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SEATTLE, WA 98104
4CULTURE.ORG

2025 Building For Equity: Facilities Grant Application Worksheet | $1,000,000 and Under Projects

ALL applications must be submitted ONLINE at www.apply.4culture.org by 5 PM Pacific on Thursday, April 17, 2025.

Steps to Apply

1. Read the guidelines: **www.4culture.org/grants/building-for-equity-facilities**
    - Is your organization eligible?
    - Will your project be shovel-ready by June 25, 2027?
    - Have you contacted 4Culture staff to confirm your eligibility? Contact: maya.santos@4culture.org or lauren.miles@4culture.org
    - **Organizations must contact 4Culture staff by Tuesday, March 25th to have eligibility pre-screened for this grant and to access the application.**
2. Create an account / If you have an account, confirm you can log in.
    - Watch the **tutorial video** for assistance.
    - Contact us if you are unable to access your account.
    - Complete and submit your 2025 Demographic Update in your account profile.
    - Update your Organization Account Profile.

3. Read through the entire application and gather your materials.

4. Attend a workshop and get in touch with 4Culture.

5. Use this worksheet as you plan out your application. Draft, review, revise. Submit online!

Helpful Tips

- 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. The application portal will not save automatically.** Saving your work in Word or Google Docs 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 cut and paste text into your document, it could be due to hidden characters in the text. Try typing it out instead.

- Having a hard time writing about your project? Try talking about it! Record yourself talking about your project as if you were explaining it to a friend. Watch it back and write down what you said. Making a written pitch for your project can be intimidating but **conveying your**

passion for your project is important.

- Ask someone you trust to read your application and provide feedback.

Get Application Support

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 will be held virtually (with captioning available). **You'll need a Zoom account to join the virtual workshops.**

Note: April 7 will be an Office Hours session. There will be no formal presentation but grant managers will be on hand to answer any last-minute questions ahead of the April 17 application deadline.

Date	Location
Thur Feb 27 12 – 1pm	**Zoom** **Registration required**
Wed March 12 12 – 1pm	**Zoom** **Registration required**
Tues March 25 12 – 1:30pm	**Zoom** **Registration required**
Mon April 7 12 – 1:30pm	**Zoom** **Registration required**

Register for your preferred workshop or to attend an Office Hours session under "Helping You Succeed" at **www.4culture.org/grants/building-for-equity-facilities**. **Note: You must register with a zoom account email.**

- **Talk to a consultant:** 4Culture has engaged two consultants familiar with capital projects that can help you frame your project in the application. Both consultants have extensive experience with cultural facilities projects. **4Culture Staff can set up for a free consultation after your eligibility is confirmed**. Learn more about our consultants and their role in the application process under "Helping You Succeed" at **www.4culture.org/grants/building-for-equity-facilities** .

- **Reach out to 4Culture:** We are here to help and confirm your organization and project eligibility! Send us an email, give us a call, or attend drop-in office hours for grant questions.

  For questions about eligibility, this application, or the panel review process:
  Maya Santos, Senior Building For Equity Program Manager
  maya.santos@4culture.org or 206-296-7580

  For technical questions about your online account or general eligibility questions:
  Lauren Miles, Building For Equity Support Specialist
  lauren.miles@4culture.org or 206-263-3210

  Open Office Hours: Monday, April 7th from 1-2:30 pm on Zoom.
  Staff will be able to answer questions about Building For Equity: Facilities grant. Register with your zoom account email to get the meeting link under "Helping You Succeed" at
  www.4culture.org/grants/building-for-equity-facilities .

2024 Doors Open Facilities Application Questions | $1,000,000 & under

This worksheet is intended to be used as a tool as you work on the 2025 Building For Equity: Facilities grant application. We recommend reviewing the evaluation criteria for this grant on 4Culture's website while you're working on your application.

No extensions will be granted. Using this worksheet is not required, nor is it an acceptable alternative to the online application form. ALL applications must be submitted ONLINE at **www.apply.4culture.org** by Thursday, April 17, 2025, at 5:00 pm Pacific Time.

