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

# Art Projects - Individuals | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2025 Art Projects - Individuals application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form. Application can be found at [apply.4culture.org.](https://apply.4culture.org/)

**Applications must be submitted online by Wednesday, March 12, 2025 at 5:00 PM.**

## Steps to apply

1. Read the [guidelines](https://www.4culture.org/grants/art-projects/).
   * Are you and your project eligible?
2. Create an account / If you have an account, confirm you can log in.
   * Watch the [tutorial video](https://vimeo.com/790191545) for assistance.
   * Contact [Ana Sneed](mailto:ana.sneed@4culture.org) 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, drop-in session, and/or 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.
* **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 and informal. Times for both in-person and Zoom workshops are listed in the guidelines.
* The word count is just a suggestion. The system will not cut you off. A bit more or a bit less is fine.
* Getting an error when you Save or Submit? The most common problem is that images are too big and are preventing your application from saving. **Each attachment must be smaller than 2MB.** For help resizing files, you can use free websites like [Image Resizer](https://imageresizer.com/) and [PDF Resizer](https://pdfresizer.com/resize).
* **Is your application complete?** Double-check that you have all required materials included! Incomplete applications will not be accepted, and extensions cannot be given for any reason.
* **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

TIP: The peer panel evaluating your application will use your Project Title and Short Project Description to refer to your project – make sure it provides key info to remind them of your project.

TIP: Your text should replace the “suggested word count” text in the narrative boxes

### Project Title\*

Suggested word count for this section is 1-5 words:

### Short Project Description\*

Suggested word count for this section is 25 words:

## Discipline & Choice Criterion

Select one (1) discipline from the list that best fits your contribution to the project. If your project is multi-disciplinary, select the discipline that is most prominent. Grants are not awarded by discipline. Discipline categories are for organizational purposes only.

### Discipline\*

Select one:

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

### The peer-panel will select and recommend the most highly qualified projects for funding based on our Core and Choice Criteria. Core Criteria is used by the peer-panel to evaluate all Art Projects applications. Indicate here the one (1) Choice Criterion you want the peer-panel to use to evaluate your application. Use the [guidelines](https://www.4culture.org/grants/art-projects/) to help you identify the best choice for your project.

### Choice Criterion\*

Select one:

* Continuity
* Growth
* Engagement

## NARRATIVE

The information you write in the following sections will provide critical information to the peer-panel reviewing your application. Use your Choice Criterion to frame each of the following questions. Keep the following evaluation criteria in mind as you tell us about your project:

* **Public Benefit:** Art is a primary component of your project. The project includes a public event for King County residents and visitors to enjoy, experience, or benefit from the art or artmaking. The project makes clear efforts to be accessible to many ages, disabilities, languages, and communities.
* **Qualifications:** Your work samples and experience show an ability to successfully complete the project.
* **Feasibility:** Your project budget and plan are realistic and achievable. The requested funding amount is appropriate for the project.
* **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.

#### PROJECT DESCRIPTION

In the **Project Description**section, introduce the peer-panel to your project. Outline what it will be like to experience your project; who is involved in the project; and why this project is a priority for you right now in your creative development.

TIP: The Project Description section is where you need to tell the peer-panel about the most critical elements of your project.

### Project Description\*

Please limit to approximately 250 words:

#### PROJECT IMPACT AND PUBLIC BENEFIT

The money for these grants is generated from public taxes, specifically, from a portion of Lodging Tax revenues collected in King County. Because of this, the law requires 4Culture purchase *cultural services* for the residents and visitors of King County. We cannot give public money to individuals, including artists, unless we are purchasing a service. In the **Project Impact** section, describe what public event or activity 4Culture is buying from you. How will the public engage with your project? Public benefit events in suburban and rural areas of King County are encouraged. If you receive a grant, what you write here will be included in your contract. Be realistic about what you can offer.

TIP: In the Project Impact section, identify one (1) or more project-related event(s), such as a screening, exhibition, performance, lecture, workshop, etc.

### Project Impact\*

Please limit to approximately 250 words:

#### ADVANCING EQUITY

If the primary goal of this project is to benefit communities of color and/or historically marginalized peoples or communities in King County, especially communities that have been disproportionately impacted by structural racism, please explain how in the **Advancing Equity** section. Will your project serve or collaborate with these communities? If so, how?

\*This question is not required. Projects do not need to include Advancing Equity as a requirement for eligibility, but it is one of the factors the panel will consider.

TIP: This is not required but if your project has a direct, meaningful connection with and aims to serve historically marginalized people and communities, then use this space to talk about that aspect of your project. How will your project, or you as the artist, ensure that impact of this connection is meaningful and ongoing? If this is not a focus of your project, you can leave this section blank.

### Advancing Equity

Please limit to approximately 250 words:

#### EXPERIENCE

### In the Relevant Expertise / Experience / Accomplishments section, describe any experience, expertise and past accomplishments that demonstrate your ability to achieve this project. Include specific details about past projects of similar scale and scope that you have achieved. Include education, training and personal experiences that qualify you to manage your proposed project. Rather than including your full resume, please focus on expertise, experience, and accomplishments that are relevant to this project.

