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| 4Culture Logo, which is the number four in black, stylized as a cutout with a black shadow extruding backwards. | 101 PREFONTAINE PL SSEATTLE, WA 98104**4CULTURE.ORG** |

# 2025 Art Projects - Groups | Application Worksheet

**Please do NOT use** this worksheet to submit your application. This document provides tips and a place to start planning for your application. Actual applications must be submitted online through apply.4culture.org.

**Deadline: Wednesday, March 12, 2025 at 5:00 PM Pacific.**

## Steps to Apply

1. Review the [Guidelines](https://www.4culture.org/grants/art-projects/).
2. Make sure you meet the eligibility requirements.
3. Create your [apply.4culture.org](https://apply.4culture.org/) grant portal account.
	1. Watch the [tutorial video](https://vimeo.com/790191545) for assistance.
	2. For account support, contact Ana Sneed at ana.sneed@4culture.org.
4. Complete all account requirements:
	1. Update your account and profiles.
	2. Complete your [Demographic Update](https://apply.4culture.org/demographic-updates-list) survey.
5. Complete and submit your application!
	1. For online application support, contact Elly Fetter at elly.fetter@4culture.org.

## Tips for Success

* Read through the [full application](https://apply.4culture.org/) below.
* Attend a workshop or watch the [tutorial videos](https://kc1.sharepoint.com/%3Av%3A/t/4Culture-Internal/EZISQVxJIO5HpGNIpojXB88BuTOoojDJmTfBP7Owec1eAw) in the Guidelines.
* Make a list of everything you need.
* Draft your application in a separate document (Word, Google Doc, etc).
* There is no word count limit, but please consider the suggested word count and be concise!
* Save a Draft constantly once you start the online application!
* Ask for support.
* Give yourself plenty of time!

# Application Worksheet

## PROJECT SUMMARY

### Project Title\*

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

### Short Project Description\*

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

## DISCIPLINE & CHOICE CRITERIA

### Discipline\*

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

– Select –

* Dance
* Literary
* Media
* Music
* Theater
* Visual

### Choice Criterion\*

***TIP:*** *If you are not sure which is the best fit, see the examples in the Guidelines or contact us!*

Select one (1) Choice Criteria that best describes your project’s goal and impact.

**Continuity**
Your project continues a long-term artistic practice or tradition and demonstrates value in sustaining or repeating this work.

**Growth**
Your project expands your practice, medium, or artwork in new directions, and shows artistic development.

**Engagement**
Your project focuses on participation, arts education, or collaboration beyond a presentation. The project intentionally engages or collaborates with specific communities based on their interests and needs.

– Select –

* Continuity
* Growth
* Engagement

## NARRATIVE

We fund these grants through a competitive process. A panel of local artists and art professionals reviews all eligible applications based on the 5 Core Criteria and the 1 Choice Criteria you selected above. Please frame your responses to the following narrative questions with the criteria in mind.

There is no word limit, but please consider the suggested word count and be concise.

### Project Description\*

Please provide an introduction and overview of your project. Who are the project leaders and collaborators? What will it be like to experience your project? When and where will the project take place? (Suggested 250 word count)

***TIP:*** *Imagine you are telling a friend about your project. Help us imagine what it will be like to experience the project.*

### Public Benefit\*

How will county residents and visitors be able to enjoy, experience or benefit from the art or artmaking? How will the project be accessible to many ages, disabilities, languages, and communities? (Suggested 250 word count)

***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. Technically, the county is paying artists with public taxes to create these projects for the public. This is your opportunity to share how the public will access the work and why that is important.*

### Qualifications\*

Please describe your experience, expertise, or accomplishments that show an ability to successfully manage and complete this project. This can include past projects of a similar scale, formal or informal education or training, and personal experiences.

If your group does not have art as its core mission or purpose, you must have a formal partnership with an artist or arts group. Please include the lead artist's relevant experience as well. If awarded funding, you may be required to submit a written agreement. (Suggested 250 word count)

***TIP:*** *Show the panelists that you are able to complete this new project! Point to projects represented in your Work Samples.*

### Project Plan\*

Provide a basic timeline for your project: the key steps you need to complete the project and when you plan to finish each. Please include your plan for outreach and how you will invite the public to attend or participate.

