

Explanation of Budget Categories	
Salary/Stipend Support	This is for the applicant and anyone who is a key person on your project, e.g. someone helping to plan an event, conduct a workshop, field assistant, etc. This does not include anyone contracted to do work. If employees are contracted and not salaried staff, please include them in the contract section.
Travel/Transportation	These are travel costs (including airfare/lodging) for the applicant and key personnel on your project. Rental vehicles, ride-sharing charges, public transportation, and fuel can be included here too. Travel costs for other people to attend an event, such as field trip costs for students, should be included in the "Other" section.
Equipment/Supplies	These are tangible items that you're using as part of your grant project. Any small printing jobs would be considered supplies. If you are printing something like a journal or other publication, that would likely have a contract associated with it, and would be charged to "Contracts". Any food items purchased through a catering company or restaurant, where a contract is in place, would go to "Contracts". Otherwise, food and drinks purchased at a grocery store or similar retailer would be a supply.
Contracts	This section is for any contracts you have with facilitators or other collaborators who are not considered part of your team, but are more than participants in your event or project. If you are renting a space to conduct a training or meeting, it would be considered a contract.
Other	
Indirect	Conservation Nation is committed to the success of our grantee partners. We recognize that our grantees incur essential, expenses ("indirect costs") that are not identified with a specific activity or project such as general administrative expenses, utilities, rent, legal expenses, accounting, and digital infrastructure. Grant applicants are encouraged to request reimbursement of indirect costs to reflect these operational expenses up to 10% of their project's direct costs such as personnel, equipment, travel, training, and software. If you have questions about this policy or seek an exception, please contact our Grants Team at grants@conservationnation.org .

SAMPLE BUDGET		
YEAR 1 BUDGET		
NAME OF APPLICANT		
PROJECT TITLE		
BUDGET CLASS	Description	Amount Requested
SALARY/STIPEND	Project Leader: xx months	\$3,000.00
	Project Assistant: 10 days @ \$30/day	\$300.00
	Salary Total	\$3,300.00
TRAVEL/TRANSPORTATION	Roundtrip airfare to planning meeting prior to workshop	\$450.00
	Lodging for one night @ \$100	\$110.00
	Roundtrip airfare to project site	\$600.00
	Subtotal Travel	\$1,160.00
EQUIPMENT/SUPPLIES	Compass, flashlights, raincoats, boots, etc.	\$400.00
	Notebooks, batteries, and memory cards for camera traps	\$200.00
	Camera traps	\$1,500.00
	Subtotal Supplies	\$2,100.00
CONTRACTS	Off-site facility rental for 1 day	\$500.00
	Stipends for two interns to attend all-day offsite field trip	\$200.00
	Guest speaker at workshop	\$500.00
	Subtotal Contracts	\$1,200.00
OTHER	Registration fee for professional development webinar	\$200.00
	Subtotal Other	\$200.00
	Total Direct Costs	\$7,960.00
INDIRECT	10% of modified direct costs	\$776.00
	TOTAL	\$8,736.00

YEAR 1 BUDGET		
NAME OF APPLICANT		
PROJECT TITLE		
BUDGET CLASS	Description	Amount Requested
SALARY/STIPEND		
	Subtotal Salary/Stipend	\$0.00
TRAVEL/TRANSPORTATION		
	Subtotal Travel/Transportation	\$0.00
EQUIPMENT/SUPPLIES		
	Subtotal Equipment/Supplies	\$0.00
CONTRACTS		
	Subtotal Contracts	\$0.00
OTHER		
	Subtotal Other	\$0.00
	Total Direct Costs	\$0.00
INDIRECT		
	TOTAL	\$0.00

YEAR 2 BUDGET		
NAME OF APPLICANT		
PROJECT TITLE		
BUDGET CLASS	Description	Amount Requested
SALARY/STIPEND		
	Subtotal Salary/Stipend	\$0.00
TRAVEL/TRANSPORTATION		
	Subtotal Travel/Transportation	\$0.00
EQUIPMENT/SUPPLIES		
	Subtotal Equipment/Supplies	\$0.00
CONTRACTS		
	Subtotal Contracts	\$0.00
OTHER		
	Subtotal Other	\$0.00
	Total Direct Costs	\$0.00
INDIRECT		
	TOTAL	\$0.00