PRESERVATION SUSTAINED SUPPORT (MUNICIPALITIES) APPLICATION WORKSHEET

This worksheet is intended to be used as a tool as you work on the 2025 Preservation Sustained Support (Municipalities) 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 P.M. on Wednesday, September 4, 2024. <u>No extensions will be granted.</u>

Steps to Apply

1. Read the **guidelines**
   - Is your preservation program eligible?
2. Create an account / If you have an account, confirm you can log in.
   - Watch the <u>tutorial video</u> for assistance.
   - Contact <u>Jackie Mixon</u> if you are unable to access your account.
   - Complete and submit your 2024 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 <u>at least</u> 3 weeks before the deadline.
- Work offline and save often. 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 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. Times are listed in the guidelines.
- Having a hard time writing your responses? Try talking about it! Record yourself talking about your program as if you were explaining it to a friend. Watch it back and write down what you said.
- Ask a colleague or 4Culture Program Manager to read your application and provide feedback. Requests to 4Culture staff to review a draft must be made at least 10 days prior to the application due date.
- Double check that you have all required materials included! Incomplete applications will

not be accepted, and extensions cannot be given.

- Need help? We are here to support you.

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 are free and informal. Register for your preferred workshop under "Helping You Succeed" in the [Preservation guidelines](#).

- **Preservation Sustained Support Workshop:** Monday, August 5, 2024, 12–1pm (Zoom)
- **Preservation Sustained Support Workshop:** Monday, August 19, 2024, 5:30–6:30pm (Zoom)

Questions

Contact us. We are here to help you.

For questions about this application, the panel review process, or eligibility:

Dana Phelan, Historic Preservation Program Director
dana.phelan@4culture.org or (206) 263-1604

Emily Lawsin, Historic Preservation Program Manager
emily.lawsin@4culture.org or (206) 477-3110

2025 APPLICATION DRAFT WORKSHEET

This worksheet is intended to be used as a tool as you work on the 2025 Preservation Sustained Support (Municipalities) application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form. **All applications must be submitted online at apply.4culture.org.**

Applications must be submitted online by 5:00 P.M. on Wednesday, September 4, 2024. <u>No extensions will be granted.</u>

To consider your application complete, you must also:

1. **SUBMIT A 2024 DEMOGRAPHIC UPDATE.** This update is part of your 4Culture account (your-profiles). Please complete and submit this demographic update by the application deadline. Your application is not complete if you have not submitted this update. For municipalities, staff demographic information should include those directly managing and implementing your historic preservation program. Board information should include your Landmarks Preservation Board or Landmarks Commission.
2. **UPDATE YOUR ORGANIZATION ACCOUNT PROFILE.** Please make sure the information in your profile is complete and up-to-date. Note: 4Culture added additional information to this profile in July 2024, so if you last updated your profile before then, please check it again. Your application is not complete if you have not filled out all applicable fields under "ORGANIZATION ACCOUNTS ONLY."

SAVE YOUR WORK AS YOU GO by using the SAVE A DRAFT button at the bottom of the page. Draft applications can be edited at any time and submitted later.

NARRATIVE

The information you write in the following sections will provide critical information to the panel reviewing your application. There is no word limit, but please consider the recommended word count for each section. Organize your thoughts and be concise.

TIP The panel evaluating your application will use your Short Program Description to refer to your program – make sure it provides key information. Remember that the readers may not be familiar with your jurisdiction.

Provide a short, one to two sentence description of your preservation program.

Short Organization Description *

Please limit to 25 words– Your text should replace the "suggested word count" text in the narrative boxes

TIP We suggest you use 250–500 words for each of the following narrative responses.

*In the **Community** field, describe whom you serve and your circle of influence. Consider historic property owners and the general public, as well as other city departments or programs, partnering organizations, advocacy groups, etc. How does each of these groups access your programs and services?*

TIP Who you serve, and your circle of influence may include, but is not limited to your city's residents and visitors, or others who benefit from the preservation of historic places and resources in your community.

Your description of access may include, but is not limited to, describing your means of communication about historic places and historic preservation; access to landmark nominations and other documentation of historic places; and frequency and format of public meetings, outreach, and assistance.

Community *

Your text should replace the "suggested word count" text in the narrative boxes

*In the **Programming** field, tell us what programs and accomplishments from the past two years (2023-2024) are you most proud of and why? How have your programs or services evolved over the past two years in response to community needs and/or to changes in the field of historic preservation?*

TIP Your description of Programming can include a summary or highlights of ongoing efforts, such as updates to historic resources inventories, or unique, one-time projects. Remember, the panelists reviewing your application may not be familiar with your jurisdiction, so please share any background information that may be helpful as context.

