



101 PREFONTAINE PL S
SEATTLE, WA 98104
4CULTURE.ORG

Culture Building for Equity: Native Cultural Facilities

2025 Grant Guidelines

Our Building for Equity: Native Cultural Facilities grants support projects including land acquisition, development, renovations, and new construction that advance the preservation, expression, and vitality of Native cultures.

Program Terms and Definitions

The term “Native” as defined by this program is:

- American Indian: Members or descendants of federally recognized, state recognized, and unrecognized tribes and tribal communities Indigenous to what is now the continental US.
- Alaska Native: Members or descendants of Alaska Native villages and corporations.
- Native Hawaiian: Descendants of the Indigenous Polynesian people of the Hawaiian Islands.

“Native cultures” as defined by this program refers to:

The unique customs, beliefs, and practices shared across generations that are rooted in the long-standing histories of communities residing in the United States and territories prior to colonization. Native cultures are often foundational to contemporary identities of individuals and groups. Cultural practices may include but are not limited to: Performing arts; Recreational activities; Knowledge and practices concerning nature and the universe; Social practices; Ceremonies and practices related to life and death cycles; Craftsmanship; Oral traditions and expressions, including language as a vehicle of intangible cultural heritage. To be eligible for funding, work with Native cultures must maintain connection with the cultural source community as a way of minimizing 4Culture’s risk of funding cultural appropriation.

Native Cultural Facilities Program Overview and Priorities

What Building for Equity: Native Cultural Facilities Funds

Building for Equity: Native Cultural Facilities grants provide funding for developing, building, remodeling, and buying specialized space that advances the preservation, expression, and vitality of Native cultures in King County. A total of \$1,300,000 is available in the funding pool.

All eligible organizations and Tribes are welcome to submit a [Demonstration of Interest Form](#) by **August 29, 2025**. After a community review process, those invited will apply online from **October 27 to December 18, 2025**.

Future funding cycles for this grant may vary. Please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at <mailto:jayden.robles@4culture.org> for details.

This grant is a part of 4Culture and King County's [Building for Equity initiative](#) to support cultural building projects and create a pathway to racial equity in cultural facilities funding.

Learn more about the [Building for Equity program](#).

What's your approach to racial equity?

With a focus on racial equity, 4Culture funds, supports, and advocates for culture to enhance the quality of life in King County. Our commitment to racial equity inspires us to cultivate the tools and practices needed to dismantle forms of oppression.

This program recognizes the essential role that transfer, loss, and theft of land plays in the systemic oppression and genocide of Native peoples. We acknowledge tribal sovereignty and recognize the enduring connection between land, culture, and community. We will continue to shape this program with community to uphold sovereignty and support culturally specific use of land for projects that advance the preservation, expression, and vitality of Native cultures.

By centering communities that have historically faced barriers to acquiring and stewarding cultural spaces, the goal of the Building for Equity program is to create pathways toward a racially equitable cultural landscape in King County.

To read more visit:

- [Racial Equity at 4Culture](#)
- [Mission, Vision, Values](#)

Criteria

We fund all of our grants through a competitive process, carefully evaluating each application.

For this particular grant, we'll look to see how well your project shows the following for a total of 45 points:

Quality and Qualifications (10 points): the thought and reasoning behind your proposed facilities activities, how they relate to your organization or Tribe's ability to meet your facilities goals, and how central your facilities goals are to your mission and the cultural or scientific services your organization or Tribe provides to King County residents and visitors. How community input has informed your assessment of needs and opportunities and helped to prioritize project outcomes. How this facility project was designed to help your organization or Tribe fulfill its mission and address cultural, social, economic, and/or environmental challenges.

Feasibility (10 points): your ability to complete the work described in your request with the resources and time available to your organization or Tribe.

Impact (10 points): the impact the work described will have on your organization or Tribe's future sustainability and ability to improve or secure its facilities. How your communities will benefit from these investments.

Advancing Equity (10 points): your organization, Tribe, or facility project's focus on including historically marginalized communities, especially communities that are disproportionately impacted by structural racism, in planning, development, execution, and final use and operation of this facility project. This is not a requirement for funding.

