



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

Preservation Special Projects: Application Worksheet

INDIVIDUALS & ORGANIZATIONS

This worksheet is intended to be used as a tool as you work on the 2025 Preservation Special Projects application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.

Applications must be entered [online](#) by 5:00 PM PDT 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 with Creating an Account.
3. Contact [Ana Sneed](#) if you are unable to access your account.
 - Complete and submit your [2025 Demographic Update](#) in your Account Profile.
4. Read through the entire application and gather your materials.
5. Attend a workshop, talk to a Program Manager.
6. Use this worksheet as you plan out your application. Draft, review, revise. Copy to the online application form. 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 word count and spelling this way. If you get an error when saving after you copy 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. Email: Emily Lawsin at emily.lawsin@4culture.org.

2025 PRESERVATION SPECIAL PROJECTS

APPLICATION DRAFT WORKSHEET: INDIVIDUALS & ORGANIZATIONS

This is a worksheet where you can draft your answers. All applications must be entered directly on 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 tips like these in the form, please delete them before typing your answer.)*

NARRATIVE

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

- **Quality:** Your project directly addresses historic buildings or structures, older neighborhoods, or landscapes shaped by people. Your project aligns with best practices in historic preservation or shows innovation within the field. Your application is clear and complete.
- **Public Benefit:** Your project contributes to the preservation of historic buildings, sites, neighborhoods, or landscapes in King County. Your project provides compelling and feasible public benefit for residents and visitors of King County. Your project has the potential to expand the public's understanding and awareness of historic places in the county and/or highlights historic places in innovative ways, and makes clear efforts to be accessible to many ages, disabilities, languages, and communities. Your project focuses on the long-term preservation and stewardship of one or more important historic resources.
- **Advancing Equity:** 4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Your project specifically serves or collaborates with communities of color and/or historically marginalized communities. This is not an eligibility requirement for funding, but it is one of the factors the panel will consider.
- **Feasibility:** you are able to start your project soon after award notification and complete the project within 24 months as demonstrated through a realistic budget, prepared project team, and ability to complete the project on a reimbursement basis.

Refer also to the [Preservation Special Projects Guidelines](#) “Are You and Your Project Eligible?” section.

To help the review panel understand your proposal, please answer all of the questions, to the best of your ability. There is no word limit, but we recommend you use around 250 to 500 words per section.

PROJECT DESCRIPTION*

Your project must address King County’s historic buildings, sites, neighborhoods, and/or landscapes. In the Project Description field, describe your proposed project, including dates, locations, and activities. What are your main objectives, and what will be the specific project outcomes? How does your project align with best practices in historic preservation and/or show innovation within the field? Why is the proposed project a priority at this time? If your project has multiple phases, please explain which phase of the project this grant will support.

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

PUBLIC BENEFIT*

In the Public Benefit field describe the project’s intended impact within the community. How will project activities contribute to the long-term preservation of the built environment (i.e. buildings, landscapes, structures, objects, or neighborhoods)? How will your project expand the public’s understanding and awareness of historic places, and/or highlight historic places in innovative ways? How will your project be accessible to many ages, disabilities, languages, and communities?

Please see the Preservation Special Projects [Guidelines](#) for examples and our definition of public benefit.

ADVANCING EQUITY*

In the Advancing Equity field, please explain how this project will specifically benefit communities of color and/or historically marginalized communities. Does your project focus on inclusion of underrepresented communities within historic preservation? Does your project address underrepresented aspects of King County history? How will the project serve, engage, or collaborate with communities of color and/or historically marginalized communities? If your project does not focus on or engage these communities, you may simply state that.

FEASIBILITY*

In the Feasibility field, describe who will be managing the project; summarize their experience or interest in historic preservation. If your project will involve hiring a preservation consultant, architect, historian, or other professional, you must submit at least one written estimate in the **File Uploads** section below. State the timeline to begin and complete your project. (Note: projects funded through this program, or portions thereof, may not begin prior to the award date of May 28, 2025, and must be completed on a reimbursement basis). If you do not receive the full amount requested through this program, how will your project change?

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

BUDGET

PROJECT BUDGET

In the budget below, provide a simple breakdown of project expenses and income in the categories provided. A short description of each category is provided when you hover your mouse over it.

We use a comprehensive project budget for many of our grants. This may mean you will have costs for some fields in the budget, but not all. Use the budget form embedded in the application to record expected expenses and revenue for the project. Complete it to the best of your ability and

for what makes sense for your project. Type whole numerical figures in the budget fields. **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."** If you have expenses in the "Other" category, be sure to provide a description.

(Note: there is not a fixed award cap for this program, but previous grants have not exceeded \$15,000.) The total project expenses must equal the total project income. Check your totals before saving your work!

