GUIDELINES FOR 2024 SUMMER HIGH SCHOOL JOURNALISM WORKSHOP PROPOSALS

Thank you for your interest in the Dow Jones News Fund (DJNF) summer high school journalism workshops program. The goal is to teach digitally savvy high school students how to report on, write about, and shine a light on inequities in the community. Workshops are encouraged to pick a theme and line up a few speakers on inequities in healthcare, education and other government/public services. The theme should cover a topic that falls under health and wellness broadly, such as mental health, public safety, climate change, nutrition or gun violence.

Grantees should consider the information below as a guide to assembling a proposal to the News Fund for summer 2024.

I. Grant Requirements

- Grant recipient must be a 501 (c)(3) nonprofit organization.
- Workshop offered to students at no cost, or, the grant money must be earmarked for full scholarships for disadvantaged students.
- Workshop participants report on inequities in healthcare, education, housing, government services or other community issues.
- Grant recipient partners with local news media. At least one virtual visit from local media to talk about the reporting process. Media partnerships should also include professional journalists participating in the selection process, teaching workshop sessions, serving as guest speakers, funding, publishing the students' work, and other in-kind contributions including space, use of equipment and other resources.
- Students' work must be published online, in print or broadcast and shared in a public forum such as an assembly, panel discussion, community meeting, public library, etc.
- Engage students after the program is over. Workshops should prepare a follow-up plan with students to bring them back to campus or a suitable meeting space to discuss college plans or connect with Dow Jones News Fund alumni, where possible, for mentoring.

II. Deadlines

Proposals must be submitted by 9 a.m. EST, April 1, 2024. Applicants will be notified during the week of April 15. Grants will be disbursed in May.

III. Submission Format

- Proposals are submitted here: https://form.jotform.com/240675058804965
- Attachments should be in Word or PDF format, 2MB maximum. Budgets can be in Excel format.

IV. Required Proposal Attachments

- IRS tax-exempt letter
- Tentative workshop schedule, including guest speakers
- Examples of students' work from previous workshop (if applicable)

- List of directors and instructors with resumes (no more than two pages)
- Proposed budget:
    - Revenue: List support from foundations, donors, fundraisers and media organizations and total amount of income.
    - Expenses: List outstanding expenses from previous year (if applicable), total instructional costs (itemize workshop directors, visiting lecturers and any other personnel), travel expenses for students, room and board (if applicable), supplies, hardware, software and miscellaneous expenses*

    *Each grantee will be required to submit an expenditure accountability form as part of its final report.

V. Participant Selection

This program is designed to create opportunities for students who would otherwise lack access to journalism training or who face other barriers to pursuing careers in journalism. Emphasis should be placed on recruiting and selecting 15-25 students who are high school sophomores, juniors and seniors during the school year preceding the workshop.

Each workshop director must organize a selection committee with at least one professional journalist from a partnering media organization.

Admission decisions should be based on an individualized assessment of each applicant's background, interest in journalism and qualifications set by the selection committee. Relevant considerations may also include economic hardship, whether applicant lives in an underserved community or attends a school with limited or no opportunities for journalism training, whether the applicant has overcome adversity or difficult family circumstances, and similar factors.

VI. Evaluation Criteria

The News Fund will evaluate a number of factors, including but not limited to:

- **Inequities in health coverage**. Students' primary research and reporting topics should fall under the inequities in health and wellness theme, such as: health policy, vaccinations, adolescent sexuality, early childhood education, physical fitness, nutrition, poverty, income inequality, substance abuse, gun violence, environmental hazards and suicide prevention. Visit RWJ Foundation's Our Focus Areas or Healthy Communities Overview for more ideas.
- **Quality of journalism instruction.**
- **Creativity.** Activity-driven approach to foster better engagement, i.e. listicles, countdowns and quizzes, slideshows, etc.
- **Health and wellness guest speakers,** experts and sources.
- **Number of students.** Workshops should enroll a minimum of 12 students.
- **Community outreach** and social media engagement. The goal is for students' work to live beyond the workshop. At a minimum, work is published online and shared on social media. Community outreach could also take the form of a community event, publishing students' work in the local press, mailing hard copies of student work to parents and schools, media coverage of workshop, etc.
- **Scope of journalism training**, i.e., writing, videography, audio, data journalism, ethics, fact-checking, investigative reporting, digital media, journalism careers, etc.
- **Commitment to diversity** and serving underrepresented groups. This includes recruiting diverse instructors, guest speakers, and students and incorporating diversity in the instruction and coverage.
- **Collaboration with media and involvement of professional journalists**, i.e., instructors, coaches, guest speakers, newsroom fieldtrips, publishing students' work and funding.