Economic Impact (5 points): your project, organization, and/or Tribe enhances the local economy, through staff and contractors employed, volunteer hours and in-kind donations contributed, and indirect impacts like increasing commercial activity, activating physical spaces, and enhancing the vibrancy of communities.

Equity Inclusion and Geographic Inclusion Public Benefit Requirements

Your project must include:

- At least one General Public Benefit; and
- At least one of the following:
 - Equity Inclusion Public Benefit
 - Geographic Inclusion Public Benefit

General Public Benefits Examples:

- Providing access to rehearsal, performance, and other spaces through open hours
- 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, teaching, 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

Equity Inclusion Public Benefits Examples:

- Providing free or low-cost attendance to cultural organizations and cultural facilities for county residents who have economic, geographic, and/or other barriers to access.
- Providing free access to curriculum-related arts, science, and heritage programs for public school students with an emphasis on underserved students.
- Increasing the diversity of staff and governing boards of cultural organizations.
- Increasing opportunities for access to cultural facilities, programs, and services for diverse and underserved communities.

- Providing programming that appeals to diverse populations within the county.
- Planning and implementing cultural programs or collaborating with other cultural organizations to extend the reach and impact of cultural programs to diverse and underserved populations and communities.

Geographic Inclusion Public Benefits Examples:

- Planning and implementing cultural programs and activities outside of Seattle.
- Partnering with other cultural organizations on cultural programs and activities outside Seattle, through direct investment or in-kind support, on priority projects and initiatives.
- Providing cultural programming to communities outside the city in your organization is primarily located, either directly or in partnership with other entities.

If you're not sure if your organization or project fits the above eligibility requirements or you have a question about these criteria, please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

Are You Eligible?

Building for Equity: Native Cultural Facilities grants are available to King County-based nonprofit arts and cultural organizations, Tribal governments, public corporations, and public agencies with at least a two-year operating history. Projects in construction phases must demonstrate long-term control of your physical site.

Your Organization or Tribe

- Is a federally recognized nonprofit arts, cultural, heritage, historic preservation, science and technology organization; Tribal government, public corporation, and public agency; or culture or science groups that are fiscally sponsored by a 501(c)(3) partner and provide public benefit through their programs or activities, are eligible to apply.
- You must have a legally constituted and working board of directors or governing body (i.e., Tribal council), a proven two-year record of providing arts, cultural and/or scientific services, and the ability to sustain operations after the completion of this facility project.
- Your organization's current liabilities can't be more than 30% of your operating expenses over time. For purposes of evaluating this eligibility requirement, 4Culture will evaluate your financial performance prior to August 2025. Tribal governments and public agencies are exempt from this requirement.
- If funded, you'll be required to provide a W-9 form, sign a contract that limits 4Culture's liability, and provide proof of liability insurance that names 4Culture as additional insured.
- For construction and renovation projects, your organization or Tribe must have site control. This can mean property ownership or a long-term lease (10-years minimum or 5-years with an option to renew). This can include projects planning to purchase property with these funds.
- This grant is not available to K-12 schools or school districts.
- If you are using a fiscal sponsor to apply for this grant, you must have prior approval by 4Culture staff. Please review our page on [Fiscal Sponsorship](#). Please contact Jayden Robles at jayden.robles@4Culture.org

- If you are seeking a fiscal sponsor for your project, please contact Jayden Robles at jayden.robles@4Culture.org immediately. Please review our page on [Fiscal Sponsorship](#).

Science and Technology-based organizations must meet these additional eligibility requirements:

- Your organization must be incorporated in the state of Washington as a Nonprofit Corporation.
- OR you must be fiscally sponsored by a 501(c)(3) organization incorporated in the state of Washington and your fiscal sponsor also meets all of the Science and Technology-based organization eligibility criteria.

Science and Technology-based organization and their fiscal sponsors must not be:

- A university, college, or institution of higher education.
- An agency of the state or any of its political subdivisions.
- A municipal corporation.
- An organization that raises money for redistribution to multiple cultural organizations.
- A radio or television broadcasting network or station, cable communications system, Internet-based communications venture or service, newspaper, or magazine.

