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| 4Culture Logo, which is the number four in black, stylized as a cutout with a black shadow extruding backwards. | 101 PREFONTAINE PL S  SEATTLE, WA 98104  **4CULTURE.ORG** |

# Cultural Support Services Projects

## Large Projects Budget Form

This form is required for applications requesting $150,000 or more over the three-year grant award period. It must be submitted IN ADDITION to completing the Budget Form within the application.

Complete the form and then upload it as a REQUIRED attachment on your online application form. Application can be found at [apply.4culture.org.](https://apply.4culture.org/)

**Ineligible, incomplete, or incorrect applications will not be reviewed by the panel.**

**Applications must be submitted online by Wednesday, November 12, 2025 at 5:00 PM.**

## Instructions

All applications must be submitted online at [apply.4culture.org.](https://apply.4culture.org/)

In the **Large Projects Budget Form**, you will need to provide a breakdown of project expenses and income in the categories provided by EACH PROJECT YEAR. Include details for your entire project, not just the portion you are asking 4Culture to fund. Skip categories that are not relevant to your project.

Under **Income**, identify requests from 4Culture between $10,000 to $75,000 per year for each year. Request amounts from 4Culture may vary by year. You can apply for one year, two years, or all three years. Your total 4Culture request amount should be $150,000 or higher, and no more than $225,000. (If your total request amount is under $150,000, you only need to complete the Budget Form within the application itself.)

Under **Expenses**, identify your anticipated costs for each category for each year. Amounts may vary by year, depending on your project work plan. Refer to the [guidelines](https://www.4culture.org/grants/cultural-support-services-projects/) for what types of expenses are eligible for 4Culture support.

**Your total project expenses must equal your total project income.** In other words, you must demonstrate that your project is financially feasible. Use the **Project Budget Notes** section to provide details.

***TIP:*** *You want to show that you can financially make this project happen. A balanced budget demonstrates your project is a good investment of public funds.*

***TIP:*** *Group like items together. For example, under People you could include: Your hours (Project Director), Contract trainer’s fee, and Participant stipends.*

***TIP:*** *If your expenses include staff salaries dedicated to the proposed project, you must provide details in the Budget Notes. List the staff and their titles, briefly describe their project role, identify if this is a percent of their time, and state their proposed compensation.*

***TIP:*** *You must calculate and insert the totals by year and totals overall. The tables will not automatically do the math for you.*

## Project Expenses

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
| People *(All PAID people including your own time/fee, other consultants, other contractors, participant stipends, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Services *(Professional development for project personnel, event licenses, insurance, venue rental, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Supplies *(Consumable materials like workshop and training materials, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Promotion *(Printed or electronic materials, like flyers, posters, radio, website, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Transportation/Shipping *(Airfare, car rental, delivery fees, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Planning *(Preliminary studies, market analyses, front-end evaluation, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Design *(Architectural concept designs, design development, etc. 4Culture funds may not be used for capital improvements.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Fundraising *(Capital campaign firms, fundraising event expenses, telephone/direct mail services. 4Culture funds may not be used to support fundraising events.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Equipment/Fixtures *(Fixed asset rental, such as, lighting, sound equipment, machinery, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Documentation/Assessment *(Video, photography, etc.):* | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| Other: | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N | $  Is this an estimate? Y/N |
| TOTAL EXPENSES BY YEAR: | $ | $ | $ |
| TOTAL EXPENSES OVERALL: | $ |  |  |

## Project Income

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
| 4Culture Request (Only your current 4Culture grant request amount should be listed here. Must *range from $30,000 to $225,000 total ($10,000 to $75,000 per year for three years)):* | $ | $ | $ |
| Applicant *(Your own funds supporting this project):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Foundations *(Private and public non-government foundations):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Corporations *(Cash support from businesses, associations, corporations):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Government *(Government support NOT including your 4Culture request.):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Individual Donors *(Donations, sponsorships, funds from friends and family, crowd-source fundraising):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Earned *(Projected ticket sales, participation fee, etc.):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| In-Kind *(ALL types of in-kind support including value of volunteer time, donated services, rent, supplies, etc.):* | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| Other: | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N | $  Is this confirmed? Y/N |
| TOTAL INCOME BY YEAR: | $ | $ | $ |
| TOTAL INCOME OVERALL: | $ |  |  |

## Budget Notes

In the **Project Budget Notes**, provide more details about your budget, including how 4Culture funds would be used. Refer to the [guidelines](https://www.4culture.org/grants/cultural-support-services-projects/) for what types of expenses are eligible for 4Culture support. Use this space to provide further details about specific expenses or funding resources anticipated or confirmed. If including expenses for staff salaries dedicated to the proposed project, list the staff and their titles, briefly describe their project role, identify if this is a percent of their time, and state their proposed compensation.

***TIP****: Be very clear how the funds from the grant will be used. You don't have to describe if down to the cent but explain, in general, what will the funds allow you to do.*

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| Project Budget Notes |
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## Need Assistance? Contact Us!

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

**Cassie Chinn, Cultural Services Liaison**

[**cassie.chinn@4culture.org**](mailto:cassie.chinn@4culture.org)

**(206) 263-8324**

For technical questions about your online account, contact: 

**Shaun Mejia, Heritage Support Specialist**

[**shaun.mejia@4culture.org**](mailto:shaun.mejia@4culture.org)

**(206) 477-9952**