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SEATTLE, WA 98104  
**4CULTURE.ORG**

# Heritage Projects | Application Worksheet

*This worksheet is intended to be used as a tool as you work on the 2025 Heritage Projects 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, March 12, 2025.**

## 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.
  - Watch the [tutorial video](#) for assistance.
  - Contact [Ana Snead](#) if you are unable to access your account.
  - Complete and submit your 2025 Demographic Update in your account profile.
3. Read through the entire application and gather your materials.
4. Attend a workshop, talk to a Program Manager.
5. Use this worksheet as you plan out your application. Draft, review, revise. 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. You can also keep track of your wordcount and spelling this way. 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.

# 2025 APPLICATION DRAFT WORKSHEET

All applications must be submitted online at [apply.4culture.org](https://apply.4culture.org).

**\*Required Field**

## PROJECT SUMMARY

**Project Title\***

**Short Project Description\***

This should be one or two sentences explaining the very heart of the project concept.

**Heritage Category\***

Pick **one** category that applies to your project. If none of these align with your project but your project still centers heritage as defined in the guidelines, please pick "Other" and explain.

- Ethnic History
- Folklore and Intangible Cultural Heritage
- Historic and Archaeological Resources
- Local History
- Native Cultures
- Other (Please explain)

## NARRATIVE

Keep the following 4 evaluation criteria in mind as you tell us about your project:

- **Project Impact and Public Benefit:** How your project meets the goals of your organization's or personal mission and established needs in the community. How well your project helps expand or develop the historical narrative in King County and shows a potential to raise the visibility of heritage work in King County. Your project increases public access to heritage resources and programs, and provides compelling and feasible public benefit for residents and visitors of King County.
- **Quality and Qualifications:** How well your project activities and planning align with professional standards, best practices, or values of the community served. The qualifications of you and your project team align with the proposed project and its intended impact. Qualifications can be skill, experience, training, or knowledge-based.
- **Feasibility:** Your ability to complete your project within 24 months of the award date and with a realistic timeline and thoughtful planning. This is demonstrated through the qualifications of you and the project team, realistic and balanced project budget and details provided in the Project Implementation section.

- **Advancing Equity:** 4Culture’s mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your project specifically benefits communities of color and/or historically marginalized communities. The project serves or collaborates with members of these communities. This is not an eligibility requirement, but it is one of factors the panel will consider.

Refer also to the [Heritage Projects guidelines](#) - Are You and Your Project Eligible? section. There is no text limit for the Narrative sections, but we suggest you use around 500 words for each section.

## **PROJECT DESCRIPTION**

What do you propose to do in your project? Describe the heritage content or historical themes of your project and the proposed project activities. What is the significance of the heritage content or historical themes to the community your project serves? How did you develop the idea for your project? If your project has multiple phases, please explain which phase of the project this grant will support.

### **Project Description\***

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

## **PROJECT IMPACT AND PUBLIC BENEFIT**

Describe the intended audience for this project, your history working with the intended audience, and impact or goals for your intended audience. Please explain how this project meets the established needs of the community served or aligns with your organization’s or personal mission. What are intended outcomes regarding the heritage content of this project? What resources, programs, tangible products, or other types of public benefit will result from your project activities? How will you provide public access to them? If your project has multiple phases, describe the public benefit of the proposed portion of the project. Please see the guidelines for our definition of public benefit.

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

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

## **ADVANCING EQUITY**

Explain if this project will benefit specifically communities of color and/or historically marginalized communities in King County. Will your project serve or collaborate with members of these communities? If so, please explain.

### **Advancing Equity\***

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

## **RELEVANT EXPERTISE / EXPERIENCE / ACCOMPLISHMENTS**

Describe the project team who will plan, implement, and manage your project. Cite team members' roles and their qualifications that are relevant and necessary to complete the work successfully, including but not limited to their experiences, skills, and/or knowledge expertise. How will the project team ensure that the project aligns with professional standards, best practices, and values of the community this project serves? If you are working with heritage or historical resources from another culture or community, how are members of that community involved in this project?

### **Relevant Expertise / Experience / Accomplishments\***

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

## **PROJECT IMPLEMENTATION**

Provide a timeline and a work plan for this project. The work plan could include phases for planning, bidding process, fundraising, publicity, execution, public benefit, and evaluation of the intended goals identified in the Project Impact section. Describe how you determined the appropriate timeline and work plan for this project. Remember, projects funded through this program should be completed within 24 months of the award date.