Your Project

This grant funds developing, building, remodeling, and buying facilities—the permanent structure(s) that house your activities that advance the preservation, expression, and vitality of Native cultures.

- Funding requests are up to \$250,000 for 2025.
- Your proposed work must begin within 2 years (24 months) of the award date.
- If your proposed work is only in the “Organizational or Tribal Readiness” phase, your work must begin within 1 year (12 months) of the award date.
- Your project must consist of more than general maintenance and repairs or the purchase of consumable items like light bulbs and tools that are expendable as annual operations. See below for more information about eligible expenses. If your organization or Tribe is looking for funding for equipment, we encourage you to check out our [Equipment grant](#).
- If the application is not for a complete project, the proposed project must complete a significant phase (in planning, development, construction, renovations, or land acquisition) toward having a usable cultural facility.
- Your application should not include regular staff salaries, program operating costs, or exhibit expenses, which are not eligible for Building for Equity: Native Cultural Facilities funding but are eligible for Sustained Support. Learn more on the [Sustained Support](#) page.

If your organization, Tribe, or project does not fit into one or more of the above eligibility requirements, please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

If your organization, Tribe, or project is not eligible for this program but you are interested in other facilities grant opportunities please contact Maya Santos, Building for Equity Program Manager, at maya.santos@4culture.org.

Eligible Expenses

The facilities project development work you propose must directly aid you in one or more phases of a capital project, identified below.

- **Organizational or Tribal Readiness:** Anticipating the full impact of the project on your organization or Tribe's ability to function and serve its mission – both during and after the project. For more information visit: [Deciding on a Facility Project | Nonprofit Finance Fund](#)
- **Project Initiation and Planning:** Developing the actual project, detailing spatial needs, locations, costs, phases, schedule and feasibility. For more information visit: [Pitfalls and Dangers to Avoid During Facilities Projects | Nonprofit Finance Fund](#) and [Cultural Space Handbook | BASE Chapter 26](#)
- **Fundraising:** Raising funds for the project or running a capital campaign which is a targeted fundraising effort that takes place over a defined period of time. For more information visit: [What Is a Capital Campaign? Ultimate Guide for Nonprofits | DonorSearch](#)
- **Design:** Early design work before construction documents. This includes pre-design/programmatic design, schematic/conceptual design, or design development. For more information visit: [Defining the architect's basic services | AIA](#)
- **Bidding and Construction:** Drawings and specifications are 100% complete and options for completing construction are assessed and decided. This is the final phase in the development process and results in a completed building. For more information visit: [Capital Project Major Phases | The Foraker Group](#)

Planning and Development projects (including pre-development) Eligible Expense Examples:

- Consultant expenses for the creation of a strategic plan geared towards a capital campaign or a facilities project. This excludes staff fees unless their work on the project is outside their regular job duties and payment is above and beyond their regular compensation structure.
- Hiring fundraising consultants or fundraising staff to expand fundraising capacity, develop a capital fundraising plan and/or conduct a feasibility study.
- Training for board, staff and volunteers in leadership development, fundraising, and/or institutional planning to prepare for a capital campaign or construction project.
- Architectural master planning, pre-design and concept design services.
- Building condition assessments, historic structure reports, or preservation plans.
- Consultant fees and other expenses for ADA-compliance facilities planning.
- Design and planning for facility modifications in response to COVID-19.
- Expenses related to community charettes or talking circles, including participant stipends.
- Real estate brokerage services to identify potential properties to lease or purchase.

- Financial planning to position an organization or Tribe to secure their facility's needs.
- Other facility-related planning that increase an organization or Tribe's stability and resilience.

