



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.

National Geographic Society prioritizes funding for costs directly required to complete the proposed project, such as 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.

Appropriateness of the budget is a key factor in our proposal reviews. Successful proposal budgets will include reasonable costs directly required to complete the project.

UPDATED OCTOBER 2019

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

BUDGET CATEGORY 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. National Geographic Society will not fund the acquisition of lethal weapons, including but not limited to: hand guns, semi-automatic rifles, cannons, and ammunition.

Laboratory Costs - A small amount of the requested budget can be allocated for lab work or analyses.

Compensation - National Geographic Society understands that stipends may be required to complete the proposed work. Applicant and Team Member stipend requests are allowed for non-salaried individuals, freelancers, or individuals employed less than full-time. You must justify your stipend request in detail.

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 stipends** to supplement or offset salaries for those fully employed individuals. This includes classroom teachers on full-time 12-month contracts and full-time university faculty, even those who are required to raise funding for summer months (e.g., full-time faculty on a 9-month contract).

Team members are defined as individuals who are contributing to the project. Team members include the applicant, collaborators, local collaborator(s), assistants and/or consultants.

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

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, etc.).

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.