Formatting Key:

Larger Orange Text: Section headers
Blue Text: Question headers
Blue Asterisks (*****): Required fields (you can't submit without answering these questions)
Green Boxes: Tips to strengthen your application (these won't appear in the online application)
Lines (_____): Shows where you will be asked to write your responses
Circular bullets (O): A list where you will be asked to select **one** option
Square check boxes (□): A list where you can select **multiple** options

Eligibility

This grant has specific eligibility requirements.

Before you start the application, please carefully read the following list of criteria to confirm your organization and project are eligible to apply for Building For Equity: Facilities grants this year.

> **IMPORTANT: All organizations must contact 4Culture staff by Tuesday, March 25th** to have eligibility pre-screened for this grant. <u>Access to the application will be provided after pre-screening is completed by 4Culture Staff</u>. After March 25th, access to the application will be provided but eligibility will not be pre-screened due to limitations of staff capacity.

This grant is open to:

- Federally recognized arts, heritage, historic preservation, science and technology-focused organizations, public corporations, Tribal governments, public agencies, nonprofit organizations with 501(c)(3) status, and/or organizations that are fiscally sponsored by a 501(c)(3) partner organization **except**:
    o K-12 schools or school districts.

- Organizations that are **based in and conduct most of their programming in King County, Washington**.

- Organizations with a **primary purpose in one (or more) of the following disciplines:**
    o **Arts**: includes organizations focused on creative place-making, cultural festivals, dance, design, film, folk and traditional arts, literary arts, multidisciplinary arts, music, theater, and visual arts.
    o **Historic Preservation:** includes organizations focused on advocacy or assistance to preserve, promote, and sustain historic places, education about our historic built environment, or stewarding historic properties that serve as a venue for cultural activities.
    o **Heritage:** includes organizations focused on the preservation and transmission of local history; ethnic history; Native cultures; folklore and intangible cultural heritage; and historic and archaeological resources.
    o **Science & Technology** includes organizations focused on natural and social sciences, characterized by a formalized framework that entails the reproducible testing and revision of falsifiable ideas based on observable facts, as well as formal and applied sciences, such as mathematics and engineering. Applicants that are zoos or aquariums must also be accredited by the Association of Zoos and Aquariums.

- Organizations that **have a board of directors, a proven two-year record of providing cultural services, and the ability to sustain operations after the facility project**

- Organizations that **have site control of the project location by the application deadline (April 17), and a project that is shovel-ready in 2 years (June 25, 2027)**

- Organizations with **a proposed facility project that has a project budget of $10,000,000 and under.**

- Organizations whose **current liabilities are less than 30% of their operating expenses** from the last two years (For purposes of evaluating this eligibility requirement, 4Culture will evaluate your financial performance prior to September 2024).

* Eligibility Attestation:

By checking the box below, I am attesting that my organization meets ALL of the eligibility requirements as listed in the guidelines.

- o   I Agree

TIP: Not sure if your organization meets these criteria? Contact Maya Santos at maya.santos@4culture.org or Lauren Miles at lauren.miles@4culture.org to confirm your eligibility **BEFORE March 25, 2025**.

Project Summary

* Project Title:

Suggested word count for this section: 1-5 words

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

* Short Project Description:

Suggested word count for this section: 25 words

TIP: The word count is just a suggestion. The system will not cut you off. A bit more or a bit less is fine. Your text should replace the "suggested word count" text in the narrative boxes.

Discipline

* Discipline:

Select one discipline that most accurately describes the main focus of your organization.

- o   Arts
- o   Heritage
- o   Historic Preservation
- o   Science & Technology

Project Type

* Project Type:

Select one project type that most accurately describes the facility project you are pursuing.

- o   Property Acquisition
- o   New Construction
- o   Renovation
- o   Preservation
- o   Involves Unreinforced Masonry
- o   Transit-Oriented Development (within .5 miles of major public transit line)

Project Features:

Does your project involve any of the following? Check all that apply. None of these are required, skip this question if it does not apply to your project.

- ☐   Unreinforced Masonry
- ☐   Transit-Oriented Development
- ☐   Americans with Disabilities Act (ADA) Upgrades
- ☐   Multi-Use Development
- ☐   Partner Organizations Sharing the Space

Project Narrative

We suggest you use 250-500 words for each of the following responses. Feel free to use bullet lists and remember that the readers may not be familiar with your programming or your facility.

