



101 PREFONTAINE PL S
SEATTLE, WA 98104
4CULTURE.ORG

Last updated: 2024-07-31

Doors Open Eligibility Documentation Guide

On December 5, 2023, the King County Council unanimously passed Doors Open legislation to increase funding to the County's arts, heritage, science, and historic preservation non-profit organizations through a 0.1 percent sales tax. 4Culture is the County's designated agency to distribute these funds, anticipated to be approximately \$100 million per year. A minimum of 25% of all Doors Open funding will go to organizations outside of the city of Seattle.

To access Doors Open funding, King County cultural and science organizations must apply to our grant programs; all applicants will be reviewed by community peer panels. Discipline-specific Advisory Committees review grant recommendations and final funding determination is made by our Board of Directors. 4Culture will integrate Doors Open funding into our existing equitable granting processes and operations.

King County-based nonprofit organizations whose primary purpose is advancing and preserving science or technology, the visual or performing arts, including zoology, botany, anthropology, heritage, or natural history are eligible for Doors Open funding. These organizations must provide programming or experiences available to the general public.

Organizations that meet this state-mandated eligibility requirement but are not designated 501(C)3 are eligible if they are fiscally sponsored by a nonprofit organization that does meet eligibility requirements. As always, 4Culture Program Managers will be available to discuss eligibility requirements.

Contents

Doors Open Eligibility Documentation Guide	1
Obtaining your NTEE Code	2
Obtaining a copy of your IRS Letter of Determination	3
Determine Ruling Year	4
Download Determination Letters issued after January 1, 2014	4
Request Determination Letters issued before January 1, 2014	5
Obtaining a copy of your Articles of Incorporation	7
Contact Us	9

Obtaining your NTEE Code

The IRS and the National Center for Charitable Statistics (NCCS) use the National Taxonomy of Exempt Entities (NTEE) system to classify nonprofit organizations. The Foundation Center also uses the NTEE system to classify both grants and grant recipients (typically nonprofits or governments). **You will need to put your NTEE code on the organizational profile section of your application.**

You can find your organization's NTEE code on [Giving Compass Insights](#).

The screenshot shows the Giving Compass Insights website. The header includes the logo, navigation links (Tech Directory, Our Products, Our Services, About), and a Sign In button. Below the header, there's a section titled "Free Interactive Tool" followed by "Nonprofit EIN, NTEE, and UN SDG Classification". A paragraph explains the tool's purpose: "With millions of tax-exempt and nonprofit organizations in the US, finding relevant information about them can be a daunting experience. Use our NTEE Code Finder tool below to find the answers to common questions about over 3.7 million US tax-exempt organizations." Another paragraph encourages donations: "If you find this tool useful and would like to help keep it free for all, show your support by making a donation to Giving Compass. Giving Compass Insights, formerly X4Impact, is the data services initiative of Giving Compass Network." Below this is a box titled "Find Information on Tax-exempt Organizations, Including Nonprofits 501(c)3" with instructions on how to use the tool. At the bottom of this box is the "NTEE Code Finder" section, which includes a search bar labeled "Search by Organization Name or EIN" and a placeholder text "Search nonprofits by name".

A screenshot of Giving Compass Insights' search engine.

Simply type in the name of your organization or fiscal sponsor in the search bar and click Search.