### **Project Implementation\***

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

## VENUE

Tell us where your project will take place.

### Venue Name\*

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

### Project Venue Notes\*

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

## 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 are applying to Art Projects or Preservation Special Projects for the same project, explain how those funds will be used. 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.

## PROJECT EXPENSES

**People** (All PAID people such as consultants, architects, interns, etc): \$

Is this an estimate? Y/N

**Services** (Design, printing, event licenses, site rental costs): \$

Is this an estimate? Y/N

**Supplies** (Consumable supplies): \$

Is this an estimate? Y/N

**Promotion** (Printed or electronic materials, like flyers, posters, radio, website, etc): \$

Is this an estimate? Y/N

**Transportation/Shipping** (Airfare, car rental, lodging, delivery fees, etc): \$

Is this an estimate? Y/N

**Planning** (Preliminary studies, market analyses, front-end evaluation, cost estimating): \$

Is this an estimate? Y/N

**Design** (Architectural and engineering fees for schematic, design development or construction drawings, bid costs and documents): \$

Is this an estimate? Y/N

**Soft Costs** (Permits, insurance, contractor bonds, sales tax, etc): \$

Is this an estimate? Y/N

**Fundraising** (Capital campaign firms, fundraising event expenses, telephone/direct mail services): \$

Is this an estimate? Y/N

**Equipment/Fixtures** (Fixed assets such as lighting, sound equipment, shelving, phone systems, computers, machinery.): \$

Is this an estimate? Y/N

**Documentation/Assessment** (Video, photography, etc.): \$

Is this an estimate? Y/N

**In-Kind** (Include ALL types of in-kind expenses here, including value of people, donated services, etc): \$

Is this an estimate? Y/N

**Other:** \$

Is this an estimate? Y/N

## PROJECT INCOME

**4Culture Request\*** (Only Heritage Projects grant request amount should be listed here. Must be between \$2,000 - \$15,000):

**Applicant** (Your own funds supporting this project): \$

Is this confirmed? Y/N

**Foundations** (Family, independent, and public non-government foundations): \$

Is this confirmed? Y/N

**Corporations** (Cash support from businesses, associations, corporations): \$

Is this confirmed? Y/N

**Government** (Include ALL types of government support here NOT INCLUDING this 4Culture request (prior 4Culture funds can be included here)): \$

Is this confirmed? Y/N

**Individual Donors** (Donations, sponsorships, crowd-source fundraising): \$

Is this confirmed? Y/N

**Earned** (Include business revenue, memberships, and tuition): \$

Is this confirmed? Y/N

**In-Kind** (Include ALL types of in-kind support here, including value of volunteer time, donated services, supplies, etc.): \$

Is this confirmed? Y/N

**Other:** \$

Is this confirmed? Y/N

**Total Expenses: \$**

must equal

**Total Income: \$**

### **Project Budget Notes\***

Include details of each line item. Please include which line item(s) you will use 4Culture funds for, how you might scale the project if you receive partial funding, and uses of Art Projects or Preservation Special Projects funding.

## **BOARD OF DIRECTORS [ORGANIZATION AND GROUP APPLICANTS ONLY]**

Please provide a list of your organization's board members, including their service dates, term limits, and their areas of expertise, knowledge, and/or insights. For project-based groups and community groups, please provide a list of your group's leadership if it is different from the Relevant Expertise section. If it is the same, simply state so. This is required for organizations and groups only, not for public agencies.

### **Board of Directors (Organization and Group Applicants Only)\***

## FILE UPLOADS (OPTIONAL)

You may submit **up to three files** as attachments. Accepted file types are .doc, .docx, .pdf, .jpg, and .gif. Individual files must be less than 2MB. Attachments may include photos, bids, estimates, letters of support from your project partners and communities served by the project, drawings, maps, copies of media coverage, previous research, studies, reports or other documents to help illustrate your proposal. If your project involves heritage of another community, or if it involves partnering with a heritage organization to execute the project, a letter of support is highly encouraged. Remember, these are optional. **Please be selective and do not upload more than three files total.**

*TIP FOR APPLICANTS: Check the file type and size before uploading. Files that do not meet the requirements will not upload and may prevent you from saving the application 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!



**Megumi Nagata**

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