* Project Description:

Describe the project for which you are seeking funds. If your project is part of a larger development (for example, cultural space within a housing development), specifically describe the arts, heritage, preservation, and/or scientific components for which you are requesting funds. Why is this facilities project a priority for your organization at this time? What is the arts, heritage, preservation and/or scientific use that will occur in the space? Who will be operating and managing that use over time, if not your organization? If the project involves restoration or rehabilitation of a designated historic landmark, describe how the proposed work complies with the applicable **Secretary of Interior's Standards for the Treatment of Historic Properties**.

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

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* Project Impact:

Describe the public benefits of this project for your organization and your audience or community. How did you determine the need for this project and how has your community been involved in project planning? How will this project help you better execute your organization's mission and serve your audience or community? How will the project contribute to cultural opportunities in King County? How will the project impact your organization's operations DURING and AFTER construction/renovation or purchase? For example, will the project change the type or frequency of your programs, raise or lower maintenance costs, reduce or increase staff levels, etc.?

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

> **TIP:** This section will be used to award points for the Project Impact and Public Benefit criterion.

_____

_____

_____

_____

Public Benefit

In the two questions below, you will select the General Public Benefits and the Equity Inclusion and Geographic Inclusion Public Benefits that your organization provides.

If you are awarded funding, these public benefits may appear in your contract; only select the public benefits on which you would like to report. **The panel will not review your answers to these two questions**; they are only for 4Culture's internal use.

Please select **up to three** General Public Benefits and **up to three** Equity Inclusion and Geographic Inclusion Public Benefits your organization provides throughout the year.

* General Public Benefits

- ☐ Providing access to rehearsal, performance, and other spaces through open hours
- ☐ Producing programs, performances, experiences and providing access to public collections
- ☐ Education programs in and out of school
- ☐ Programming and facilities upgrades to support individuals with disabilities
- ☐ Preservation and transmission of traditional cultures and crafts
- ☐ Cultural content production (events, programs, teaching, education materials, etc.)
- ☐ Career-building opportunities such as internships, apprenticeships
- ☐ Multidisciplinary partnerships and resources sharing
- ☐ Improving outreach and communications to diverse and underserved audiences

- ☐ Field Services: career development, professional networks, technical assistance, skill-building, research & advocacy

* **Equity Inclusion and Geographic Inclusion Public Benefit:**

- ☐ Providing free and reduced-cost admissions
- ☐ Providing free curriculum for public school students
- ☐ Increasing diversity among staff and board members
- ☐ Increasing access to facilities, programs, and services for diverse and underserved populations
- ☐ Providing free and reduced-cost admissions
- ☐ Providing free curriculum for public school students
- ☐ Increasing diversity among staff and board members
- ☐ Increasing access to facilities, programs, and services for diverse and underserved populations
- ☐ Broadening programming that appeals to and appropriately engages diverse populations
- ☐ Increasing investment in programs that represent and reflect the diversity of the community
- ☐ Producing programming specifically with and for underserved populations and communities
- ☐ Producing cultural programs and activities outside the city of Seattle
- ☐ Partnering with other organizations on programs and activities outside the city of Seattle
- ☐ Seattle-based organizations providing programming outside the city of Seattle

Economic Impact

We suggest you use 250-500 words for this response. Remember that the readers may not be familiar with your programming or your facility.

TIP: This section will be used to award points for the Economic Impact criterion.

* Economic Impact

How will this project support the economic impact your organization has in King County? Economic impacts can include wages, contractors, and employment; tourism impact; community well-being and quality of life; direct spending on goods and services; and visitor spending at other local businesses.

TIP: Economic Impact can be measured in many ways – please share any data and narratives that your organization has collected. This may include:

- job creation and support,
- generating government revenue through taxes,
- tourism promotion and local business spending,
- Purchasing goods and services from local businesses,
- quantifying volunteer hours through a standard rate to determine a total monetary value,
- highlighting public benefits that your organization provides that would have otherwise required government funding,
- estimating the value of programs provided for free that would have otherwise been paid for by individuals, and
- other ways in which your organization positively impacts the local economy

4Culture also recognizes the long-term economic benefits of improved education, strong community ties, or community development.

