APPLICATION WORKSHEET
2025 ARTS SUSTAINED SUPPORT: LOCAL ARTS AGENCY

This worksheet is intended to be used as a tool as you work on the 2025 Arts Sustained Support – Local Arts Agency (LAA) application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.

This application is for LOCAL ARTS AGENCIES only. LAA's are funding agencies affiliated with suburban cities. Not sure if you're an LAA? You likely are not and you may be filling out the wrong application. Please read "Are you Eligible?" Contact your program manager if you still have questions.

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**
   - Ensure your organization is eligible.
2. Create an account / If you already have an account, confirm you can log in.
   - Applications must be submitted from an organizational account, not an individual account.
   - Watch the tutorial video for assistance creating an account or contact.
   - Contact 4Culture if you are unable to access your account.
3. Update your account profile
   - Check your **account** and **personal** profiles. Make sure you have entered all applicable fields under "ORGANIZATION ACCOUNTS ONLY". Make sure you have submitted your mission statement, 990 financials, and 2024 demographic survey.
4. Read through the entire application and gather required support materials (i.e. budget, board, staff, and demographic information)
   - Optional: 4Culture provides a sample survey (and survey instructions) as a tool to help you gather and summarize information from your board and staff. This is for your use only—do not send surveys to 4Culture.
   - Optional: Use our IRS 990 Worksheet to gather your information off-line.
5. Attend a workshop or request feedback:
   - The workshop schedule is included below and on the guidelines page. A pre-recorded workshop video is also available.

- Connect with Program Manager, [Bret Fetzer](#) for questions or to request feedback on your application.
6. Use this worksheet as you plan your application. Draft, review, revise. Submit!

Helpful Tips - Set yourself up for success!

Start early:
- Begin your application at least 3 weeks before the deadline.
- Ensure any questions or requests for feedback are sent well in advance of the deadline.

Save a draft often or work offline:
- The grant portal will automatically log you out of the browser after 60 minutes of activity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page every 50 minutes or so to prevent data loss.
- Use the Application Draft worksheet to draft your responses before submitting your final application, track word count, and correct spelling.

Getting an error when you Save or Submit?
- If you are running into technical issues when you save a draft or submit, reach out to us!

Struggling to write your responses?
- Record yourself explaining your responses to a friend.
- Transcribe your recording to capture your enthusiasm and ideas.

Seek feedback:
- Ask a colleague to read your application and provide feedback.
- Connect with Bret Fetzer to request feedback on your draft application. The closer to the application due date, the less available he will be, so please ask early if you want his feedback.

Get Application Support

Attend a workshop: Workshops provide guidance from Program Managers and insights from other applications. They are free, informal, and available in-person or virtually via Zoom. Register for your preferred workshop under "Helping You Succeed" in the **Arts guidelines**.

Workshop Schedule for Arts Sustained Support –LAA:

- Thursday, August 8, 2024, 12-1pm (Zoom)
- Monday, August 12, 2024, 6-7pm (In-Person)
- Wednesday, August 21, 2024, 5-6pm (Zoom)
- Friday, August 30, 2024, 12-1pm (Zoom)
- Tuesday, September 3, 2024, 12-1pm (Zoom)

QUESTIONS?

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

Bret Fetzer, Arts Program Manager
Bret.fetzer@4culture.org or 206-263-1599

For technical questions about your online account or general questions:

Elly Fetter, Arts Support Specialist
Elly.fetter@4culture.org or 206-848-0068

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

Your application will not be complete without the following:

1. **2024 DEMOGRAPHIC UPDATE.** This update is part of your 4Culture organization's account profile. Please complete and submit this annual demographic update for 2024, even if you have filled this out for a previous year. Draft and submit a new organization applicant update here.

2. **ACCOUNT PROFILE UPDATE.** 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.

Tip A common issue is the demographic form is saved, but not SUBMITTED. To ensure it is submitted, scroll to the bottom of the form, and check the box next to "I AM READY TO SUBMIT THE DEMOGRAPHIC UPDATE." If the box does not allow you to click it, it is usually due to an error–either a field was left blank or entered incorrectly. Make sure all the numbers add up, if there are any blank spaces, put a zero there.

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

In your responses, keep in mind the criteria the adjudicating panel will be considering Resilience, Public Benefit, Equity, and Artistic Substance. For more detail about these criteria, review the [guidelines](#).

