

# PRESERVATION SUSTAINED SUPPORT (ORGANIZATIONS)

## APPLICATION WORKSHEET

*This worksheet is intended to be used as a tool as you work on the 2025 Preservation Sustained Support (Organizations) 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. No extensions will be granted.**

### Steps to Apply

1. Read the [guidelines](#)
  - Is your organization eligible?
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. 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 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 organization 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](mailto:dana.phelan@4culture.org) or (206) 263-1604

**Emily Lawsin, Historic Preservation Program Manager**

[emily.lawsin@4culture.org](mailto: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 (Organizations) 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](https://apply.4culture.org).

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

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.
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 Organization Description to refer to your organization – make sure it provides key information. Remember that the readers may not be familiar with your organization and/or programming. This short description should be separate from your organization’s mission statement.**

*Provide a short, one to two sentence description of your organization.*

### **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. Who experiences the public benefit your organization offers? How do they access your programs and services? Consider your organization’s members, property owners, or community members you assist, visitors or audiences you reach (in person or online), collaborators, and volunteers.*

**\*TIP\* Your community may include, but is not limited to, your organization’s members, visitors or audiences you reach (in person or online), collaborators, and volunteers. It may also include King County residents and visitors who benefit from your advocacy or stewardship of historic places.**

**Your description of access may include, but is not limited to, open hours; guided tours, events and programs; public access to research resources, technical support, or community space; and frequency and type of content shared via printed materials or online.**

## 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 did these programs help advance your organization's mission and strategic goals? How have your programs or services evolved over the past two years in response to community needs and/or to changes in your field?*

**\*TIP\* A field below asks for a comprehensive list of programming. For this question, please focus on just a couple of example programs with details.**

## Public Programming \*

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

*In the **Management** field, tell us how your organization plans and makes decisions. Describe your staff, volunteer, and board expertise and experience, especially in regard to historic preservation. Then describe your processes for establishing goals and priorities, including any staff, board, or community involvement.*

**\*TIP\* Your answer should address your organization’s development of strategic goals and priorities. When and how do you plan for growth or change over time? If you are operating under a strategic plan, you may wish to give a couple of examples of how your board and/or staff are using that plan in your day-to-day work.**

## Management \*

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

*In the **Future** field, describe the mission-based work your organization plans to undertake in the next two to three years.*

**\*TIP\* Your answer here should broadly address how your community, the historic resources you steward (if applicable), and the general public will benefit from your organization's 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 organization centers or serves historically marginalized communities, especially those disproportionately impacted by systemic racism (e.g. serving Black, Indigenous, or People of Color [BIPOC] communities, engaging BIPOC leadership, etc.). Describe existing partnerships, collaborations, projects, or programs your organization is involved with that engage historically marginalized communities.*

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

**TIP: This is not required but if your organization 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 organization 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, 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 mission-related activities or events that offer public benefit. These activities or events may be ongoing, or specific to 2025, and should include a focus on historic places.*

**\*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 organization plans to offer in 2025.**

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

**"- Sample Organization provides stewardship of Sample Historic Venue, and will offer 3 tours of the Venue.**

**- Sample Organization will offer Sample Historic Venue at below-market rental rates to community organizations for programs and events open to the general public.**

**- Sample Organization will offer 2 educational events to the public in 2025. The educational programs include a "Panel Discussion on the Cultural Significance and History of Venue" and a "Workshop: How to Preserve your Landmark." Each tour or event is free or has a nominal fee. At least one event features ASL interpretation. Tour brochures, maps, and workshop materials will be provided and available on the organization website.**

**- Sample Organization will continue to provide advocacy and assistance to building stewards and members of the general public, focusing on the preservation of historic resources in Sample Neighborhood."**

#### **Public Benefit \***

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

**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 will appear in your contract; only select the public benefits on which you would like to report. The panel will only review your public benefit statement above; these questions are only for 4Culture's internal use.

Please click the Ctrl key on your keyboard while selecting **up to three** General Public Benefits and **up to three** Equity Inclusion and Geographic Inclusion Public Benefits your organization provides throughout the year.

