

GENERAL RULES AND CRITERIA

ENABLING SERVICES GRANTS FOR ORGANISATIONS

1. Introduction

These grant guidelines establish the rules which govern the administration of the Enabling Services Grant Programmes of Journalismfund Europe including the application, eligibility, selection processes and the assessment criteria that will be used to select grantees. You must read these grant guidelines before filling out an application.

2. Objectives and philosophy

The aim of the Enabling Services Grant Programmes of Journalismfund is facilitating enabling activities and supporting services for investigative journalism as a whole. It seeks to promote collective development and support services for investigative journalism, by providing funding to project ideas from organisations and institutions for **training and professional development programmes**, i.e. skills-focused professional training or fellowship programmes targeted at investigative journalists.

The grants are completely independent from commercial interests. Financing comes from different sources and for the most part from international foundations. Journalismfund safeguards the independence of the grantees from the donors and also guarantees that the grants are completely unrelated to political influence. Journalismfund's fundraising is conducted according to the following key principles: full transparency, independence and no editorial interference. (Representatives from) donors can never be part of the juries that award the grants. Journalismfund does not take money from donors that don't agree with these terms. For more information about our funding policy, we refer to our Ethical Funding Policy.

Journalismfund is assisted by an International Advisory Board. The International Advisory Board, together with Journalismfund, ensures that the grant initiatives contribute to the facilitation of independent investigative journalism in Europe and beyond.

3. Call for proposals

Depending on the Grant Programmes there are several evaluations per year. The call for proposals of each Grant Programme and the deadlines are communicated via our website and social media channels.

4. Grant amount and grant period

The amounts of the grants are not fixed. They depend on the nature, the outputs and the duration of the project as well as on the total budget available for the specific Grant Programme.

Project deadlines are dependent on the Grant Programme and will be agreed upon in the grant agreement(s).

5. Eligibility criteria

Only incorporated legal entities are eligible for a grant. Depending on the Grant Programme restrictions can be made based on the residency of the applicant(s).

The applicant(s) should have demonstrable expertise in investigative journalism and/or the development of supporting services.

Legal entities that were previously allocated a Journalismfund grant can reapply, but the jury can include the result of previous grants in their evaluation of the new application.

The applicant(s) should be able to demonstrate the feasibility of the project.

6. What the grant money can be used for

Eligible costs for funding

Personnel and operating costs that meet the following cumulative conditions:

- directly attributable to the project
- arise during the project period and after the signing of the grant agreement with Journalismfund Europe
- necessary for carrying out the project
- effectively incurred by the grant beneficiary, identified and verifiable
- not funded by other donors or support programmes

Non-eligible costs for funding

- personnel and operating costs not directly attributable to the project
- internal rental costs (rental to oneself - as owner - of premises or other infrastructure)
- overhead costs
- meal costs, food and beverages
- tangible investment goods (e.g. IT equipment)
- recoverable VAT

7. The assessment criteria

The assessment criteria are determined in function of the purpose of the Grant Programme.

The jury will decide on criteria such as added value, feasibility and track record.

The assessment criteria are available on the application portal of the respective Grant Programmes.

8. How to apply

All applications are submitted online via the application portal of the Grant Programme. Journalismfund Europe will acknowledge receipt of the application.

The applications need to include the following information:

- Detailed legal entity information;
- Contact information;
- Description of the project, both content and method;
- Explanation of why the project will contribute to the further development of investigative journalism;
- Description of the concrete activities and outputs of the project;
- Description of the target group of the project;
- Timeline of the project;
- Track record and expertise of the legal entity (and partners) as well as profile of the persons involved in the project;
- Communication strategy and project afterlife;
- Budget, including statement of other sources of financing, according to the budget template available on the application portal;
- Written commitments from other donors (if any);
- Articles of incorporation;
- Most recent annual financial statements (balance sheet and profit & loss account);
- List of board members;
- List of the companies/organisations and/or natural persons holding capital or shares in the legal entity (if applicable).

Additional documents and information may be requested by Journalismfund Europe
Application documents must be written in English and budgets expressed in EUR.

9. Pre-application advice

The applications should be very well prepared and meet all eligibility criteria. Journalismfund will respond to all questions the applicant(s) might have with regard to the preparation of the application. In this respect, the applicant(s) should contact the project coordinator in a timely manner. Specific practicalities in that regard are mentioned on the application portal of the Grant Programmes. However, the assistance provided by the project coordinator does not guarantee a positive evaluation of the project. Applicants remain fully responsible for the content of their application. Decisions are made independently by the jury.

10. The grant selection process

Journalismfund Europe verifies the eligibility of the application(s) and the completion of the formalities. If not all information is provided or if some information is unclear, Journalismfund can

request additional input from the applicant(s). Applications that do not meet the basic requirements will not be transmitted to the jury. Applications can also be declined if the budgeted amounts are not credible or if the amounts are exaggerated.

