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SEATTLE, WA 98104
4CULTURE.ORG

Landmarks Capital | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2026 Landmarks Capital 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 Thursday, August 27, 2026. This does not need to be a complete draft.

Complete applications must be entered [online](#) by 5:00 pm on Thursday, September 10, 2026.

Steps to Apply

- Read the [guidelines](#).
 - Are you and your project eligible?
- Create an account. If you have an account, confirm you can log in.
 - Watch the [tutorial video](#) for assistance creating an account.
 - Contact 4Culture if you are unable to access your account.
 - Complete and submit your [2026 Demographic Update](#) in your account profile.
- Select the appropriate application, either for Individuals or Organizations. Read through the entire application and gather your materials.
- Notify Program Manager [Dana Phelan](#) of your intent to apply, and make sure to save draft by 5 pm on Thursday, August 27.
- Attend a workshop or view the recorded workshop. Ask questions during Office Hours on Zoom, or schedule an individual phone appointment or site visit with Dana.
- Use this worksheet as you plan out your application. Draft, review, revise. Submit!

Helpful Tips

- Start early! Give yourself the time you need. We recommend starting your application at least 3 weeks before the final due date.
- Work offline and save often. The application portal will not save automatically, and will automatically log you out 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 45 minutes or so to prevent data loss.

- Saving your work in Word or Google Docs offline will ensure that an internet outage won’t result in lost work. You can also keep track of your word count and spelling this way. If you get an error when saving after you copy and paste text into the online form, it could be due to hidden characters in the text. Try typing it out instead.
- Ask a colleague or 4Culture Program Manager to read your application and provide feedback. **Requests to 4Culture staff to review must be made by August 27, 2026.**
- 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.

Get Application Support

Attend a workshop: Workshops are a great way to walk through the application with the Program Manager and to hear questions other applicants have that you might not have considered. Workshops are free and informal.

Join our office hours: Staff will be able to answer your questions about the Landmarks Capital process.

Register for your preferred online workshop or office hours under “Helping You Succeed” in the [Landmarks Capital grant guidelines](#). In-person workshops, an in-person office hours, and a workshop recording are also available, or you can reach out to staff for individual assistance.

Questions

For questions about this application, the panel review process, or eligibility,

Dana Phelan, Historic Preservation Program Director

dana.phelan@4culture.org or (206) 263-1604

For technical questions about your online account or the application:

Maisha Barnett, Historic Preservation Support Specialist

maisha.barnett@4culture.org or (206) 477-9877

2026 LANDMARKS CAPITAL

APPLICATION DRAFT WORKSHEET: INDIVIDUALS & ORGANIZATIONS

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

***Required Field**

PROJECT SUMMARY

Project Title*

Short Project Description*

Summarize your project in less than 25 words. (If you see suggested word counts in the form, please delete this text before typing your answer.)

TIP: This overview of your project will help the review panel as a quick reference and reminder of what you are requesting funding for.

Project Features *

Does your project involve any of the following? Check all that apply. None of these are required; skip this question if it does not apply to your project. (Note: this picklist does not appear in the Landmarks Capital application for Individuals.)

- Unreinforced Masonry
- Transit-Oriented Development
- Americans with Disabilities Act (ADA) Upgrades
- Multi-Use Development
- Partner Organizations Sharing the Space

TIP: This picklist provides more information to 4Culture but will not be viewed by the review panel.

LANDMARK INFORMATION

Enter the historic name of the property for which you're requesting funding. Then enter the address of the historic property below, even if it is the same as your address.

Landmark Name*

Street

City

State

Zip

FIND COUNCIL DISTRICT

Enter the parcel # of the property. To find it, visit the [King County Parcel Viewer](#).

Parcel Number

TIP: 4Culture will use the landmark name, address, and parcel number to confirm the property is a designated landmark or is located within a locally designated historic district.

NARRATIVE

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

Quality: you have a long-term, sustainable plan for the landmark, and your project follows good preservation principles, as outlined in the [Secretary of the Interior's Standards for Rehabilitation](#).

Feasibility: you're ready to begin the project within a year, with a prepared team, realistic budget, and credible cost estimates from experienced contractors, and you are able to complete the project on a reimbursement basis.

Public benefit: your project will benefit residents and visitors of King County through the property's visibility, accessibility, economic impact, or public programming or education. Public benefit also can include how your project will aid in long-term preservation and use of the landmark.

Advancing equity: your project will contribute to the diversity of the property types and histories represented in King County's built environment and addresses underrepresented aspects of King County history. Your project serves, includes, or delivers economic or other benefits to marginalized communities, especially communities disproportionately impacted by structural racism (e.g. Black, Indigenous, and People of Color (BIPOC) communities). This is not a requirement for funding but will be considered in the review process.

Additional priorities: your project addresses an urgent need by preventing further damage, addressing critical life safety issues, or improving accessibility and ADA compliance.

Peer-panel reviewers may not be familiar with your property. Help them understand your proposed project by answering the narratives sections below. Refer also to the [Landmarks Capital guidelines](#) – What Landmarks Capital Funds (Criteria) section.

PROJECT DESCRIPTION

Briefly describe the historic property, including its historic significance and its current condition. State your long-range goals for the preservation and use of the property. Then, provide a description of the specific work for which you are requesting funding from 4Culture.

- If you are requesting funds for repair or rehabilitation, explain how this work is good preservation practice, as outlined in the [Secretary of the Interior's Standards for Rehabilitation](#), and why you are prioritizing this project.
- If you are requesting funds for acquisition, explain how this will advance historic preservation along with your organization's mission. **(Note: you may request acquisition funds ONLY if you are a Doors Open-eligible cultural or science organization.)**

Project Description*

Suggested word count: 250-500 words

TIP: The review panel will use this information to award points for the Quality criterion. Panelists will look for a clear scope of work that aligns with historic preservation standards and guidelines. This section is also where you should address the urgency of your project, if applicable.