Construction, acquisition, and renovations projects Eligible Expense Examples:

Imagine you can pick your facility project up and turn it upside down like a dollhouse—what stays in is an eligible expense for construction, acquisition, and renovations. This basically means everything that is built in, bolted down, plumbed into walls, and/or wired into the building. This includes:

- Land acquisition costs
- Property acquisition costs
- Demolition and site prep costs
- Appraisals
- Environmental site assessments
- Inspection costs
- Closing costs
- Building zoning and permitting fees
- Project manager fee (up to 15% of the total project cost; only 1099 contractors; no FTE staff costs)
- Architectural costs
- Engineering costs
- Building and construction costs
- Permanent, culturally specific structures or site features such as gateways, totem and welcome poles, play structures, and sweat lodges
- Construction-phase rentals
- Landscaping costs
- LEED or SEED certification costs
- Project-associated legal costs
- IT infrastructure (only if it is built into the walls)
- Built-in security systems
- Safety and fire suppression system costs
- HVAC systems
- ADA accessibility upgrades
- Permanently affixed signage
- Roof replacement
- Fiscal sponsorship costs (only the costs associated with this grant)
- Capital debt service payments, including interest (only in select cases; must provide loan documentation for 4Culture approval; only payments made after the award date are eligible)
- Fundraising expenses
- Feasibility studies

Ineligible Expenses

- Program operating costs
- Furniture (tables, chairs, bookcases, etc.)
- Decorative items (art, photos, etc.)
- Computers and electronic devices (laptops, speakers, etc.)
- IT equipment (unless it's built into the wall)
- Advertising, marketing, or PR expenses
- Moving costs
- Volunteer labor (including stipends or compensation for volunteer work parties)
- Signage (that is not affixed to the building)
- FTE staff salaries and benefits (unless outside the staff's regular scope of work, and dedicated to the planning and development of the Facilities project)
- Property or other project taxes
- General maintenance and repairs

Contact 4Culture to Confirm

- Mural projects on exterior walls
- Historic mural restoration
- Lighting systems
- Sound systems
- Vehicles (only in select cases in which the vehicle is the organization or Tribe's primary facility)
- Security deposits and lease payments (only those required with initial lease signing for new occupancy)

Have a question? Please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

Discipline Definitions

4Culture funds organizations or Tribes and facility projects that are focused on Arts, Historic Preservation, Heritage, and Science and Technology. Check our website for more information on Discipline Eligibility. Below are definitions of each discipline:

- **Arts:** includes organizations and Tribes focused on creative place-making, cultural festivals, dance, design, film, folk and traditional arts, literary arts, multidisciplinary arts, music, theater, and visual arts.
- **Heritage:** includes organizations and Tribes focused on the preservation and transmission of local history; ethnic history; Native cultures; folklore and intangible cultural heritage; and historic and archaeological resources.
- **Historic Preservation:** includes organizations and Tribes focused on advocacy or assistance to preserve, promote, and sustain historic places; education about our historic built environment; or stewarding historic properties that serve as a venue for cultural activities.

- **Science + Technology:** includes organizations and fiscally sponsored Tribes focused on natural and social sciences, characterized by a formalized framework that entails the reproducible testing and revision of falsifiable ideas based on observable facts, as well as formal and applied sciences, such as mathematics and engineering. Applicants that are zoos or aquariums must also be accredited by the Association of Zoos and Aquariums.

If you're not sure if your organization, Tribe, or project fits the organization/Tribe and project eligibility requirements or you have a question about these criteria, please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

Helping You Succeed

Workshops and Office Hours

Workshops can make a big difference in the success of your application—each year, we find that the strongest applications come from people who have attended a workshop.

All workshops will be virtual and have captioning available. You'll need a free Zoom account to join. If you require additional accommodations or translation, please contact Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

Date	Time	Type	Location	Registration
Nov 4	12-1pm	Workshop	Zoom	Required
Dec 10	12-1:30pm	Office Hours	Zoom	Required

Workshop Recording

If you are unable to make the Zoom workshop, contact Lauren Miles at lauren.miles@4culture.org for the workshop recording afterwards.

Application Guide and Worksheet

Watch this [step-by-step application guide video](#) to assist you in the application process:

Use the Application Worksheet to see what questions will be asked in the application and get tips from 4Culture staff on putting together a strong submission:

Application Worksheet: attached to the notification email alongside these guidelines

Please note: all applications must be submitted at apply.4culture.org by **Thursday, December 18, 2025, at 5:00 pm Pacific Time**. No extensions will be granted. Using this worksheet is NOT an alternative to the online application form.