PROJECT EXPENSES

People (*All PAID people such as consultants, architects, 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

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 Preservation Special Projects grant request amount should be listed here. Must be between \$1,000 - \$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*

In this field, describe the specific use of your "4Culture Request." Provide details of the amounts listed in the above budget; e.g., explanation of applicant contribution, separate names and amounts of foundation gifts or other grant requests, specifics of in-kind support or supplies, additional fundraising that will occur. Please remember, this grant does NOT provide support for construction costs related to the stabilization, restoration, rehabilitation or maintenance of historic buildings or landscapes, property acquisition, or new construction.

PLACE

List the historic place name (if known) of the site that is the focus of your project, and its location. To be eligible for this grant program, your site must be located in King County, WA. Therefore, you **will need to select** a Council District and WA State District below.

Place Name

Street Address

City

State

Zip

King County Council District ([Find Council District](#)):

Washington State District ([Find WA State District](#))

If your project involves more than one building, site, neighborhood, or landscape, describe those additional locations below.

Additional Locations

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 brief background information. This is required for organizations only, not for public agencies.

Organization board members, terms, and affiliations

FILE UPLOADS

Each upload **must be 2MB or less**. UPLOADED FILES will appear together in a FILE LIST at the bottom of this section AFTER you have saved the form. Check to make sure you don't have any blank **required (*) fields** before you try to save an uploaded file. If necessary, use the file list to delete a saved attachment by checking the "Delete" checkbox next to the file you wish to discard.

CONSULTANT ESTIMATE - FILES UPLOAD WHEN YOU SAVE CHANGES

If your project will involve hiring a preservation consultant, architect, historian or other professional, submit one or more written estimates. Up to three estimates can be submitted.

Estimate 1

Choose File

Estimate 2

Choose File

Estimate 3

Choose File

OPTIONAL SUPPORT MATERIALS - FILES UPLOAD WHEN YOU SAVE CHANGES

You may upload letters of support, drawings, reports, images or audio/video to help illustrate your proposal. Accepted file types for documents are .doc, .docx and .pdf, and for images are .jpg and .gif, no more than 2MB each.

Files can be uploaded in any order, but if you have a preferred viewing order, then you **must** indicate that order in the file name itself (e.g.: 01_SiteName.jpg,02_SiteName.jpg). **Note:** Our system will automatically append an account name to your files, so keep image names short. Remember, these are optional so be selective.

TIP FOR APPLICANTS: Check the file type and size before uploading. Files that are larger than 2MB and do not meet the requirements will not upload and may prevent you from saving the application form.

Document 1 Choose File

Document 2 Choose File

Document 3 Choose File

Image 1 Choose File

Image 2 Choose File

Image 3 Choose File

Image Description

Please provide a short (one sentence) description of each image you upload.

AUDIO/VIDEO URLS

If you choose to submit **AUDIO** or **VIDEO** files as a work sample, you may submit up to two (2) files using [SoundCloud](#) (audio) OR [Vimeo](#) (video) and/or [YouTube](#) (video). All submissions must be publicly accessible (not private). Once you have uploaded your files, indicate the URL (e.g. <http://soundcloud.com/name/01-applicantname>) here in the order in which you would like the files reviewed. Do not include ANY information other than the URL(s) here. Files uploaded to websites other than Soundcloud, Vimeo or YouTube will not be reviewed.

Sample URL 1

Sample URL 2

How did you hear about this grant program? Select one.

- 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 [profile](#) before submitting this application to make sure it is up to date. Inaccurate information may prevent 4Culture from accepting your application.

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

COPY YOUR WORKSHEET ANSWERS to the ONLINE APPLICATION.

You will see at the bottom of the application:

SAVE A DRAFT

CURRENT STATUS: DRAFT – NOT SUBMITTED

By checking "I am ready to submit..." you are certifying that you have read, understand, and meet the specific eligibility requirements for this opportunity.

I AM READY TO SUBMIT AND MEET THE REQUIREMENTS TO APPLY. ← CHECK THE BOX AND SUBMIT!

OR

SAVE A DRAFT

Fields marked with an asterisk [*] are required.

Need Assistance? Contact Us!

We are happy to review draft applications and provide feedback with adequate notice. For full draft reviews, save your work in the online application and contact Emily P. Lawsin at emily.lawsin@4culture.org no later than Friday, February 28. After that date, we cannot review full drafts but will still be available to assist with specific questions and/or troubleshooting.

Emily P. Lawsin

emily.lawsin@4culture.org

206-477-3110

For technical assistance:

Lauren Miles

lauren.miles@4culture.org