**\*TIP\* To select multiple options, press and hold down the CTRL key (Windows OS) or Command key (Mac OS)**

### General Public Benefits \*

- Open hours at a culture or science facility; providing access to rehearsal or performance spaces
- 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, didactics, 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
- Other

### Equity Inclusion and Geographic Inclusion Public Benefits

- Providing free and reduced cost admissions
- Providing free curriculum for public school students
- Increasing the diversity among staff and board members
- Increasing access to facilities, program, 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
- Other



## REQUIRED SUPPORT MATERIALS

*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](#) (note that the account profile has been updated as of July 2024 – please ensure all fields have been completed), including providing IRS 990 information for the previous two years AND submitting your 2024 Demographic Update. Please ensure your information is updated before submitting this application.*

*You must submit a list of your organization's board members, including: name, employment or position if applicable, and term of service.*

### **Organization Board List \***

*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.*

### **Program/Event List \***

## REQUIRED UPLOADS

Please upload your **Articles of Incorporation** and **IRS Letter of Determination**. Accepted file types are doc, docx, pdf, jpeg, jpg, and tif. Ensure files are no more than 2MB. Files will upload when you save a draft or submit the application.

If you need to request a copy of your Articles of Incorporation, you may do so from the Washington State Secretary of State. With the [Corporations and Charities Filing System \(CCFS\)](#) copies are available on-demand and for free. All you need to do is search the UBI number, select the entity from the search result, and select the Filing History button at the bottom of the page. From there you have access to all documents filed with the Secretary of State for that entity.

**\*TIP\*** To obtain a copy of your IRS Letter of Determination, you have several options:

- **Download it online:** If your determination letter was issued in January 2014 or later, you can download a copy using the IRS's Tax Exempt Organization Search / Internal Revenue Service ([irs.gov](#)) tool
  - In the "Select Database" field, select "Determination Letters"
  - In the "Search By" field, select either EIN or Organization Name

Use Form 4506-B: For older determination letters or exemption applications, complete Form 4506-B. This form is specifically used to request copies of exemption applications and/or determination letters. [Form 4506-B \(Rev. 5-2024\) \(irs.gov\)](#)

## ADDITIONAL OPPORTUNITIES

**\*TIP\*** The following questions will not be viewed by the panel, will not impact your score or application for Sustained Support funding, do not guarantee your eligibility for other programs, and do not commit you to applying for future funding opportunities.

## FIELD SERVICES

*A field services provider is an organization that offers capacity-building programs and services for organizations and/or individuals in the cultural sector. Some examples of field service programs and offerings are: career development opportunities, supporting communities of practice and professional networks, technical assistance and skill building opportunities, supporting the basic needs of cultural practitioners, and advocacy efforts. The intended audience and impact for these types of programs and offerings reach beyond the staff and board of a single organization. If your organization provides programs and/or services like these to the cultural field, please check “Yes”. Checking this box is for research purposes only; this information will not be shared with the panel. If you select “yes”, you may be contacted for additional information.*

Are you a field services provider?

- YES

## **PUBLIC FREE ACCESS**

*Recipients of 4Culture's Sustained Support grants may be eligible for the 2025 Public Free Access program. Public Free Access grants support free and reduced cost access to cultural and science experiences for the general public. View more information in the [Public Free Access guidelines](#).*

*To apply for Public Free Access funding in 2025, Sustained Support recipients will complete an additional, short, supplementary application form that includes the number of free and reduced cost access provided in the previous calendar year. This requires applicants to have taken head counts of their free and reduced cost attendance (estimates or averages are not accepted) in 2024 and to have retained that documentation in their records.*

**Applicants that have provided free and reduced cost access in 2024, AND who have retained that documentation in their records may check the box below to indicate interest in additional funding through the Public Free Access program, opening in January 2025. Applicants must have checked this box to be eligible to apply for these additional funds in 2025.**

- YES, WE'RE INTERESTED

## 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 [Jackie Mixon](#) 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.