How would you scale down or alter your plan if you do not receive the full funding request and other pending income? (Suggested 250 word count)

***TIP:*** *This can be a simple list with tentative dates for completion. For the outreach plan, please be as specific as possible about how you plan to let the public know about the project.*

### Advancing Equity (optional)

[4Culture’s Mission](https://www.4culture.org/about-4culture/mission-vision-values/): 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 250 word count)

***TIP:*** *If your project does not focus on racial or other forms of equity, feel free to skip this section.*

## BUDGET

Please provide the anticipated project expenses and income in the categories below. Hover over the category title for a brief explanation. Skip categories that are not relevant.

Under Income, select your 4Culture funding request in the amount of $2,500, $5,000, $7,500, $10,000, $12,500, or $15,000.

Your total project expenses must equal your total project income. In other words, the budget must demonstrate that the project is financially possible. Use the Project Budget Notes section to provide details.

***TIP:*** *Show the panelist that you have a detailed plan for how much the project will cost and how you will pay for it. This is just a plan, and 4Culture understands that plans and budgets may change. A realistic budget is an important part of the Feasibility criteria.*

### Project Expenses

* People
* Services
* Supplies
* Promotion
* Transportation/Shipping
* Planning
* Fundraising
* Equipment/Fixtures
* Documentation/Assessment
* Other

### Project Income

4Culture requests must be a fixed amount of $2,500, $5,000, $7,500, $10,000, $12,500, or $15,000.

* 4Culture Request
* Applicant
* Foundations
* Corporations
* Government
* Individual Donors
* Earned
* In-kind
* Other

**Total Expenses: $0**

Must equal

**Total Income: $0**

### Project Budget Notes\*

Please provide more detail on your budget. How would your requested 4Culture funding be used? Please provide any important specifics about the expenses and income listed above, as well as any purchases, research, or developments to date.

***TIPS:*** *A very important section! Provide details and share how you would use our public grant funds. Without these notes, the panelists will only see numbers.*

## VENUE

If you know where your project will take place, please provide the name, address, and council and legislative district of the venue or location. If you do not have a confirmed venue or have multiple, skip down to Project Venue Notes.

***TIP:*** *You do not need to have a venue finalized, but this will help the reviewers see if you have a plan for a public event.*

* Name
* Street
* City
* State
* Zip
* Venue Council Districts ([find district here](https://kingcounty.maps.arcgis.com/apps/webappviewer/index.html?id=4412d015887a42fbb271be454852a15f))

### Project Venue Notes

If you do not have a confirmed venue, where are you in the process of finding a venue, and/or what is your ideal type of venue and why? If you have multiple venues, please list them here.

## WORK SAMPLES

### You must submit samples of past work that best demonstrate your qualifications for your project. We recommend prioritizing your work samples by selecting the most relevant to your proposed project—in scope, scale, complexity, or subject matter. Work samples must be under 5 minutes or 5 pages total. For longer work samples, please note what section should be reviewed in the Work Sample Description. To resize files to under 2MB, you can use free websites like Image Resizer and PDF Resizer.

**Files will upload when you save as a draft.** Uploaded attachments will appear as a list below the upload section after you save. To delete any accidental uploads, click "delete" next to the listed file and save.

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

### WORK SAMPLE LINKS

Please provide a website URL for video and audio work samples: YouTube, Vimeo, or Soundcloud only. Links must be public or unlisted (no password). Type in the URL only.

**Video and audio must be under 5 minutes**. For longer work samples, please note what section should be reviewed in the Work Sample Description.

* Link 1
* Link 2
* Link 3

### WORK SAMPLE FILES

Please upload your 1 document or up to 10 images: JPEGs, PDFs, DOC, or DOCX under 2MB each. Documents must be under 5 pages. For longer documents, please note what section should be reviewed in the Work Sample Description.

* Document 1
* Image 1
* Image 2
* Image 3
* Image 4
* Image 5
* Image 6
* Image 7
* Image 8
* Image 9
* Image 10

### WORK SAMPLE DESCRIPTION

Please provide the following information for all work samples. List the work sample descriptions in the order you want the reviewers to view them.

***TIP:*** *Put the most important work samples on top! If you want to describe the work samples in more detail, please include this in the Qualifications section.*

* Title of the work samples in the order in which they are to be reviewed.
* Date completed or if in-progress.
* Your role.
* A brief description, especially how it relates to your new project.
* If longer than 5 minutes or 5 pages, what section the panel should review.
* **Documents**: note if the samples are complete works, abstracts, excerpts, or a collection.
* **Images**: share the medium, dimensions, and image credits.

## SOURCE OF INFORMATION

### How did you hear about this grant program?

Select one. If you select "Other" please explain below.

 Other - please explain.