SCIENCE & TECHNOLOGY SUSTAINED SUPPORT APPLICATION WORKSHEET

This worksheet is intended to be used as a tool as you work on the 2025 Science & Technology Sustained Support application. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form.

Applications must be submitted online at 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 <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 in-person and via Zoom. Times are listed in the guidelines.
- Having a hard time writing your responses? 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.
- 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 [Science & Technology guidelines](#).
    - **Doors Open Sustained Support & Facilities Workshop:** Friday, August 2, 2024, 2-3:30pm (Zoom)
    - **Science & Technology Sustained Support Workshop:** Sat. August 10, 2024, 12-1pm (In-Person)
    - **Science & Technology Sustained Support Workshop:** Thursday, August 15, 2024, 1-2pm (Zoom)

- **Office hours:** We are here to help! You can also attend drop-in office hours for grant questions. You can find the link to our drop-in sessions under "Helping You Succeed" in the [Science & Technology guidelines](#).
    - **Science & Technology Sustained Support Office Hours:** Friday, August 23, 2024, 12-1:30pm (Zoom)

Questions

Contact us. We are here to help you.

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

Fundisha Tibebe, Doors Open Sustained Support Program Manager
fundisha.tibebe@4culture.org or 206-477-2298

For technical questions about your online account or general questions about Doors Open:

Liz Reyes, Doors Open Support Specialist
Liz.reyes@4culture.org or 206-263-7870

2025 APPLICATION DRAFT WORKSHEET

This worksheet is intended to be used as a tool as you work on the 2025 Science & Technology Sustained Support 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.
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.

ELIGIBILITY

Before you start the application, please carefully read the following list of criteria to confirm your organization is eligible to apply for Science & Technology Sustained Support.

This grant is open to:
- Organizations with **501c3 status** or groups that are fiscally sponsored by 501c3 organizations, **except:**
  - Colleges, universities, K-12 schools, or school districts.
  - Nonprofits whose mission is to raise money and grant it to other organizations.
  - Radio or television broadcasting networks, cable communications systems, internet-based communications ventures or services, newspapers, or magazines.
- Organizations that are **incorporated in Washington State as a Nonprofit Corporation.**
- Organizations that are both located in and conduct **most of their programming in King County**, Washington.
- Organizations **with a primary purpose** 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.

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

Not sure if your organization meets these criteria? Please contact Fundisha Tibebe at fundisha.tibebe@4culture.org to confirm your eligibility BEFORE applying.

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.

Select the field that most accurately describes the main focus of your organization

Field: Select one from drop down menu

Aerospace Engineering • Anthropology • Archaeology • Astronomy • Biology • Botany • Chemistry • Climatology • Computer Science • Conservative Biology • Ecology • Economics • Engineering • Geology • Horticulture • International Relations • Linguistics • Logic • Marine Biology • Mathematics • Oceanography • Ornithology • Paleontology • Physics • Political Science • Psychology • Robotics • Rocketry • Sociology • Zoology • Other

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 organizations mission statement.

Short one-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.

Please describe your community. Consider your organization'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?

TIP Your description of audience may include, but is not limited to, your organization's members, visitors or audiences you reach (in person or online), collaborators, and volunteers.

Your description of audience access may include, but is not limited to, describing open

hours; guided tours, events and programs; public access to collections; and frequency and description of content shared via printed materials or online.

Community *

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

Which of your public programs produced in the last two years (2022 and 2023) are you most proud, and why? How do these programs help advance your organization's mission and strategic goals? How have your organization's 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.
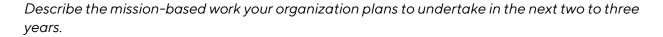
Public Programming *

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

Describe how your organization plans and makes decisions. Describe your staff, volunteer, and board expertise and experience, especially in regard to your discipline; and your internal processes. What goals and objectives has your organization established for the next two years?

Management *

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

Describe the mission-based work your organization plans to undertake in the next two to three years.

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

What economic impacts does your organization have in King County? This can include wages, contractors and employment; tourism impact; provision of affordable cultural space or reduced cost-services and offerings; 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)](americansforthearts.org)

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

Does your organization and/or programming center or serve historically marginalized communities, especially those disproportionately impacted by systemic racism (e.g. serving 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. 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, 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.

Please list three mission-related activities or events that offer public benefit – defined in program guidelines as "including, but not limited to reduced cost or free admission, events, programs, or services offered to members of the public to increase access to science and technology experiences." These may be ongoing, or specific to 2025.

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, their term limits, and their employment or community affiliation.

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 with 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?

    o   *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.

    o   YES, WE'RE INTERESTED

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 <u>tutorial video</u> 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.
   o 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.
   o 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.