Contact Us

We're here to help! Please contact us if you have any questions about this program. We can provide guidance as you work through your application. We look forward to getting to know you and your cultural facility project!

You can contact us about:

- The grant application, panel review process, award notifications, eligible expenses, contracting, and reimbursement/payments.
- Scheduling a site visit or a meeting.

Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager

Email: jayden.robles@4culture.org

Phone: (206) 263-2522

Lauren Miles, Building for Equity Support Specialist

Email: lauren.miles@4culture.org

Phone: (206) 263-3210

Technical Assistance

4Culture has also engaged consultants familiar with capital project funding who can help you frame your project in the application. All consultants have experience with cultural facilities projects, and you are welcome to set up a free consultation by contacting Jayden Robles (Chumash/Cahuilla/Ohlone), Building for Equity Program Manager, at jayden.robles@4culture.org.

You can work with them about:

- Determining organizational or Tribal readiness for a capital project.
- Approaching project brainstorming, planning, and timeline.
- Advice on scaling your project.
- Presenting your vision in the application and how the panel process works.
- General information about best practices for capital projects.
- Review grant application drafts.

This additional resource is intended to complement the information provided through 4Culture's website, workshops, and staff. Consultants are not involved in funding decisions and will not share anything discussed in your consultation with the 4Culture team unless they need additional information to answer your questions.

Translation and Assistance

The guidelines, a detailed explanation of how to apply, and the application are in English. If this is a barrier that stops you from understanding the grant or applying due to limited English writing ability, visual impairment, or you would like to request assistance to create an application, please

contact hello@4culture.org or call (206) 296-7580 or TTY 711, and we will make sure you get the support you need.

Las pautas, la explicación detallada de cómo enviar la solicitud y la solicitud están en inglés. Si esto le impide comprender la información relacionada con la beca o enviar una solicitud debido a una limitación en la capacidad para escribir en inglés, si tiene una discapacidad visual o si desea recibir asistencia para crear una solicitud, escriba a hello@4culture.org o llame al (206) 296-7580 o TTY 711, y nos aseguraremos de que obtenga la ayuda que necesita.

详细说明如何申请的指南以及申请本身均使用英文。如果由于英语写作能力有限、视力障碍而妨碍您对本资助的了解或申请，或者您希望请求协助来完成申请，请发送电子邮件至 hello@4culture.org 或致电 (206) 296-7580 或 TTY (听障专线) 711 联系，我们会确保您获得所需的支持

Руководство, подробная инструкция и форма заявки на английском языке. Если вам сложно разобраться в процедуре получения грантов или подачи заявок из-за ограниченных навыков письменного английского языка либо нарушений зрения, а также если вы бы хотели обратиться за помощью при составлении заявки, отправьте письмо на адрес электронной почты hello@4culture.org или позвоните по номеру (206) 296-7580 или 711 (телетайп), и мы позаботимся о том, чтобы вы получили необходимую помощь.

Hướng dẫn, giải thích chi tiết về cách nộp đơn và tài liệu áp dụng tất cả đều bằng Tiếng Anh. Nếu đây là rào cản khiến quý vị không hiểu được khoản trợ cấp hoặc cách nộp đơn do khả năng viết tiếng Anh hạn chế, do quý vị bị suy giảm thị lực hoặc muốn yêu cầu hỗ trợ để tạo đơn đăng ký, làm ơn liên hệ hello@4culture.org hoặc gọi (206) 296-7580 hay TTY 711 và chúng tôi sẽ hỗ trợ những gì quý vị cần.

