

Budgeting for a CPGC Internship Application

You've found an internship! You know the city and country where you hope to spend the summer working, you have a fairly solid idea of what you'll do at your site, you're working on your essays, but now...the dreaded BUDGET.

Briefly, the purpose of a grant narrative is to explain and justify the project at hand. The purpose of a budget narrative is to explain the project's attendant costs to the funder. Therefore, the CPGC review committee will be looking for the logic and arithmetic behind each line item you've requested. The CPGC may not be able to fund 100% of the items that you've requested: please consider your award as the CPGC's contribution towards your summer project. We steward a collective amount of money.

Tips for Applicants:

In past years, we've been able to supply extra funding for unanticipated costs on a case-by-case basis. With a tighter budget, it will be much harder to get extra money: *so budget well for the costs you will actually incur.*

- **Budget to keep yourself safe and healthy at local levels.**
- Put in whole numbers, rounding up or down **to the nearest \$10**
- Your budget should represent your best estimate, after research, for the total direct cost of your food, housing, round trip travel to/from home or Haverford to your internship site and local transportation during internship, and visas and vaccines (where necessary)
- We know that your flight costs will probably go up between the time you submit your budget and the time you receive your check, so just do your best.
- Local transportation: we prefer to fund safe public transit (over hiring a driver or paying for gas)
- The CPGC will only fund transportation necessary for completing the work of your proposed internship: we will not pay for multiple entry visas, extra holiday vacation funds, etc.
- Frugality: we expect you to cook for yourself, and maybe go out to eat once a week. Homestays and housemates are a great way to keep food and housing costs down.
- Historically, the CPGC has not funded material costs on-site (i.e. interpretation, recording devices, copying fees, archival access fees, construction paper and glue)
- **Your CPGC award will be taxed** at US rates. Please discuss this with your family: it often comes as a surprise!
- **Start saving money now** for personal expenses such as internet access, laundry, toiletries, over the counter medications, non-travel prescription medications, and guidebooks. All of these things are important--but the CPGC won't pay for them. *If you have extenuating financial circumstances, please discuss your needs with a CPGC staff member.*

International Interns

- Vaccines: the CPGC will only pay for vaccines required by the CDC. Check the prices with a pharmacy or a travel clinic.
- CPGC won't cover copays that you usually make on daily prescription medicines while you're on your internship, so save up! Also, check to see if you hold a prescription for something that could be banned in your destination country (ex: Adderol is more heavily regulated abroad)

- Ask your host organization for estimates for basic groceries (potatoes/rice, eggs, chicken, vegetables)
- Housing: ask your host organization where past volunteers/interns have stayed. Check university dormitories. Check expat groups online (Yahoo/Google Groups) for cost estimates, shared housing, or furnished sublets.
- What safety precautions might you need to take at your internship site that you don't have to take at Haverford? Budget to travel and live safe without budgeting for an expat-only experience.

Domestic Interns (partnership, self-designed, etc.) Generally:

- Budget \$75 per week for food
- Working in Philly: You may live in the HC Apartments, or if you feel the experience would be enhanced, find a sublet in the city (students have found W. Philly/University City desirable)
- Living in Philly: We provide \$1500 total summer rent for 8-10 weeks of housing
- Living at home: Budget \$300 to cover food costs (0 in the housing!)