TIP The peer panel evaluating your application will use your Short Organization Description to refer to your organization – make sure it provides key info to remind them of your organization. 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 sentence description of your organization.

Short Organization Description *
Recommended word length for this section: 100 words. Please delete this text before submitting

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

How is your agency structured? Are you part of a city's government structure or is your agency an independent non-profit? How do you collaborate with other municipal departments and community agencies? How does your agency foster the development of art, local artists, and local arts organizations?

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

Please describe the community your agency serves. What are some of the demographics for the people that experience your programs? (Exact numbers are not required.) How is it changing?

TIP Some prompts: Consider your agency's members, visitors or audiences you reach (in person or online), collaborators, and volunteers. Who is experiencing your public benefit? How do they access your programs and services?

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

In this field, please describe a single project (new or existing) that you will implement in the coming year to address your community's needs. You'll be able to list your full programming further below.

TIP If you have launched a new project, how was it proposed? How was the idea developed? What did it take to make that idea a reality?

If you have new project, what inspired that? If you are most proud of an ongoing project, how has it changed over time?

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

What plans does your agency have for advancing its mission for the next 2-3 years? What are the challenges? This can relate to the art your agency oversees, the way you work with other community organizations or individual artists, broader mission or city-wide objectives, or the way you respond to your community's needs.

TIPS In the wake of the pandemic, is your agency pursuing any new or innovative activities or ventures? Has your agency changed or redirected its goals or processes to better achieve your mission and vision? Discuss areas of operational, artistic, or strategic growth or change as they apply.

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

What economic impact has your LAA's public programs had on your city and the residents and visitors you serve? This includes the financial support your LAA may provide through artist calls, grants to individual artists, and/or funding to arts organizations in your community.

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)

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

Please describe the Public Benefit your organization provides. (Public Benefit consists of your organization's efforts to make your work more accessible to underserved populations. This may include free or discounted admissions to events or activities; educational services; or outreach efforts towards underserved regions or communities. For a more detailed discussion of possible Public Benefit, go [here](#).)

If you are awarded Sustained Support funding, your answer here will be used as a public benefit statement for your contract. Do not be overly specific; describe what you would offer in a typical year.

Public Benefit *

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

How does your organization support marginalized communities, especially communities that are disproportionately impacted by structural racism?

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

TIP This is not required but if your agency 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 agency ensure that the impact of this connection is meaningful and ongoing? Be specific about the communities you are discussing. You can also discuss specific programs you have that advance equity.

Advancing Equity

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

REQUIRED SUPPORT MATERIALS

Your application will not be complete without the following:

BUDGET *

Please upload your Arts Program Budget. If your LAA is part of a municipal government, do not include your full City's budget. This budget should include only expenses directly related to your arts programming. If your staff splits their duties between arts programming and other city activities, the staff expenses included in this budget must be limited to their activity directly related to your arts programming.

TIPS

- **If your fiscal year spans multiple calendar years, enter each year's finances into the form corresponding to the year your fiscal year ends. (For example, 2022-2023 should go into the 2023 form, 2021-2022 should go in the 2022 form).**
- **If you file a 990 form with the IRS, copy that data into this form.**
- **If you do not file a 990 form with the IRS, you must still complete this form to provide consistent and comparable financial information.**

DEMOGRAPHIC INFORMATION *

Applicants must provide demographic information for their organization. This information will not be part of your application and will not be seen by the adjudicating panel. We gather demographic information to better evaluate the success of our efforts to reach all communities in King County. Make sure you have provided demographic information for the current year before submitting your application.

TIPS Uploads must be less than 2MB. Valid document file types are Word (.doc, .docx), Excel (.xls, xlsx), and PDF. Files will upload when you save changes. These file upload buttons can be reused after first saving a draft of the application. 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.

For activities, provide the equivalent of a one-page summary of your annual arts programming for the prior year (including date or date range, number of occurrences, location, and estimated

attendance for each activity). For the commissioners list, provide a list of your board/trustees/commissioners. For the staff list, provide a list of your staff members.

Please list the dates, names/titles, and attendance of your events.

Annual Arts Programming *

Please list names, terms, titles.

Commissioners *

Please list your primary or decision-making staff members. Include their names, titles, how long they've held this position

Staff List *

READY TO SUBMIT?

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

Using this worksheet is <u>NOT </u>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 later 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.