

# APPLICATION FORM

2015 Funding Round

Mary Raftery  
JOURNALISM FUND

## 1. Contact Information

*The person named in this section will be responsible to the organisers and administrators of The Mary Raftery Journalism Fund.*

Contact person for this application:

Job title of contact person:

Address of contact person:

Telephone number:

Mobile number:

Email address:

Employer:

Address of Employer:

## 2. Experience

If you are a journalist with less than two years journalism experience, your application must be accompanied by samples of your work demonstrating your journalistic capacity and your ability to undertake in-depth research. *Please note:* this work does not have to have been published in any media outlet previously but should be in a media format – work that you have produced for a college course which is in media format is acceptable, as is work previously published or broadcast in media outlets (including college media outlets).

Applicants should not submit academic essays or other work that does not demonstrate journalistic capacity. Please submit a maximum of two samples of your work along with this application form. Samples of print / online articles should be no longer than 1,000 words each. Samples of broadcast projects should not exceed five minutes each in duration.

*Please tick the category that best applies to you at the time of making the application:*

☐ Journalist with less than two years journalism experience.

☐ Journalist with more than two years journalism experience.

☐ Tick this box to confirm that you have submitted samples of your work along with this application form.

*Details of previous experience in investigative journalism, if any (max 400 words):*

### 3. Media Outlet

*This section should include the contact information for, and a description of, the media outlet that has agreed to publish / broadcast the outputs you propose to produce if successful in receiving funding from The Mary Raftery Journalism Fund. (Please include the relevant letter(s) of commitment in section 10 or attach them to your application).*

Name of media outlet:

Contact person in media outlet:

Job title:

Address of contact person:

Telephone number:

Mobile number:

Email address:

Website of media outlet:

Audience / readership figures:

Description of media outlet (max 250 words):

## 4. Project Details

Proposed title:

Type of Project: (e.g. radio / TV / online / newspaper):

Estimated audience / readership reach:

Estimated broadcast / publication time and date:

Summary of project (max 500 words):

*Please include details of how you will explore your proposed topic; the key messages expected to result from your project; the target audience; and any other relevant information.*

Treatment of your story (max 500 words):

*Please include details of the investigative methods you propose to use; the people you intend to interview (on the record); and how your end-product will appear / sound.*

List all personnel employed by the project and their relevant experience:

## 5. Your Understanding of the Topic

*Please explain – in less than 400 words – your understanding of the topic you wish to investigate and how your project will explore the topic.*

## 6. Funding Application

Amount of funding sought from The Mary Raftery Journalism Fund:

*Please note: the maximum amount of funding awarded to any applicant will be €18,000. Such an amount will only be awarded to projects that entail very significant levels of research and investigation over a sustained period of time and which are likely to have a strong impact and profile upon broadcast / publication. Applications for smaller amounts of funding are welcomed and encouraged by the judging panel.*

## 7. Funding Process

Payment of funding is made by The Mary Raftery Journalism Fund via its administrator DHR Communications, and the relevant forms will need to be completed as soon as possible after funding is approved. A representative of DHR Communications will make contact with all successful funding applicants and explain the process in more detail once the funding awards have been announced.

## 8. Project Budget

*Please provide details in relation to the following: estimated costs of your investigative project (including – but not limited to – salary, travel, accessing data under the Freedom of Information Act and the purchase / hire of equipment needed for your project). If you are successful you will be expected to complete a full financial report following publication or broadcast of your project.*

## 9. Project Schedule

*Please specify the expected dates of commencement and completion of your investigative project.*

Commencement:	<input type="text"/>	Do you intend to work on the project full-time or part-time ( <i>i.e. outside of office hours</i> ) for the duration of the investigative and / or production process?	Full-time
Completion:	<input type="text"/>		Part-time

In total, how many hours of work do you expect to spend on your project?

*Please give details of your expected time schedule, including the number of hours you expect to spend working on different elements of the project under various headings. These may include, but are not limited to, project planning, research, investigative work, interviews and project production. Please also include indicative dates for commencing and finishing your work on this project, and the likely date of publication / broadcast.*

Please note: successful applicants are expected to complete their projects within eight months of being awarded funding, unless otherwise agreed with the fund administrators or instructed differently by the judging panel.



## 10. Maximising the Impact of Your Project

Funding applicants should aim to maximise the impact of their proposed projects, for example, through the use of social media, blogs or by planning a promotional campaign to publicise the findings of your investigative work.

Please include details here of how you plan to maximise the impact of your project. If you plan to use Twitter, Facebook and / or other social media profiles and websites, please include the relevant URLs here.

To further maximise the impact of your project, the fund administrators may encourage successful applicants to participate in media relations resulting from the project's initial publication / broadcast.

Please tick here if you would be happy, within reason, to take part in any interviews /discussion / follow-up work in the media, arising from your initial project.

## 11. Letter(s) of Commitment

*Insert your letter(s) of commitment here or attach with your application when submitting it to [info@maryrafteryfund.ie](mailto:info@maryrafteryfund.ie). A sample letter of commitment is available for download from [www.maryrafteryfund.ie](http://www.maryrafteryfund.ie). **Please note that your application will not be accepted without a valid letter of commitment.***

## 12. Further Information

Applications will only be accepted if received on or before Friday, 27th November 2015 (deadline of 5pm)

Completed application forms should be submitted to [info@maryrafteryfund.ie](mailto:info@maryrafteryfund.ie).

Applicants will be notified of the judging panel's decisions by late December 2015.

If you have questions about the The Mary Raftery Journalism Fund,  
or any aspect of the application process, please contact:

**The Mary Raftery Journalism Fund**

c/o DHR Communications, 80 Francis Street, Dublin 8.

Tel: 01-4200580, Email: [info@maryrafteryfund.ie](mailto:info@maryrafteryfund.ie)