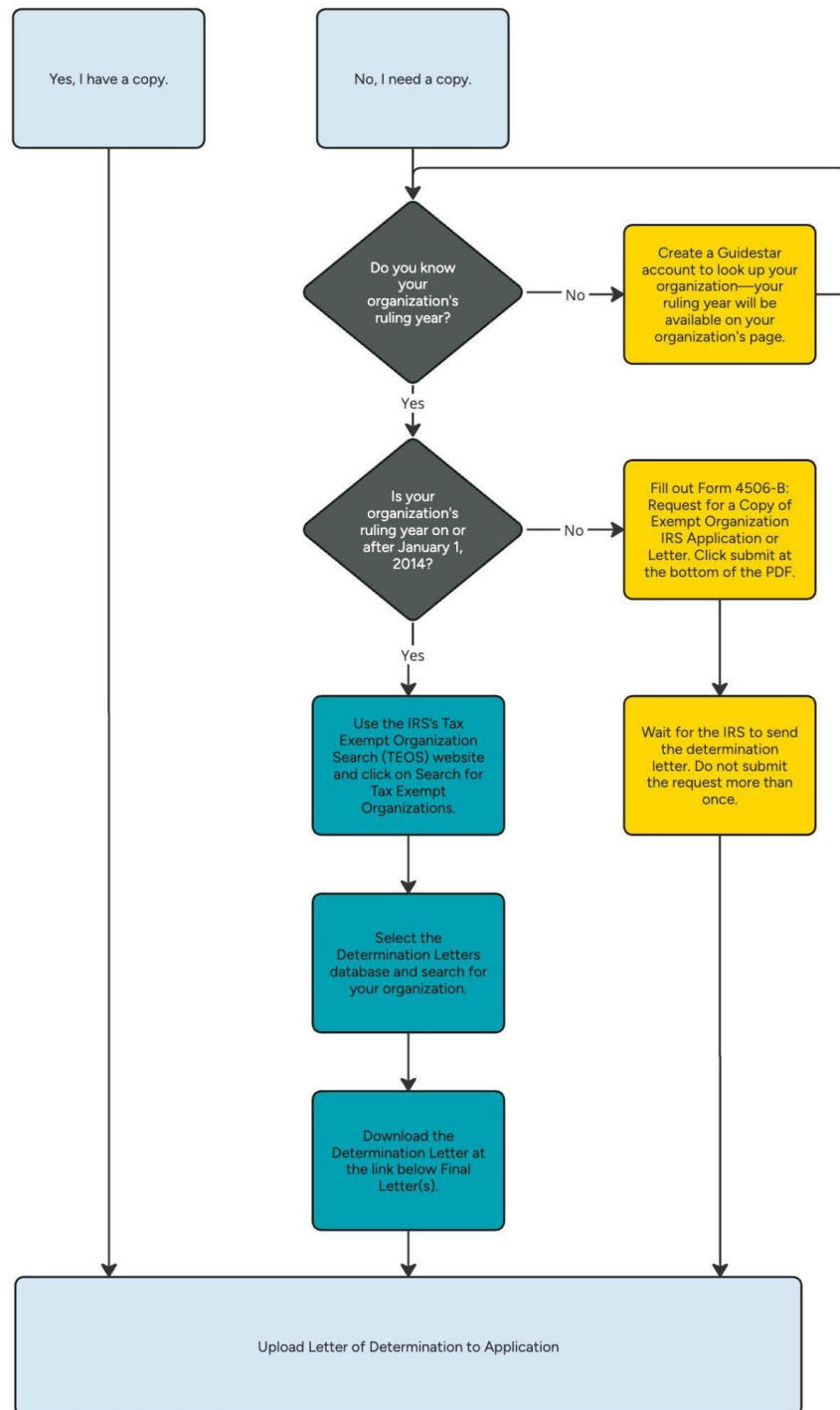
The screenshot shows the search results for NTEE Code A69. The table has three columns: "NTEE Code by Source", "NTEE", and "Comments". The first row shows "reported by the IRS" with code "A60" and "reported by the NCCS" with code "A69". The "NTEE" column shows "A69". The "Comments" column states: "There is a small discrepancy between the NTEE reported by the IRS and the NCCS." Below the table, there are two sections: "Category" with the value "Arts, Culture, and Humanities" and "Impact Area" with the value "Arts, Culture Centers, Media & Communications".

NTEE Code by Source ?	NTEE	Comments
reported by the IRS A60 reported by the NCCS A69	A69	There is a small discrepancy between the NTEE reported by the IRS and the NCCS.
Category		
Arts, Culture, and Humanities		
Impact Area		
Arts, Culture Centers, Media & Communications		

A screenshot of Giving Compass Insights' search results.

Obtaining a copy of your IRS Letter of Determination

An IRS determination letter notifies a nonprofit organization that its application for federal tax exemption under Section 501(c)(3) has been approved. This is a key piece of documentation to determine eligibility for Doors Open funding. **You will need to upload a copy of your organization's or fiscal sponsor's Letter of Determination to your application.**



Determine Ruling Year

If you already know your organization's or fiscal sponsor's ruling year, or the year in which the IRS determined your nonprofit status, you can skip this step.

If you need to determine when your organization or fiscal sponsor received tax-exempt status, you can search on [Guidestar](#), a free nonprofit research resource. After [creating a free account](#), search for your organization or fiscal sponsor. After finding your organization or fiscal sponsor's page, the ruling year will be available on the main page.