TIP: The key to the Relevant Expertise/Experience/Accomplishments section is to show that you can achieve the project you’ve described, based on your own history.

### Relevant Expertise / Experience / Accomplishments\*

Please limit to approximately 250 words:

#### PROJECT IMPLEMENTATION

In the Project Implementation section, provide a basic timeline of your project and identify when you plan to complete your public benefit event(s). Outline a general outreach plan. Who is your intended audience and how will you let the public know how to participate? Finally, identify your key project priorities and how you could scale down or alter your timeline if you don't receive your full funding request or if other sources fall through.

TIP: How will people know about your public benefit event(s)? Will you be using social media, posters, flyers, and will you target specific groups in the hope that they will attend? Also include information about how you can shift the project if resources change, without compromising the project.

### Project Implementation\*

Please limit to approximately 150 words:

## BUDGET

In the **Project Budget** you will need to provide a simple break-down of project expenses and income in the categories provided. Include details for your entire project, not just the portion you are asking 4Culture to fund. Indicate dollar amounts only for categories that apply to your project and skip those that do not. Under *Income*, applicants must identify a fixed request from 4Culture 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, you must demonstrate that your project is financially feasible. Use the Project Budget Notes section, to provide details.

TIP: In the online application, hover your cursor over the category title for a brief explanation of what you may want to include in that category.

TIP: You want to show that you can financially make this project happen. A balanced budget demonstrates your project is a good investment of public funds. Group like items together. For example, under people you could include: Your hours (Project Director), Lighting Designer’s fee, and Fabricator’s fee.

### PROJECT EXPENSES

**People** (All PAID people including your own time/fee, other artists, assistants, etc.)

$

Is this an estimate? Y/N

**Services** (Event licenses, insurance, venue rental, etc.):

$

Is this an estimate? Y/N

**Supplies** (Consumable materials like plywood, paint, fabric, etc.):

$

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, 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

**Transportation/Shipping** (Airfare, car rental, delivery fees, etc.):

$

Is this an estimate? Y/N

**Construction** (Labor and materials for site preparation, demolition and building. 4Culture funds may not be used for capital improvements.):

$

Is this an estimate? Y/N

**Fundraising** (Capital campaign firms, fund raising event expenses, telephone/direct mail services. 4Culture funds may not be used to support fundraising events.):

$

Is this an estimate? Y/N

**Equipment/Fixtures** (Fixed asset rental, such as, lighting, sound equipment, machinery, etc. Equipment purchase is not an eligible use of 4Culture funds.):

$

Is this an estimate? Y/N

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

$

Is this an estimate? Y/N

**Other:**

$

Is this an estimate? Y/N

### PROJECT INCOME

**4Culture Request** (Only this current 4Culture grant request amount should be listed here. Must be $2,500, $5,000, $7,500, $10,000, $12,500, or $15,000):

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

$

Is this confirmed? Y/N

**Foundations** (Private and public non-government foundations):

$

Is this confirmed? Y/N

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

$

Is this confirmed? Y/N

**Government** (Government support NOT including your 4Culture request.):

$

Is this confirmed? Y/N

**Individual Donors** (Donations, sponsorships, funds from friends and family, crowd-source fundraising):

$

Is this confirmed? Y/N

**Earned** (Projected ticket sales, participation fee, etc.):

$

Is this confirmed? Y/N

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

$

Is this confirmed? Y/N

**Other**:

$

Is this confirmed? Y/N

**Total Expenses: $**

**Total Income: $**

TIP: Your Expenses and Revenue must be equal to demonstrate that your project is financially feasible.

### ****PROJECT BUDGET NOTES****

In the Project Budget Notes, let the peer-panel know why you believe a grant in your requested amount will enable you to achieve your project, and specifically how 4Culture funds would be used (e.g. choreographer's fees, plywood, photographic documentation). Refer to the guidelines for what types of expenses are eligible for 4Culture support. Use this space to provide further details about specific expenses or funding resources anticipated or confirmed. If including expenses for time (for yourself or collaborators), provided hourly rate/estimated hours, or flat fee details.

TIP: Be very clear how the funds from the grant will be used. You don’t have to describe it down to the cent but explain, in general, what will the funds allow you to do.

### Project Budget Notes\*

Please limit to approximately 250 words:

### ****Venue****

If you know exactly where you will be presenting your event for public benefit, indicate the name, address, council and legislative district of the venue or site where you plan to hold your presentation. If you do not have a confirmed venue or site, or have multiple locations, skip down to Project Venue Notes.

### Venue\*

Venue Name:

Street:

City:

State:

ZIP:

Venue County Council District ([find the district](https://kingcounty.gov/en/dept/council/governance-leadership/county-council/councilmembers-districts)):

### ****Project Venue Notes****

Complete the **Project Venue Notes** section if you do not have a confirmed venue, but a general idea about the kind of place you'd like to offer your public benefit or have multiple sites. List preferred city or region of King County. Tell the peer-panel why the venue(s) are a good fit for your public benefit event(s).

