



## **2015 SPJ-Fort Worth Chapter High School Grants Program**

*This grant program is made possible through funding from the Texas Gridiron/Lina Davis Fund, administered by the Society of Professional Journalists-Fort Worth Professional Chapter.*

*This application and other information is available at [spjfw.org](http://spjfw.org).*

### ***Need a computer, software, training or other help for your school media program?***

The *Texas Gridiron/Lina Davis Fund* High School Grants Program, in this initial year, is ***offered only to Arlington Independent School District high schools with existing journalism programs.***

#### **How to Apply:**

1. Initial grant requests are due on or before Sept. 1, 2015. (The SPJ-FW board reserves the right to open a second application period in early 2016.). Submit applications via email to Kim Pewitt-Jones, chair of the SPJ-FW Education Committee at [kim56@tx.rr.com](mailto:kim56@tx.rr.com).
2. In two pages or less, using Times New Roman 12-point font:
  - Identify school, school address with zip code, school phone with area code, school website, and principal's name; and applicant's name, email address, and phone number. Applicant must be the journalism teacher or adviser.
  - Give the amount being requested (requests may not exceed \$1,000) an explanation of why your school is applying for this grant, and a statement of what you hope to achieve with the grant funds. Be specific as to how the funds will enhance your journalism program. (Cost *estimates* are acceptable.)
  - What challenges, if any, do you face in accomplishing the goals of the grant funds? How will you address these concerns?
  - If your school is willing to match any grant funds you may receive, please include this information in your request.

#### **How will funds be disbursed?**

1. SPJ-FW will disburse the grant money to the applicant's school, which will agree to keep the money in an account specifically for the journalism grant.
2. Applicant will consult with the SPJ-FW education committee in advance of making expenditures. Once the committee has given its approval, applicant can then draw on the account for those purchases.
3. Applicant agrees to provide SPJ-FW with copies of all receipts within 30 days.
4. Failure to follow these policies may result in SPJ-FW removing remaining money from the account and requesting reimbursement for purchases already made.

**The applicant will agree to:**

1. Submit a final report – See Report on Use of Grant funds below.
2. Return any unspent funds to SPJ-FW. See “Time Line” below for details.

**What the SPJ-FW and the Gridiron Will / Will Not Fund:**

Listed below are some examples of projects we will and will not fund. Neither list is intended to be all-inclusive. If you have questions about acceptable projects, please contact Kim Pewitt-Jones at [kim56@tx.rr.com](mailto:kim56@tx.rr.com) or 817-480-1229.

**Projects/Items We Will Fund:**

1. To equip newsrooms with hardware and/or software needed to produce print or online newspapers or broadcast news.
2. To launch/establish new web reporting version of existing publications.
3. To advance journalism excellence and free expression.
4. To educate students about news literacy and why news matters.
5. To provide journalism-related training for teachers and/or students.

**Projects/Items We Will Not Fund:**

1. This program is not intended to begin a journalism or other media program where none exists.
2. For training, we prefer to fund programs that are on-site or conducted in the Dallas-Fort Worth area.
3. This program is not intended to fund yearbooks.
4. We will not fund the purchase of tablets such as iPads, Androids, etc. We believe laptop computers serve in a more useful capacity for researching and writing.
5. We will not fund most recurring expenses or office supplies. We prefer not to fund ongoing contracts.

**Time Line:**

- Grant Proposals are due on or before Sept. 1, 2015 **and must be submitted via email only.**
- Applicants will be notified of the outcome as soon as possible following the October board meeting of the SPJ-FW board.
- Any funds not expended by Jan. 31, 2016, must be returned to SPJ-FW by March 1, 2016.

**Report on Use of Grant Funds:**

- Submit a final report, not to exceed two pages, to Kim Pewitt-Jones at [kim56@tx.rr.com](mailto:kim56@tx.rr.com) on or before Feb. 1, 2015 detailing how the funds were used. Document the successes and/or challenges related to the project and how this funding made a difference in your journalism program. We will report this feedback to the SPJ-FW board.
- We encourage you to share stories and/or updates about the school’s progress toward completing the project.

**Questions? Please contact** Kim Pewitt-Jones, chair of the SPJ-FW Education Committee at [kim56@tx.rr.com](mailto:kim56@tx.rr.com) or 817-480-1229.

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