Mission

Ruling year ⓘ

2007

A screenshot from Guidestar showing an organization's ruling year.

Download Determination Letters issued after January 1, 2014

- 1.) Go to the IRS's [Tax Exempt Organization Search \(TEOS\)](#) website and click on **Search for Tax Exempt Organizations**.

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Charities and nonprofits / Search for charities / Search for tax exempt organizations

Search for tax exempt organizations

Individuals

Businesses and self-employed

Charities and nonprofits

Exempt organization types

Lifecycle of an exempt

The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status and filings.

Search for Tax Exempt Organizations

A screenshot from the IRS's tax-exempt organization search.

- 2.) Select the **Determination Letters** database, and search for your organization or fiscal sponsor using your **Employment Identification Number (EIN)** or **Organization Name**. Select **Search**.

An official website of the United States government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Charities and Nonprofits / Search for Charities / Search for Tax Exempt Organizations / Tax Exempt Organization Search

Tax Exempt Organization Search

Select Database ⓘ

Determination Letters

Search By ⓘ

✓ Employer Identification Number (EIN)
Organization Name

Search Term ⓘ

XXX-XXXXXXX or XXXXXXXXXX

Enter EIN Number

RESET SEARCH Search Tips

A screenshot from the IRS's tax-exempt organization search.

- 3.) Click on the Organization Name and download the Determination Letter at the link below **Final Letter(s)**.

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

[FinalLetter](#)

A screenshot from the IRS's tax-exempt organization search shows the option to download a **Determination Letter**.

Request Determination Letters issued before January 1, 2014

- 1.) You will need to submit [Form 4606-B: Request for a Copy of Exempt Organization IRS Application or Letter](#). Instructions for this form can be [found on the IRS website](#).

Form **4506-B**
(May 2024)

Department of the Treasury
Internal Revenue Service

**Request for a Copy of Exempt Organization
IRS Application or Letter**

Information about Form 4506-B and its separate instructions is at www.irs.gov/form4506b.

OMB No. 1545-0495

A screenshot of Form 4506-B.

- 2.) To fill out Form 4506-B, you will need the following information—
 - a.) Requester: requester's name, phone number, and address.
 - b.) Exempt organization: organization's official name under which exempt status was approved, address, and employer identification number. If you do not enter

the official name, the IRS may not be able to locate or provide the requested item.

c.) Category of requester: Select **All others**.

3.) Form 4506-B is submitted via email. Click the “Submit Form” button at the bottom of the form.

The screenshot shows the bottom portion of Form 4506-B. It includes section 4, 'Reason for request', with a text area for explanation. Section 5, 'Check the box(es) for the item(s) you are requesting', contains four checkboxes: 'Application for exemption', 'Exemption determination letter only', 'Affirmation letter', and 'Other'. Below these is another text area. At the very bottom is a grey button labeled 'Submit Form (Disclaimer notice: Your email submission of Form 4506-B is not encrypted for security)'.

4 Reason for request. All requesters, except commercial users, must provide an explanation of how the records will be used to avoid being charged the commercial rate.

5 Check the box(es) for the item(s) you are requesting. You may request more than one item. If you check “other,” you must indicate the specific item(s) you are requesting on the lines provided. See instructions for more information. **Do NOT use this form to request copies of returns, reports or notices. Use Form 4506-A, Request for a copy of Exempt or Political Organization IRS Form.**

☐ **Application for exemption** (Most recent Forms 1023, 1023-EZ, 1024, 1024-A, etc. and associated documents such as Articles of Incorporation, Bylaws, etc.)

☐ **Exemption determination letter only** (Most recently issued letter)

☐ **Affirmation letter** (Currently dated letter affirming exempt status)

☐ **Other** (Publicly disclosable applications and letters not listed above, such as requests made on Form 8940, group exemption requests, etc.)

