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SEATTLE, WA 98104
4CULTURE.ORG

Collections Care | Application Worksheet

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

Applications must be submitted online by 5:00 PM on Wednesday, September 23, 2026.

Steps to apply

1. Read the [guidelines](#).
 - Are you and your project eligible?
2. Create an account. If you have an account, confirm you can log in.
1. Watch the [tutorial video](#) for assistance.
3. Contact [Shaun Mejia](#) if you are unable to access your account.
4. Complete and submit your 2026 Demographic Information Update in your account profile.
5. Read through the entire application and gather your materials.
6. Attend a workshop, talk to a Program Manager, especially if you are applying to more than one Projects program.
7. Use this worksheet as you plan out your application. Draft, review, revise.
8. 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 cut and paste text into your document, it could be due to hidden characters in the text. Try typing it out instead.
- Attend a workshop! Workshops are a great way to walk through the application with Program Managers and to hear questions other applicants have that you might not have considered. Workshops are free, informal, and held via Zoom or in-person. Dates and times are listed in the guidelines.
- 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.

2026 APPLICATION DRAFT WORKSHEET

All applications must be submitted online at apply.4culture.org.

***Required Field**

Scoring Criteria

Keep in mind the four scoring criteria as you complete your application. During the application review, panelists will score your application according to the following criteria:

Project Impact and Public Benefit: Does the proposed project align with the organization's mission and the interests of the community that the heritage content originates from? Does the project adhere to professional standards, best practices, and culturally specific needs of the communities served?

Quality and Qualifications: Does the project safeguard culturally and/or historically significant heritage materials for the good of the broader King County public and/or for the cultural community to which the collection holds significance? Does the collection have the potential to cultivate understanding of the heritage of diverse communities in King County? Does the collection represent histories or living heritage practices that are not widely represented in King County? Is the collection at risk? Upon project completion, who will have access to the collection and what measures will be taken to ensure its long-term accessibility?

Feasibility: Is the organization capable of developing and completing the project within 24 months of the award date? This is demonstrated through a balanced project budget as well as demonstration that applicants have completed the necessary planning and assessment to care for collections in the long-term. Do the qualifications of the project team align with the proposed project and its intended impact? Qualifications can be skill, experience, training, or knowledge-based.

Advancing Equity: 4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your application will be evaluated for its benefits to communities of color and/or historically marginalized communities, as well as on how clearly those communities are involved in decision-making of the proposed project. This is not an eligibility requirement, but it is one of the factors the panel will consider in their scoring.

PROJECT SUMMARY

Project Title*

Short Project Description*

Share a 1-2 sentence summary of your collection's contents.

Collections Care [Category](#)*

In the Collections Category, select the track that best describes the nature of your Collections Care project. If your project encompasses more than one category, please pick the one it is MOST aligned with.

- Preservation of archival and/or historically significant materials
- Care of items associated with living cultural traditions

- Digital preservation of heritage materials

Heritage Category*

Pick **one** category that applies to your project. You only need to pick one category even if your project encompasses more than one category. If none of these align with your project but your project still centers heritage as defined in the guidelines, please pick “Other” and explain. This is used to check eligibility of your project.

- Ethnic History
- Folklore and Intangible Cultural Heritage
- Heritage Field Services Provider
- Historic and Archaeological Resources
- Local History
- Native Cultures
- Stewards of Heritage Spaces
- Other (Please explain)

Narrative

Please complete the following sections as thoroughly and clearly as possible. Answer all questions posed, to the best of your ability, and substantiate your statements. There is no word limit, but we recommend you use around 250-500 words (3-5 paragraphs) for each section.

PROJECT DESCRIPTION

Describe the collection(s) and the proposed project activity. What is the need, challenge, or opportunity your collection(s) or archive faces and how do you plan to address it? Why is the proposed project priority to your organization or Tribe at this time? How does this project align with your current collections management plan and/or cultural preservation priorities?

Project Description*

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

PROJECT IMPACT AND PUBLIC BENEFIT

Provide an overview of the collection’s heritage significance to your community and King County. Who will benefit from the proposed project and have they been involved in planning the project? What is your plan for letting people know that the collection exists and to making it accessible to your community or the broader public? How will your community and/or the public benefit from the results of your project? Please describe your plan for long-term preservation, including for digital files, after the contract for this project is over. Project Impact and Public Benefit*

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

Project Impact and Public Benefit*

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

RELEVANT EXPERTISE / EXPERIENCE / ACCOMPLISHMENTS

Describe who will plan, implement, and manage your project. Does the identified project team (staff, project partners, consultants, and volunteers) possess the knowledge, experience, and skills necessary to complete the work successfully? Cite similar project-based work that has been successfully managed and/or administered by the project team. How do your choices of collections care methods, equipment, and supplies demonstrate an understanding of best practices and professional standards? If you are working with objects from another culture or community, how are members of that community involved in the project?