FEASIBILITY/IMPLEMENTATION

Outline your project schedule, including your plan to obtain any approvals needed from your local historic preservation staff, board, or commission. What other cash or in-kind support is available for the project? If awarded only partial funding, how will you proceed?

Project Implementation*

Suggested word count: 150-300 words

TIP: You do not need permits or approval from your local historic preservation board or commission, prior to applying for a grant. However, it can be helpful to have an early conversation with your project team and/or local historic preservation regulatory staff, so that you know what to expect. If you're not sure whether you'll need regulatory approval, 4Culture staff can help connect you with the appropriate resources.

EXPERIENCE

Tell us about the background that you, your sub-contractors, and others on your project team will bring to this project to make it a success. (Examples might include training, experience, or networks in preservation, construction, community development, and/or grant management.)

Relevant Expertise / Experience / Accomplishments*

Suggested word count: 150-300 words

TIP: Ask about team members' experience with historic properties when you are obtaining a bid or estimate.

PUBLIC BENEFIT

How will your project benefit the larger community? Public benefit might include a property's high visibility, improvements to accessibility or safety, impact on the local economy, and/or public programming or education. How will this project aid in the long-term preservation and use of the property?

Public Benefit*

Suggested word count: 250-500 words

TIP: The long-term preservation of a landmark property is the core, required public benefit associated with Landmarks Capital grants. Other public benefits may vary depending on the type of property, ownership, and use. If you are not sure what public benefit your project might offer, 4Culture staff can help with generating ideas or providing examples from past grantees.

ADVANCING EQUITY

Is your property associated with an underrepresented aspect of King County history? For example, does the property have a historic connection to marginalized communities? If so, how is this story told? Does use of the property serve or support marginalized communities? Will your project deliver economic or other benefits to marginalized communities? Be as specific as possible about the communities impacted and how.

These elements of your project are not required to be eligible for funding, but they will be considered in the review process. Responses may impact the overall ranking of your application as well as access to Equity Investment funds. If the above questions do not apply to your project, you may simply state so.

Advancing Equity*

Suggested word count: 250-500 words

TIP: There are many ways in which preserving historic places can advance equity. Be as specific as you can about the communities historically or currently connected with your landmark property, and who may benefit from or be served by your rehabilitation project.

PROJECT BUDGET

Provide dollar figures for expenses and income in the categories appropriate to your project. Use the adjacent check boxes to indicate expenses that are estimates (as opposed to actual) and whether income items are confirmed at the time of submission. Use the Budget Notes to provide further details about these dollar figures, and how you arrived at these numbers.

PROJECT EXPENSES

	Total Expense	Estimate?
Property Purchase		
Design		
Construction		
People		
Soft Costs		
Fundraising		
In-kind		

PROJECT INCOME

	Total Income	Confirmed?
4Culture Request		
Applicant		
Foundations		
Corporations		
Government		
Individual Donors		
Earned		
In-Kind		
Other		

Total Expenses: \$ This is automatically calculated based on Project Expense entries

Total Income: \$ This is automatically calculated based on Project Income entries

Project Budget Notes

Describe the specific use of your “4Culture Request” and provide details of other items in your budget, e.g., sources of earned income, names and amounts of foundation gifts, in-kind support or supplies. You may NOT request funding through this grant program for regular staff, pre-construction planning, the purchase of major equipment, fixed assets or fundraising. If these are part of your budget expenses above, explain here how you intend to cover those costs separately.

Project Budget Notes

FILE UPLOADS

There are additional items that you **MUST** provide along with this application:

- Contractor Estimate(s) for your project OR site control documentation for acquisition
- Up to five current images of the property

For more information on these required items, review the [Landmarks Capital guidelines](#).

Uploads must be less than 2MB. Files will upload when you save changes. File upload buttons can be reused after first saving a draft of the application. If necessary, use the file list to delete a saved attachment by checking the “Delete” checkbox next to the file you wish to discard. Attachments will appear together in a file list at the bottom on this section *after* you have saved the form.

CONTRACTOR ESTIMATE(S): UPLOAD FILE

TIP: You may submit more than one estimate if you have them but specify which you intend to use and why.

IMAGE: UPLOAD FILES

Up to five (5) current images of the property are required. Images must include the landmark in its setting or neighborhood context; the exterior of primary structure; and features affected by proposed project. Please indicate photo contents in the file name, for example “north_facade”,

“neighborhood_context”, or “window detail.” **Supported file types are .jpg, .gif and .png. Each image must be less than 2MB.**

SUPPLEMENTAL MATERIALS (OPTIONAL): UPLOAD FILES

You may submit letters of support; relevant portions of existing plans, studies, or assessments; any existing site plans, drawings, or sketches that directly support your project. **Accepted file formats are .pdf, .doc, and .docx. 2MB maximum upload.**

TIP: Be selective about whether to upload supplemental materials and make sure that important information is included in your narrative response, not just in these additional attachments.

SOURCE OF INFORMATION

How did you hear about this grant program? Select one. If you select “Other” please explain below. *

- 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

SUBMIT YOUR APPLICATION OR KEEP A DRAFT

Copy your answers to the [online application](https://apply.4culture.org) (apply.4culture.org). Save a draft by Thursday, August 27, 2026 at 5 pm, and submit by Thursday, September 10, 2026 at 5:00 pm Pacific Time.

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.

Remember, your profile includes a section for [demographic information](#). Make sure you have provided demographic information for the current year by the application deadline.

- *End of application draft worksheet* -