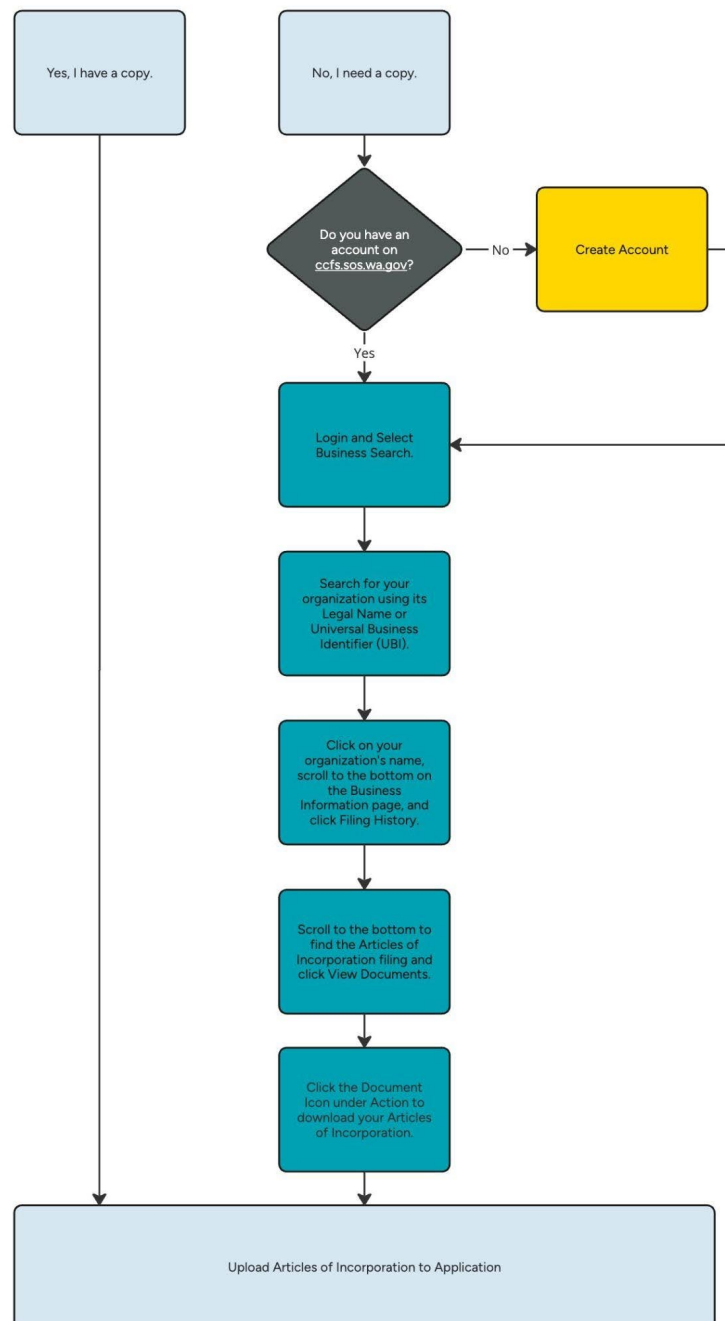
Submit Form (Disclaimer notice: Your email submission of Form 4506-B is not encrypted for security)

A screenshot of Form 4506-B showing the “Submit Form” button.

4.) If you submitted a request and it’s been more than 60 days, you will need to contact IRS Customer Service at 877-829-5500 to check the status. **Do not send a second request; it could delay processing.**

Obtaining a copy of your Articles of Incorporation

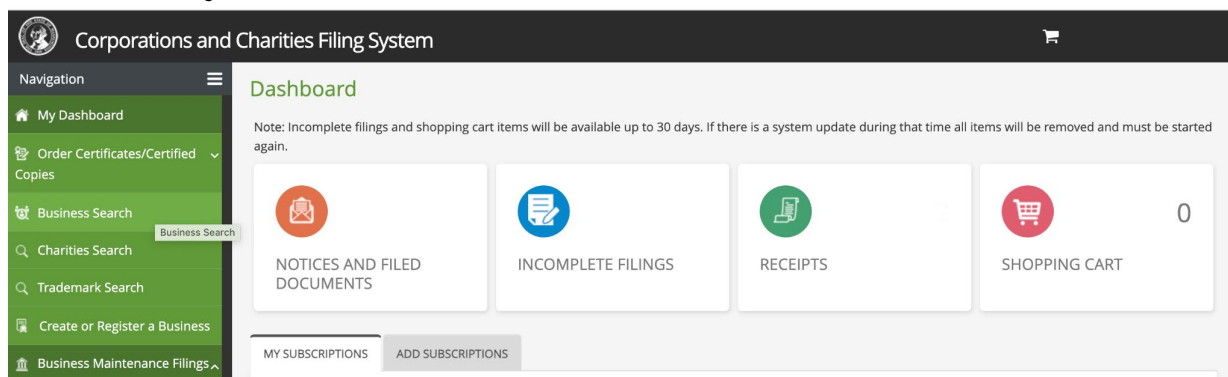
Articles of incorporation are a set of formal documents filed with a government body to legally document the creation of a corporation. Your organization or fiscal sponsor needs to be incorporated in Washington State to be eligible for Doors Open funding. **You will need to upload a copy of your organization's or fiscal sponsor's Articles of Incorporation to your application.**



