



NATIONAL GEOGRAPHIC SOCIETY GRANT BUDGET GUIDELINES

BUDGET RESTRICTIONS & GUIDELINES

Please note: This document is for preparation purposes only and is provided as a reference for developing the budget you will include with your proposal. You must enter budget information about your proposed project into the online application form, fitting items as closely as possible into the categories provided in this document.

BUDGET RESTRICTIONS & GUIDELINES

GENERAL GUIDELINES

Early Career Grant projects and Exploration Grant projects should last no longer than one calendar year and should have an appropriate corresponding budget that fits this time frame. Project start dates should be a minimum of six months after the submission deadline to ensure any awarded funds are received in time.

Typical funding (USD) amounts for grant types:

Early Career Grants: \$5,000 (cannot exceed \$10,000)

Exploration Grants: between \$10,000 and \$30,000

Requests for Proposals: please see specific RFP pages for funding levels and acceptable project duration

National Geographic Society funds usually support travel (including for team members) and fieldwork (including equipment and supplies). Grant awards do not cover funding for scholarships, tuition, training courses, conference-related expenses, study abroad programs, volunteer opportunities, school living expenses, internships, or journal publication fees.

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LINE ITEM GUIDELINES

Airfare - Please provide your source for the airfare pricing and clearly identify the individuals who need to fly by name and project role.

Lodging and Food - Please include lodging and food for the visiting team and local collaborators. Lodging should cover the cost of suitable, moderately priced housing in the respective country. Food should cover the cost of up to three adequate, moderately priced meals per day.

Equipment and Supplies - Please explain how the equipment is integral to the proposed project and not available through other sources of funding. Non-expendable equipment requests more than \$1,000 should be included here and specifically identified.

Applicant and Project Members Compensation - If you or your team members are employed with full-time positions or full-time contracts at any organization, you are not eligible to apply for compensation to supplement salaries for those fully employed individuals. This includes classroom teachers on 12-month contracts and any full-time university faculty, even those required to raise funding for summer months.

If you or your team members do not receive a full-time salary, total compensation requests are permitted up to a maximum of 20% of the grant amount requested. This includes: freelancers, adjuncts, and teachers with contracts that cover fewer than 12 months.

Please explain compensation you have included for yourself and/or team members. Identify each person by name and project role and include an explanation of how compensation was determined (e.g., by hourly rate or by task).

Assistants and Consultants Compensation - Compensation for assistants and consultants (who are not considered team members) are not usually a significant portion of the budget, but in exceptional cases it is allowed but must include a justification. Assistants can receive compensation (i.e., stipends) consistent with local rates, in addition to food and lodging. Please identify any assistants or consultants by name and project role and include an explanation of how compensation was determined (e.g., by hourly rate or task).

Laboratory Costs - Costs for laboratory analyses, including specimen identification, do not normally represent a majority of the budget, though exceptions can be made. Please explain why these costs are essential for undertaking the project.

Institutional Overhead - Not permitted for Early Career or Exploration Grants. Requests for Proposals with total budgets of more than \$50,000 may designate up to 15% as overhead.

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Measurement and Evaluation - Not permitted for Early Career Grants. Exploration Grants and Requests for Proposals may designate up to 10% of the total budget.

Dependent Care Assistance - If you are the primary caregiver for a child, parent, or other dependent, or have extenuating circumstances that would make it impossible to complete your fieldwork without additional funds for caregiving, we will allow a line item in the budget under the Miscellaneous category for caregiving assistance. These costs must constitute less than 25% of the total project budget and not exceed \$5,000.

If your regular caregiver is able to provide care or if you have another option for handling your caregiving needs, you are not eligible to include caregiving costs in your budget. Please provide details within that section to justify your need for dependent care assistance and explain how you determined the caregiving budget (e.g., by hourly rate for a local caregiver, travel for the dependent).

These funds can cover the cost of extra dependent care at home or on-site when grantees are in the field for their project, as situationally appropriate.