



2025

# Budgeting Guidance



**Simon Cumbers  
Media Fund**  
An Initiative of Irish Aid

## Applicants are invited to apply to the Simon Cumbers Media Fund to cover the costs of facilitating their project.

Please note that all budget requests **must be made within the project budget MS Excel sheet to be** uploaded as part of your application.

There is no provision for requesting additional budget at a later stage or during the project.

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## What is funded?

The Fund is intended to cover costs associated with members of the media travelling to and within, a developing country for the production of development-related articles or reports that would not normally be covered by a media organisation's news budget. Funding sought must be for costs to facilitate the project.

**The successful grantee is expected to organise all travel and visa related requirements themselves.**



<p>The fund <b>can cover</b> the following items:</p>	<p><b>Direct project costs and out of pocket expenses:</b></p> <ul style="list-style-type: none"> <li>• Travel, eg. flights, in-country car hire, taxis, public transport</li> <li>• Visa costs, if applicable</li> <li>• Daily Subsistence/Food</li> <li>• Accommodation, at best value available.</li> <li>• Phone bill for period/Roaming package.</li> <li>• Travel insurance</li> <li>• Medical costs directly associated with travel to the region/country eg. vaccinations, where applicable. Can also cover consultation fee.</li> </ul> <p><b>Development and support costs or research expenses</b></p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Attendance at a conference or event in Ireland to gain or strengthen skills needed for the investigation and/or to meet experts and colleagues to discuss their supported research</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Aids or equipment rental to facilitate your project</li> <li>• Costs for tools necessary for the investigation (e.g. datasets, satellite imagery, but <u>no hardware</u>).</li> </ul> <p><b>Local service Providers</b></p> <ul style="list-style-type: none"> <li>• Hiring local service providers in the destination country eg. fixers, drivers, photographers, interpreters.</li> </ul>
<p>The fund <b>does not cover</b>:</p>	<ul style="list-style-type: none"> <li>• Retrospective work</li> <li>• Staff wages / overheads (administration, coordinators, managers, financial officers etc)</li> <li>• Production costs or printing costs</li> <li>• Travel within Ireland</li> <li>• Capital expenses or hardware (i.e. purchase of equipment, furnishings, etc.). IT hardware, mobile phones, cameras, or other types of equipment</li> <li>• Third-level fees</li> <li>• Consultant fees to write applications</li> <li>• Purchase, repair or furnishing of buildings</li> <li>• Servicing debts or loans</li> <li>• Per diems.</li> </ul>

	<p><b>The Simon Cumbers Media Fund does not fund journalists to travel to war-zones or to cover conflicts.</b></p>
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## Funding Available

Applicants are encouraged to submit costed budgets that clearly show a breakdown of funding required. The **maximum amount of funding available is €10,000** but this sum will be awarded only in exceptional circumstances.

The only funding request that will be considered by judges is that which is **costed in the budget form uploaded as part of the application**.

### Successful projects will receive:

- **70%** of the grant funding after the funding agreement between the applicant and the Department of Foreign Affairs and Trade has been signed.
  - The **remaining 30%** of the grant funding will be paid after the project:
    - o has been published,
    - o on completion of a project report, detailing the project costs, and including scanned copies of all associated receipts.
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- Any unused funds from the grant must be returned to the Simon Cumbers Media Fund.
  - Applicants are expected to source the best value available in relation to flights, transport, accommodation and any other costs associated with their project.
  - Applicants are expected to arrange and organise all travel and visas as required.



## Sample headings for your Budget Sheet

### Breakdown of funding required under the Simon Cumbers Media Fund

Output	Description – Sample Examples	Cost
<b>Travel (International)</b>	Return flights from Dublin to xx, including airport taxes (€xx) = €  Travel insurance = €	
<b>Travel (In-Country)</b>	Return flights from xx to xx = €  Return flights from xx to xx = €	
<b>Accommodation</b>	€xx per night, xx nights	
<b>Visas</b>	xx day visa = €xx  [N/A if not applicable]	
<b>Local (Driver / Fixer / Translator)</b>	Hire local photographer at €xx a day for xx day(s) in [locations]  Fixer in [location] for xx day(s)  Driver in [location] for xx day(s) – rate of €	
<b>Transport (Taxis, local car hire)</b>	Taxis in [location] at €xx a day for xx day(s)	
<b>Subsistence (food, phone, internet)</b>	€xx a day for food (xx days)  €xx with €xx extra top up for phone while abroad	
<b>Medical (Vaccinations etc.)</b>	Yellow Fever (€xx) Typhoid (€xx) Tetanus (€xx) vaccinations Consultation (€xx) Malerone anti-malarial tablets €xx	



## Exhibition Costs

You will be asked to provide details in relation to the following in the same MS Excel sheet.

1. Total exhibition funding sought
2. Breakdown of funding required under the Simon Cumbers Media Fund.

### Sample headings

#### Breakdown of funding required under the Simon Cumbers Media Fund

Description	Cost
<i>xx no. of rolls</i>	
<i>Photo development</i>	
<i>xx no. of prints</i>	
<i>Mounting</i>	
<i>Information panels, printing, mounting</i>	