TIP: \*For example\* I am interested in presenting this new work at a public park in King County. I am currently considering Waterworks Park in Renton and the Fall City Community Park in Fall City.

### Project Venue Notes

Please limit to approximately 50 words:

## WORK SAMPLES

### ****Work Sample Format****

Work sample(s) will be reviewed for a cumulative total of no more than five (5) minutes. You may submit samples of a longer duration, but each application’s work sample(s) will not be evaluated for more than five (5) minutes. We recommend prioritizing your work sample(s), by limiting your selection to sample(s) that are most relevant—in scope, scale, complexity, and/or subject matter—to your proposed project. Please prepare and submit your work sample(s) in up to two (2) of the required formats (Manuscript, Video, Audio, or Image).

TIP: You must provide work samples in one of the required formats. You may elect to provide a second format type if you work in more than one discipline or feel it better represents your work. For example, a spoken-word artist might want to submit video work samples of several performances, along with a manuscript of poetry samples. Less is more – don’t feel compelled to include work in both formats unless it helps you!

### Work Sample Format\*

Work Sample Type (required):

* Manuscript
* Video
* Audio
* Image

Additional Work Sample Type (optional):

* Manuscript
* Video
* Audio
* Image

### ****Work Sample Description****

In this section, provide a description of the work sample(s) you are submitting. This applies to all work samples, whether uploaded here or hosted externally.

Include your titles (and/or track numbers) of the work(s) submitted in the order in which they are to be reviewed. Include, the date the work(s) were completed or if they are in-progress and indicate your role in the project (Examples: choreographer, photographer, guitarist, director). Applicants may elect to write a brief sentence about the work sample(s). Indicate which work samples, if any, are related to your proposed project.

If work samples are in the **Manuscript Format**, identify if the sample(s) are complete works, abstracts, excerpts or a group of works. If work samples are in the **Image Format** include the medium, dimensions of the artwork(s) and completion date.

TIP: If you would like for the panel to review a specific segment of a time-based piece or pay particular attention to an image or paragraph, you can indicate that here as well. For example: On track 3, please start listening at 3:30 – 4:15 to hear a sample of my composition.

### Work Sample Description\*

Work sample Description:

### ****Work Sample Links (Audio/Video)****

### If you choose to submit AUDIO OR VIDEO files as your work sample format, you may submit up to three (3) files using [SoundCloud](https://soundcloud.com/upload) (audio) OR [Vimeo](https://vimeo.com/) (video) and/or [YouTube](https://www.youtube.com/) (video). All submissions must be accessible without a password, however, you may include private links if privacy is important. Once your videos or sound files are ready, indicate the URL (e.g. http://soundcloud.com/imani-m/03-imani-jackson) here in the order in which you would like the files reviewed. Do not include ANY information other than the URL(s) here or you will receive an error message.

### Links to personal websites, social media, cloud storage, resumes, or film databases are not accepted as work samples and will not be reviewed. Only links to Soundcloud, Vimeo or YouTube will be reviewed by the panel.

**Sample URL 1:**

**Sample URL 2:**

**Sample URL 3:**

### ****Work Sample Attachments (Images/Manuscript)****

### ****Manuscript****

Recommended for literary projects, plays, screenplays and teleplays. Manuscripts must be in English, with a one (1) page cover sheet and no more than ten (10) pages. Font size must be a minimum of 12 points. Include your first and last name on each page. **The file you upload must be no larger than 2MB**. If a larger file size is necessary, please contact the program manager for assistance. Attachments will upload and appear together in a file list after you have saved the form. To delete files in a saved draft, check the "delete" box and save the application.

### ****Images****

Recommended for visual art.Images will be presented to the peer-panel, one at a time, in the order you have uploaded your files. **A maximum of ten (10) JPGs may be submitted. Images must be under 2MB each.**We recommend 1920 pixels on the longest side and 72 dpi. We accept JPG files only. Attachments will upload and appear together in a file list after you have saved the form. To delete files in a saved draft, check the "delete" box and save the application.

Attempting to attach files larger than 2MB each will give you an error when you attempt to save a draft or submit the application. To resize files, you can use free websites like [Image Resizer](https://imageresizer.com/)and [PDF Resizer](https://pdfresizer.com/resize).

**Manuscript** – upload file in application

**Image 1** – upload file in application

**Image 2** – upload file in application

**Image 3** – upload file in application

**Image 4** – upload file in application

**Image5** – upload file in application

**Image 6**– upload file in application

**Image 7** – upload file in application

**Image 8**– upload file in application

**Image 9** – upload file in application

**Image 10** – upload file in application

## 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](https://apply.4culture.org/your-profiles). 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!

****Art Projects - Individuals****

****Melissa Newbill****

[melissa.newbill@4culture.org](mailto:melissa.newbill@4culture.org)

206-263-1603

****Are you applying as a Group? Art Projects – Groups is a different application.****

****Scott Oshima****

[scott.oshima @4culture.org](mailto:melissa.newbill@4culture.org)

206-477-8064