All Journalismfund's Grant Programmes work with independent and anonymous juries that decide autonomously about the allocation of the grant budgets.

The jury members are experienced personalities knowledgeable in the field of journalism and media. They are appointed by the management of Journalismfund on the basis of a list of names presented to the board members. A jury member can be on the jury for the duration of the Grant Programme with a maximum of four consecutive years. The names of the jury members are made public once they step out of the jury.

The applications are evaluated by each jury member separately on the basis of the assessment criteria of the Grant Programme. Based on their assessment of each application and in function of the available budget, each jury member recommends an amount to be allocated to each application. Before the jury meeting, the jury members send their assessments recommendations to the project coordinator.

During the jury meeting and on the basis of the individual assessments, the jury members reach a consensus regarding the allocation of the grants and the distribution of the available budget. A representative of Journalismfund acts as secretary. Journalismfund's staff members have no influence on the decisions regarding the allocation of the grants or the budget distribution. In case of equal votes, the chairman of the jury meeting decides.

If required, the jury and/or Journalismfund can request additional information from the applicant(s) regarding the project.

The list of names of the legal entities that are allocated a grant is presented to the board of directors of Journalismfund Europe for ratification together with the grant amounts and the grant subject.

11. Notification of application outcomes

The applicant(s) receive notification by email of the result of the evaluation of their application approximately six weeks after the submission deadline.

12. Successful grant applications

After the notification by email an appointment will be made with the successful applicant(s) in order to finetune all details and to draw up the grant agreement(s) specifying the terms and conditions.

Journalismfund will enter into a separate grant agreement with each applicant. This grant agreement will specify the total amount of the grant and will include the budget in annex. The grant money will be transferred on the bank account(s) of the legal entity(ies).

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The applicants are jointly responsible for the project execution and the spending of the grant money.

It is the policy of Journalismfund to pay the two thirds of approved grants to successful applicant(s) after signature of the grant agreement(s) by all project applicants.

The balance of the grants will be paid after successful completion of the project in accordance with the proposal and approval of the financial report including supporting documents (invoices, payroll documents, agreements, ...).

All communication about the supported project should explicitly mention the support from Journalismfund. Specific instructions in this respect will be mentioned in the grant agreement.

13. How we monitor your grant activity

Grantees commit to report to Journalismfund on the progress of the project.

The timing and instructions regarding these reports are specified in the grant agreement(s).

The supported projects will be included on the website of Journalismfund with the name of the project, the amount of the grant, a link to the website of the applicant and a description of the project.

14. Other considerations

- Both Journalismfund Europe and the jury members are bound to strict confidentiality - before, during and after evaluation of the applications.
- All applicants/persons involved in the project have to endorse the principles of the Global Charter of Ethics for Journalists as well as the national codes of ethics that are in force (see <https://www.ifj.org/who/rules-and-policy/global-charter-of-ethics-for-journalists.html>).
- The applicants should inform Journalismfund about any significant legal claims (including any notice of intention to take legal action) of any kind made against them that might impact the project.
- The role of Journalismfund in assisting applicants is limited to making grants. Journalismfund assumes no liability for the legal and/or safety risks undertaken by applicants in the course of their project activities. Journalismfund will have no influence on the content, presentation or any process of the project and may in no way be held liable for the content of the supported project and/or dispute arising out of the project.
- A conflict of interests occurs when a member of the board, a jury or a staff member has a personal interest in a certain decision. Personal interest includes direct interests, as well as



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those of family, friends, or other organisations a person may be involved with or have an interest in. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

- All jury members will be required to commit to the highest ethical and professional standards and reject any effort to influence their decisions. Jury members will act independently from all donors. Any attempt by any donor to interfere in the decisions of the jury will be immediately reported to the rest of the jury. Jury members will be required to declare any possible conflicts of interest, and will be asked to recuse themselves on any judgment where such conflicts may interfere with independence or the public perception of independence. These recusals will be recorded.
- Personnel of Journalismfund Europe facing any conflict of interest whatsoever in connection with an application/applicant(s) will report this to his/her direct supervisory body and will refrain to give any advice or assistance with regard to the application/applicant(s) at hand.
- Applicants formerly member of the jury or employed by Journalismfund Europe should respect a cooling off period of at least two years.
- Journalismfund is committed to storing and handling all personal information provided in the applications with the utmost care. The data provided to Journalismfund will only be used for the specific purpose of the grant application. Data will not be passed on to third parties other than the jury members without permission of the grantee(s) unless Journalismfund is obliged to do so for legal and/or fiscal reasons. Grantee(s) have the right to request a copy of all personal data that Journalismfund holds and to rectify the data if necessary.

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