Tilmaamaha, sharaxaadda faahfaahsan ee ku saabsan sida loo codsado, iyo waraaqda codsiga waxa ay dhammaan ku qoran yihiin Af-Ingiriisi. Haddii ay arrintani tahay caqabad kaa hor istaageysa fahamka deeqda ama codsashada oo ay sabab u tahay awoodda qorista Af-Ingiriisiga oo xadidan, araggaaga oo liita, ama aad jeclaan lahayd inaad codsato in lagaa caawiyo in aad codsi sameyso, fadlan la xiriir hello@4culture.org ama wac (206) 296-7580 ama TTY 711, waxaana xaqiijin doonnaa inaad hesho taageerada aad u baahan tahay.

After You Submit

Timeline

The deadline for this grant is Thursday, December 18, 2025 at 5:00 pm Pacific Time. Most 4Culture grants take approximately three months from the application deadline to when we announce our funding decisions.

Panel Process

We make all of our funding decisions through a panel process, in which a group of peers assesses your application. 4Culture staff facilitates the panel process, but does not vote or try to influence the outcome.

Contracts and Payment

If we select your project for funding, a grant manager will work with you to create a contract outlining a payment schedule.

Requirements and Appeals

[Learn](#) about what will be required if you are awarded a grant, and about the process for appeal of a 4Culture decision.

Apply

You will apply through our [online grant portal system](#). We suggest you make certain you have an active account and that your organization profile is up to date now. You'll log in and be able to select the Building for Equity: Native Cultural Facilities application.

Once you've started your application, you can save after each step and sign out—your application will be saved as a draft that you can continue to work on up to the deadline. Once you click "Submit," your application is final. Please do not hesitate to contact us if you have any questions during the process.

Need help? Watch [this video](#) on how to access your 4Culture account and application.

What's in the Application?

We strongly recommend assembling the following materials before you begin your application so you can cut and paste the information into your application. Feel free to call or email us with any questions as you work on preparing this information in advance.

Demographic Information

Your organization profile in our portal must provide demographic information for your board and staff for the current year. 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.

Project budget

Use our Budget Form in the online application—you only need to fill out the line items that pertain to your project.

Financial information

Please check your organization most recent fiscal year information from your 990 or 1040 in our grant application portal as part of your organization's profile. Make certain it is up-to-date! If you have never provided us with this information we want your 3 most recent years. This requirement does not apply to Tribal governments or Public agencies.

Activities list

The panel will review your list of events and primary activities from the last 24-months to better understand your organization or Tribe and how it serves the public. Please include location and audience sizes—be as specific as possible. You can cut and paste from a Word document into the application section or enter information directly.

Board or Governing Body list

Submit a list of your organization or Tribe's board members or governing body, their terms and occupations in this section of the application. You can cut and paste from a Word document or enter information directly.

Balance sheet

Upload your organization's most current year-end balance sheet, in whatever format you present it in your financials. Valid document file types are Word (.doc, .docx), Excel (.xls, .xlsx), and PDF. This requirement does not apply to Tribal governments or Public agencies.

Rendering/plan/illustration (optional)

You may submit a PDF of up to 2 pages that help to show the panel your project—this is not required, but can help to explain a remodel plan or complex project budget.

Important reminders:

- We recommend drafting your application offline before entering your final content on your application in the portal and save your work often.
- Attend an information workshop or view the workshop recording.
- Don't wait until the last minute. [Start your application early.](#)
- If you have trouble uploading documents or saving/submitting your application, please contact us immediately.

Deadline

December 18, 2025 5pm

Contact

Jayden Robles (Chumash/Cahuilla/Ohlone)

Email: jayden.robles@4culture.org

Phone: (206) 263-2522

Lauren Miles

Email: lauren.miles@4culture.org

Phone: (206) 263-3210

Apply

You will apply through our online grant portal system at apply.4culture.org. Make sure you have an active account and that your organization profile is up to date at least 2 weeks before the deadline on December 18, 2025 at 5PM Pacific Time. You'll need to be able to log in to access the Building for Equity: Native Cultural Facilities application. No extensions will be granted.

Once you've started your application, you can save after each step and sign out—your application will be saved as a draft that you can continue to work on up to the deadline.

Once you click "Submit," your application is final. For support in creating your account and accessing your application, watch this [step-by-step video](#). Please do not hesitate to contact us if you have any questions during the process