You can get a copy of your organization's or fiscal sponsor's Articles of Incorporation on the Washington State Secretary of State's Corporations & Charities website.

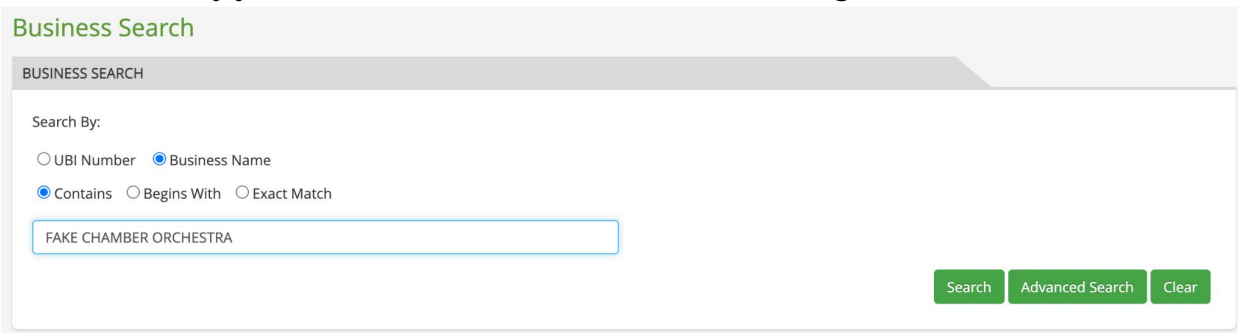
After [creating a free account](#) or [logging into your existing account](#), follow these steps to download this documentation.

1.) Go to **My Dashboard > Business Search**.



A screenshot of the Washington State Corporations and Charities filing system's dashboard.

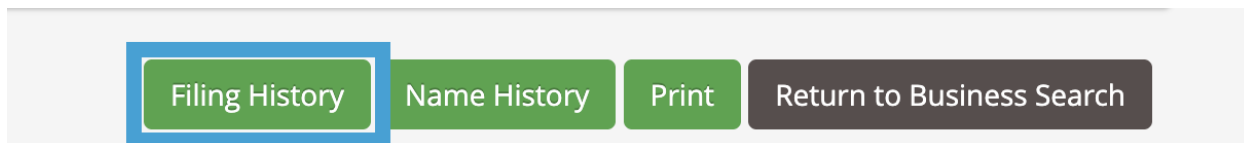
2.) Search by your **Universal Business Identifier (UBI)** or **Organization Name**.



A screenshot of the Washington State Corporations and Charities search system.

3.) Click on your organization's name on the results page. You will then be on your **Business Information** page.

4.) Scroll to the bottom of your **Business Information** page. Click **Filing History**.



A closeup of the Filing History option on a Business Information page from the Washington State Corporations and Charities search system.

5.) Locate **Articles of Incorporation**, which will be the first filing on **Filing History**.

ANNUAL REPORT	View Documents
ANNUAL REPORT	View Documents
ANNUAL REPORT	View Documents
ANNUAL REPORT	View Documents
ANNUAL REPORT	View Documents
ARTICLES OF INCORPORATION	View Documents

A screenshot of the Washington State Corporations and Charities Filing History page.

6.) Click **View Documents**. Click the document icon next to **Articles of Incorporation** to download your Articles of Incorporation.

View Documents

×

Document Type	Created Date	Action
SCANNED DOCUMENT	03/21/2022	
ARTICLES OF INCORPORATION	05/02/2022	
CONGRATULATION LETTER	05/02/2022	 Download/Print
CONGRATULATION LETTER	05/02/2022	

A screenshot of the Washington State Corporations and Charities Documents page.

Contact Us

Have any questions about your organization's eligibility status? Send an email and we can help.

Liz Reyes

liz.reyes@4culture.org

(206) 263-7870