Americans for the Arts hosts an online Economic Impact calculator that you may find useful: Arts & Economic Prosperity 6 – AEP6 | Calculator (americansforthearts.org)

Advancing Equity

We suggest you use 250-500 words for each of the following responses. Feel free to use bullet lists and remember that the readers may not be familiar with your programming or your facility.

> **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 ensure that the impact of this connection is meaningful and ongoing? Be specific about the communities you are discussing.

* Organizational Advancing Equity Efforts:

Does your organization and/or programming center serve historically marginalized communities, especially those disproportionately impacted by systemic racism (e.g. serving Black, Indigenous, and People of Color (BIPOC) communities, engaging BIPOC leadership, etc.)? Describe existing partnerships, collaborations, projects, or programs your organization is involved with that engage external historically marginalized communities. What are the shared goals of these collaborations and/or partnerships?

This is not required. If these questions do not apply to your organization or this facilities project, please indicate so.

> **TIP:** This section will be used to award points for the Advancing Equity criterion

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Project Timeline & Implementation

We suggest you use 250-500 words for each of the following responses. Feel free to use bullet lists and remember that the readers may not be familiar with your programming or your facility.

* Relevant Expertise / Experience / Accomplishments:

Who will plan, implement, and manage this project? Describe the experience and skills your project team (staff, volunteers, consultants, contractors, etc.) possesses to complete the work successfully? Tell us why they are qualified and what role they will play in this project. Resumes are not required - brief summaries are preferred.

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

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_____

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_____

* Project Timeline:

Please list important milestones, deadlines, and project dates. The date your project began or is scheduled to begin, and the estimated completion date are required. If your request is for one phase of a longer-term project, give us a sense of the larger timeline as well.

Remember, projects funded through this program should be underway within 24 months of the award date (no later than June 25, 2027).

_____

_____

_____

_____

* Project Implementation:

Tell us about your process for bringing this project to completion: planning, raising money, building, and operating the facility. If you receive less than your requested amount, what will happen to your processes and timeline? What is your contingency plan? If this project has already received funding from the 4Culture Facilities program, what additional funds have you raised and what work have you done since that time?

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

_____

_____

_____

_____

Venue

Fill out the Venue information if the physical address of the proposed project or facility is different than the organization's address.

* Venue Name:	
* Venue Street:	
* Venue City:	
* Venue State:	
* Venue Zip:	

* Project Venue Notes:

Do you own or lease the project site? Explain your site control, including lease terms, deed, purchase and sale agreement, partnership agreements and/or letter of intent if applicable.

TIP: This can be as simple as "We own the site" or "We have a 10-year lease on the site". Make sure to include anything about your site control terms you want to explain further that isn't in your documentation.

_____

_____

Note: You will be required to upload your site control documentation below with the other attachments.

TIP: You need to have site control by the application deadline (4/17/25). Please contact maya.santos@4culture.org if your site control documentation is something besides an executed purchase and sale agreement or lease to make sure it meets grant requirements.

Project Budget

TIP: This section will be used to award points for the Feasibility criterion.

Please use the checkboxes to indicate expenses that are estimates or projected incomes and expenses (as opposed to actual). As appropriate, use the Budget Notes to detail what you are requesting funds for. If your cultural facilities project is part of a larger development, enter your budget for the arts, heritage, or cultural components for which you are requesting funds in the form; then, in the budget notes you should also state the total budget and funds raised to date for the entire development.

PROJECT EXPENSES

	Total Expense	Estimate?
Design:		☐
Construction:		☐
Facility Purchase:		☐
Soft Costs:		☐
Fundraising:		☐

PROJECT INCOME

TIP: Your entire project budget might contain other costs, but make sure your request to 4Culture only includes eligible expenses listed in the grant guidelines. Please note the following are NOT eligible costs for this grant:
- General maintenance
- Equipment
- Feasibility Studies
- Staff Salaries
- Programming Expenses

	Total Income	Confirmed?
* 4Culture Request:		☐
Applicant Cash on Hand:		☐
Foundations:		☐
Corporations:		☐
Government:		☐
Individual Donors:		☐
Earned:		☐

In-Kind		☐
Other:		☐

Total Project Expenses: $ *This is automatically calculated based on Project Expense entries*

Total Project Income: $ *This is automatically calculated based on Project Income entries*

> **TIP:** Your project expenses and revenue should be equal to demonstrate your project is financially feasible. This section will be used to award points for the Feasibility criterion.