Public Programming *

Your text should replace the "suggested word count" text in the narrative boxes

*In the **Management** field, tell us about your goals for your program's internal operations in 2025. Then explain how these goals were determined, including any staff, board/commission, and/or community involvement.*

TIP Your answer should address any immediate plans you have to improve the efficiency, reach, or impact of your preservation program. Your answer might address, but is not limited to, operational or staffing changes; training or professional development for staff, board, or commission members; or relationship-building and collaboration with other departments or programs.

Management *

Your text should replace the "suggested word count" text in the narrative boxes

In the Future field, describe the public-facing work your organization plans to undertake in the next two to three years.

TIP Your answer here should broadly address how the public will interface with your program and benefit from its programs and activities over the next 2-3 years. What are your main goals and objectives for this time frame?

Future *

Your text should replace the "suggested word count" text in the narrative boxes

*In the **Advancing Equity field**, describe whether and how your program centers or serves historically marginalized communities, especially those disproportionately impacted by systemic racism (e.g. serving BIPOC communities, engaging BIPOC leadership, etc). Describe existing partnerships, collaborations, or projects your program is involved with that engage historically marginalized communities.*

This is not required. If this question does not apply to your organization, please indicate below.

TIP: This is not required but if your program 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 work. How will your program ensure that the impact of this connection is meaningful and ongoing? Be specific about the communities you are discussing.

Advancing Equity

Your text should replace the "suggested word count" text in the narrative boxes

Please describe the Public Benefits your organization provides. 4Culture defines Public Benefit as the opportunity for King County residents and visitors to access and engage in arts, science, and other cultural activities, events, communities of practice, historic and cultural spaces, and works of public art related to our program areas. It is also a service requirement for all recipients of funding from 4Culture. Public benefit makes it easier to experience culture.

In the Public Benefit field, list three to five upcoming activities or programs offered by your municipality to increase public access to and participation in historic preservation. This may include -- but is not limited to -- technical assistance (such as support for community-led landmark nominations or other preservation projects), design guidance, grant-making programs, tours, or events related to preservation. These may be ongoing activities or they may be specific to 2025.

TIP: If you are awarded Preservation Sustained Support funding, your answer here will be used as a Public Benefit statement for your contract. Describe what your program plans to offer in 2025.

Here is a generic EXAMPLE for a municipal historic preservation program to provide a sense of the kind of information we need:

- **"Sample City will continue to conduct regular public meetings of the City Landmarks Board/Commission to review landmark nomination applications, as well as proposed changes to designated landmarks.**
- **Sample City's historic preservation program will produce a context statement and/or historic resources survey and inventory project focused on Sample Community. Public engagement in this project will include facilitating a community advisory board representing Sample Community.**
- **Sample City will partner with Sample Historic Preservation Organization to offer two workshops open to the public focused on historic preservation topics.**
- **Sample City will continue to provide technical assistance to owners of designated landmarks who are planning rehabilitation projects.**
- **Sample City staff will explore expanding incentives for historic preservation, with a particular focus on unreinforced masonry buildings, in collaboration with Sample City Department/Leadership."**

Public Benefit *

Your text should replace the "suggested word count" text in the narrative boxes

OPERATIONAL INFORMATION

Attachments must be less than 2MB. Valid document file types are Word (.doc, .docx) and PDF. 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.

CITY PRESERVATION BUDGET- FILES UPLOAD WHEN YOU SAVE CHANGES

You must submit a one-page budget showing historic preservation program-related revenue and expenditures for the last two fiscal years. (Do not include your city's full budget.)

READY TO SUBMIT?

Applications must be submitted online by 5:00 P.M. on Wednesday, September 4, 2024. No extensions will be granted.

Using this worksheet is NOT an acceptable alternative to the online application form.

1. Go to **apply.4culture.org**
2. Create an account / If you have an account, confirm you can log in.
   - Watch the tutorial video for assistance.
   - Contact 4Culture if you are unable to access your account.
   - Complete and submit your 2024 Demographic Update in your account profile.
3. Copy and paste the information from this worksheet into the online application
4. Double-check that you have all the required materials included! Incomplete applications will not be accepted, and extensions cannot be given. In the application, required questions will have a red asterisk next to them.
5. 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!
6. If you submitted your application, double-check that the status is "Pending" and not still in a draft form. Drafts not submitted by the deadline will not be accepted.
7. **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
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.

Award Decisions

We will notify you about the status of your application on or before December 31, 2024.