorities and/or how you would scale down the equipment purchase if you receive less than the requested amount.

### Feasibility \*

Please limit to approximately 250 words:

## PROJECT BUDGET

Use the Budget Form to share the total project budget (overall planned expenses and income for this project). After please fill out a line-item list of your requested Equipment.

### PROJECT EXPENSES

\$

### PROJECT INCOME

**4Culture Request\*** *(Only this current 4Culture grant request amount should be listed here. Must be between \$1,000 - \$15,000):*

**Other Income** *(Include additional fundraising or other revenue):* \$

### EQUIPMENT LIST

For each piece of equipment that makes up your total 4Culture project request (\$1,000-\$15,000), please share a short description, an itemized amount (including tax/shipping), and a link to the vendor/item you are hoping to purchase.

- Note: While you will not be expected to purchase the exact model of the equipment in your list, it does serve as the basis for the panel's evaluation and will ultimately be what the equipment award is intended to fund. [Please refer to "What Equipment for Organizations Funds" in section 2 of the guidelines](#) for eligibility of 4Culture funding.

#### Equipment Name 1 \*

Replace text here.

#### Short Description \*

Replace text here.

#### Cost (include tax/shipping) \*

Replace text here.

#### Item URL \*

Replace text here.

**Equipment Name 2**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 3**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 4**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 5**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 6**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 7**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 8**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 9**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

**Equipment Name 10**

Replace text here.

**Short Description**

Replace text here.

**Cost (include tax/shipping)**

Replace text here.

**Item URL**

Replace text here.

### **Additional Equipment**

Following the format of the list above, list any additional equipment if the above list was too short. Please only use the above list if you have exhausted the 10 provided areas to list your equipment.

## **Programs/Events/Primary Activities List**

The panel will review your organization's list of programs/events/primary activities from the last 24 months to better understand your organization and how it serves the public. Please include date or date range, location, and attendance. For this grant you do not need to include all of your programs/events/activities, though the panel will review what you submit. Please feel free to choose a range of programs/events/activities that best represent the narrative sections in your application. Please limit your response to less than 250 words.

### **Programs/Events/Primary Activities \***

Events, locations, dates, number of participants:

## **Organization Board List**

Please list your organization's board members, their terms, and their employment or community affiliation. Please limit your response to less than 250 words.

### **Organization Board \***

Board of Directors names, terms, and their employment/community affiliation

## **VENUE**

You must include the primary address (no PO Boxes) where the equipment will be utilized. If the equipment will be utilized in multiple locations, please choose the address where the majority of the planned usage will occur.

### **Venue Name**

Venue Name, street address, city, state, zip:

## **REQUIRED 4CULTURE ACCOUNT UPDATES**

There are (3) REQUIRED items in this step:

1. Your organization's [account profile](#) in our application portal must be complete with updated information including: your organization's mailing address; King County Council District; federal EIN, WA State UBI #, and incorporation date; percentage of King County programming offerings;

leadership information; and information about communities served by the application deadline. We use this information to ensure eligibility, and **we may contact you before the application deadline to provide more information, so please ensure your contact information is current and correct. Your application is not complete if your account information is not complete and updated for the current year.**

2. Your [account profile](#) Includes a section for financial Information. Make sure you have provided your organization's most recent (2023 and 2024, if 2025 not complete) Total Revenue and Total Expenses as filed in your IRS 990 form. Make certain it is up to date and confirm the accuracy of your address. If you do not file IRS 990, please use the financial information you have to complete the form in the portal. **Your application is not complete if your financial information is not updated.**
3. Your [account profile](#) Includes a section for demographic information. Make sure you have provided demographic information for your board and staff for the current year (2026). We use this information to help us understand how well we are doing in our efforts to reach all communities in King County. Read our [privacy policy](#) for information about how we protect your information. **Your application is not complete if your demographic information is not updated for the current year.**

## 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 and include all the required information. Inaccurate or incomplete information in either may prevent 4Culture from accepting your application.

**When submitting your application online you will be asked to confirm:**

- The organization meets the eligibility requirements as stated in the guidelines.
- My account profile is up to date including all the materials listed in the "Required 4Culture Account Updates" section of the application.

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

## Need Assistance? Contact Us!

Jennifer Pritchard

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Andres Guerrero-Guzman

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