Project Budget Notes:

Provide details of any items that require further information for the panel to understand project finances, e.g. types and amounts of earner income; sources of grants; breakdown of construction expenses. For example...

Construction:
North Wall Repair: $xxx
HVAC Replacement: $xxx

Foundations:
Foundation A: $xxx
Foundation B: $xxx
Foundation C: $xxx

Supplementary Information

Applicants are required to provide a current board list and a list of programs/activities for the past two years. In addition, all applicants must complete their account profiles) including IRS 990 information for the previous three years. Please ensure your information is updated before submitting this application.

* Board List:

You must submit a list of your organization's board members, their term limits, and their employment or community affiliation.

_____

_____

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* Activities:

You must submit a list of your organization's events, programs, and/or primary activities from the last 24 months. Include date or date range, location, and estimated attendance.

_____

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Attachments

Required: Upload your organization's most current year-end balance sheet, in whatever format you present your financials.

Required: Upload your site control documentation. If your site control document is very large or long (more than 10 pages), please contact 4Culture to discuss which pages to include.

Optional: You can add a two-page file that helps describe or illustrate your project to the panel: rendering, operating plan, more detailed project budget, etc. Please reference this attachment at some point in your application.

TIP: The panel will review your balance sheet, site control documentation, and ONE optional additional supporting document. Additional attachments beyond those will not be reviewed.

Attachments must be less than 2MB. Valid document file types are Word (.doc, .docx), Excel (.xls, .xlsx), and PDF. Valid photo types are .jpg files. 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.

> **TIP:** If your file is too large, use an online file compression tool like www.youcompress.com to reduce the size.

* Balance Sheet – *upload file*
* Site Control Documentation – *upload file*
Optional Information – *upload file, 2 pages max*

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– END OF APPLICATION –

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Ready to Submit?

No extensions will be granted. Using this worksheet is not required, nor is it an acceptable alternative to the online application form. ALL applications must be submitted ONLINE at **www.apply.4culture.org** by Thursday, April 17, 2025, at 5:00 pm Pacific Time.

1. Go to **https://apply.4culture.org.** Create an account or, if you have an account, log in.
   a. Watch the **tutorial video** for assistance.
   b. Contact **Ana Sneed** if you are unable to access your account.
   c. Complete and submit your 2025 Demographic Update in your account profile.
   d. Update your Organization Account Profile.
   e. Contact **Maya Santos** or **Lauren Miles** to confirm eligibility and access the application by **March 25, 2025**. After this date, you may access the application, but your eligibility will not be pre-screened by Staff.

2. Copy and paste the information from this sheet into the application.

3. Double-check that you have all the required materials included! Incomplete applications will not be accepted, and extensions cannot be given. Required questions will have a blue asterisk next to them.

4. Hit "Save" if you want to keep working on your application at a later date and "Submit" when you're done and ready to send your application to 4Culture.

   Getting an error when you Save or Submit? Most likely this is because your attachments are too big. Each attachment must be smaller than 2MB. Still running into technical issues? Reach out to us!

5. If you submitted your application, double-check that the status is "Pending" and not still in a draft form. Draft not submitted by the deadline will not be accepted.

6. Congratulations! Before you celebrate, **make sure you've submitted your Demographic Update and completed all the relevant fields in your Organization Account Profile.** These also need to be submitted by the application deadline.

What's Next?

- **Panel Review Process, Interviews, and Questions**: 4Culture makes all our funding decisions through a panel process, in which a group of peers assesses your application. 4Culture staff facilitates the panel process but does not vote or try to influence the outcome.

  During the panel review process, panelists may have questions about your project or application. You may be asked to schedule a 15-minute interview with the panel or provide a written or video response. **Please be sure to check your email June 25, 2025, to see if you have been asked to provide additional information**. You will have approximately one week from when you hear from 4Culture to either schedule an interview or provide a reply. Being asked for additional details in either scenario does not mean your application is more or less likely to receive funding.

- **Award Decisions:** We will notify you about the status of your application on or before June 25, 2025.