

Budget Guidelines: Level I and Level II Grants

Successful proposals will include a detailed and realistic budget with reasonable costs directly required to complete the project. Please note that we require completing the Justification field on the Budget form and including references (where possible) for proposed budget amounts, for example, the unit cost of equipment you will be purchasing, or the daily rate of the location you will be using for lodging. You will be able to enter information about co-funding or other funding sources on the application, but the Budget form should only cover your request from the National Geographic Society.

You must enter budget information for your proposed project into the online application form using U.S. Dollars (USD), fitting items as closely as possible into the categories provided.

Funding requests of up to USD. \$20,000 will be considered for Level I Grants.

Funding requests of up to USD. \$100,000 will be considered for Level II Grants.

The National Geographic Society prioritizes funding for costs directly required to complete the proposed project, such as travel, lodging, and food (including for team members), as well as lab or studio-based work (including equipment and supplies). Applicants may also request money to cover safety-related costs, such as COVID-19 tests, personal protective equipment (PPE) for their team, cleaning supplies, medical insurance, travel insurance, medication, etc. Applicants may request money for compensation, institutional overhead, and dependent care, as detailed below. **The “Justification” (description) section must be completed for all budget line items requested.**

The National Geographic Society does not provide funding for scholarships, tuition, study abroad programs, school living expenses, or internships.

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

Compensation (i.e. payment for your time) - Applicant and team member compensation requests are allowed for non-salaried individuals, freelancers, individuals employed less than full-time, or those required to fundraise for their salaries for specific projects. Individuals carrying out their project outside of their salaried position's responsibilities are allowed to request a stipend for the proposed work. **You must justify your request in detail.**

Freelance storytelling applicants should keep in mind that our publishing partners will have rights to publish work funded by this grant on a fee-free basis, and therefore should build their day rate into the budget.

Applicants employed in a nine-month full-time university academic position may request compensation for the period of the project that overlaps with the period when the applicant is not compensated by their parent institution (e.g., an applicant may request compensation for the summer months in a 12-month-long project). **Such a request must be appropriately justified.**

Any K-12 (or equivalent) teacher on a normal nine- or 10-month teaching contract (meaning they do not teach during the break between school years)—even if they are paid over 12 months—is eligible to receive compensation.

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 - Applicants may designate up to 15% of the total budget as overhead or indirect costs. Typically, these costs are related to administration of your project and grant funds, and may be used by an institution to cover day-to-day operational fees. Total requested funds, including overhead or indirect costs, may not exceed USD \$20,000 for Level I Grants and USD \$100,000 for Level II Grants. For example, in a request of \$20,000 for a Level I Grant you may request up to \$3,000 (15% of \$20,000) for institutional overhead.

Monitoring & Evaluation - Applicants may dedicate budget to monitoring and evaluation activities. These activities may include, but are not limited to, theory of change development, evaluation design and implementation, data collection activities such as survey design and respondent incentives, research fees such as IACUC/IRB certification and permits, and consultant fees for any of the former activities.

Dependent Care Assistance - The National Geographic Society has funds available to assist with dependent care. Dependent care is defined as caregiving for a minor (child) or adult dependent for whom you are responsible. If an applicant requires funds for dependent care, we will allow a line item in the budget under the “Dependent Care” category for caregiving assistance. Please provide details within that section to justify the need for dependent care assistance and explain how this budget was determined (e.g., by hourly rate for a local caregiver, travel for the dependent, etc.). These funds can cover the cost of dependent care at home or on-site when grant recipients are in the field for their project, as situationally appropriate.