Relevant Expertise / Experience / Accomplishments*

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

PROJECT IMPLEMENTATION

Provide a work plan that addresses phases for planning, fundraising, execution, publicity, and evaluation. Include responsible personnel, major milestones, tasks, outputs, and deadlines. When and in what sequence will the activities take place? Remember, projects funded through this program must be completed within 24 months of the award date.

Project Implementation*

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

ADVANCING EQUITY

Do the collections being preserved pertain to historically marginalized peoples or communities in King County, especially communities that have been disproportionately impacted by structural racism? If so, please explain and describe if/how members of the source community will have a decision-making role in this project. (Note: If your project involves collaboration with an organization, community, or Tribe other than your own, you are strongly encouraged to

upload a letter of support from said entity indicating that they endorse the project and, if applicable, detailing their participation.)

Advancing Equity*

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

BUDGET

Using the budget form, provide a breakdown of the project budget (expenses and income) in the categories provided, and the amount you would like to request from this grant program ("4Culture Request"). Provide dollar amounts for categories that best fit your project and skip categories that do not apply. The total project expenses must equal the total income, including in-kinds. Check your totals before saving your work!

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." Explain how you will scale the project if you receive partial funding. If you have expenses in the "Other" category, be sure to provide a description. Please refer to [the guidelines](#) for eligible and ineligible uses of 4Culture funding.

If you are applying for Art Projects or Preservation Special Projects for the same project, include the request amount in "Government" income line item and clearly differentiate the use of these grants from the uses of your Heritage Projects request. This is required if you are applying for multiple programs.

PROJECT EXPENSES

	Total Expense	Estimate? Y/N
People		
Services		
Supplies		
Promotion		
Documentation/Assessment		
Transportation/Shipping		
In-kind		
Other		

PROJECT INCOME

	Total Expense	Confirmed? Y/N
4Culture Request		
Applicant		
Foundations		
Corporations		
Government		
Individual Donors		
Earned		
In-Kind		
Other		

Total Expenses: \$

must equal

Total Income: \$

Project Budget Notes*

Please explain how you intend to use 4Culture funding. Provide details of any items that you feel require further information, e.g., individuals involved with the project; types and amounts of earned income; supplies to be purchased...

Collection Location

Provide the location where your collection will primarily be held. Include the street address, if known. At minimum, include the city in King County. Indicate if the location is confirmed or unconfirmed. If this is your organization's main physical location, include it here. If you are planning on carrying out your project primarily someplace other than your organization's or Tribe's main physical location, provide us with the address and King County council district of that other location. If you have multiple venues, specify the one you will use the most or that best represents your project. Then in the Collection Location Notes list your additional venues.

Location Name

Venue Name, address, King County Council District ([find Council District](#)):

MORE THAN ONE VENUE?

If the project will take place at more than one venue, list additional venue names, cities and King County Council Districts in this section.

Collection Location Notes

If your project will take place at more than one location, list additional places (addresses & cities) here.

BOARD OF DIRECTORS

Please provide a list of your organization's board members and affiliations (required for organizations only; Tribes and public agencies please write N/A in the field below).

Board of Directors*

FILE UPLOADS (OPTIONAL)

You may submit up to 3 files as optional supplemental materials. Uploads must be less than 2MB. Valid document file types are Word (.doc, .docx) and PDF. Valid photo types are .jpg and .gif.

Optional Support Materials – Files Upload When You Save Changes

If your project involves collaboration with an organization, community, or Tribe other than your own, you are strongly encouraged to upload a letter of support from said entity indicating that they endorse the project and, if applicable, detailing their participation. Upload up to 3 files. Valid document file types are Word (.doc, .docx) and PDF. Support materials must be under 2 MB.

Files will upload when you save changes. 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 of this section after you have saved the form.

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:

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. Inaccurate information in either may prevent 4Culture from accepting your application.

REQUIRED – Your profile includes a section for [demographic information](#). You must submit this in order for application to be considered complete. Make sure you have provided demographic information for the current year before submitting your application. Applications without current demographic updates will not be considered complete.

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

Need Assistance? Contact Us!

Natasha Varner

natasha.varner@4culture.org

206-848-0008