

Comhar Sustainable Development Media Fund

Application Form

I. Contact Information

The person named in this section will be responsible to Comhar for any funding received.

Contact person for this application:

Job title of contact person:

Address of contact person:

Telephone number:

Mobile number:

Email address:

Details of previous media experience of sustainable development issues, if any:

2. Media Outlet

This section should include contact information and a description of the media outlet that has committed to publishing / broadcasting the proposed project (within three months) if funding is received from Comhar.

Name of media outlet:

Contact person in media outlet (if different to contact person named in Section I above):

Job title:

Address:

Telephone number:

Email address:

Website of media outlet:

Description of media outlet:

Catchment / circulation area for media outlet:

NB: All applications must attach an agreement to publish / broadcast (within three months of receiving funding from Comhar) from the intended publisher / broadcaster.

3. Project Details

Proposed title:

Type of project (e.g. radio programme, magazine feature article):

Summary of project:

Themes and issues covered:

Key messages:

Target group:

Estimated audience / readership reach:

Estimated broadcast / publication time and date:

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

Does the project involve collaboration with any other organisation (e.g. sustainable development NGOs or community groups?). If so, please give details:

4. Funding Application

Amount of funding sought from the Comhar Sustainable Development Media Fund:

5. Bank Account Details

This information should include details of the bank account held by the individual / organisation responsible to Comhar, the Sustainable Development Council, for any grant received.

Name of person responsible to Comhar for grant received:

Organisation / media outlet:

Job title:

Address:

Telephone number:

Email address:

Bank name:

Bank account name:

Sort code:

Account number:

Name and contact details of person in your organisation responsible for this account (e.g. accountant / financial controller):

Tax reference number:

Organisational status:

6. Project Budget

Please provide details in relation to the following:

- Breakdown of funding required under the Comhar Sustainable Development Media Fund.
- Breakdown of costs that will be covered by the applicant (and / or the media organisation that has agreed to publish / broadcast the finished product).

The tables below can be used as templates for your project budget.

Funding required from the Comhar Sustainable Development Media Fund		
Costs	Details	Amount Sought €
Out-of-pocket expenses		
Research expenses		
Resources		
Other		
TOTAL FUNDING REQUIRED		

Project costs covered by the applicant (and / or the media organisation that has agreed to publish / broadcast the finished product)		
Costs	Details	Amount Sought €
Wage costs		
Production costs		
Other		
TOTAL PROJECT COSTS COVERED BY APPLICANT		

An example of how an applicant's budget might appear is included below.

Sample Budget Layout

These sample tables are designed to help you with the layout and structure of your budget proposal.

Table 1: Funding required from the Comhar Sustainable Development Media Fund

Costs	Details	Amount Sought €
Out-of-pocket expenses	<ul style="list-style-type: none"> Travel from Dublin to Limerick return (by train) x 2 crew members Bike rental x 2 crew members Lunch x 2 crew members 	€ € €
Research expenses	<ul style="list-style-type: none"> Attendance at a conference on a relevant theme 	€
Resources	<ul style="list-style-type: none"> One week's supply of organic groceries Purchase of composter Purchase of pedometer 	€ € €
Other	<ul style="list-style-type: none"> Fee for recycling household goods 	€
TOTAL FUNDING REQUIRED		

Please note: all details contained in the table above are intended merely as a guide for applicants in relation to budget layout.

Table 2: Project costs covered by the applicant (and / or the media organisation that has agreed to publish / broadcast the finished product).

Costs	Details	Amount Sought €
Wage costs	<ul style="list-style-type: none"> Journalist's fee (no. of hours x hourly rate) Production team fees (no. of hours for each member of the team x hourly rate) 	€
Production costs	<ul style="list-style-type: none"> Development of new web-pages Use of equipment / facilities Processing of media project 	€ € €
Other	<ul style="list-style-type: none"> Copyright / reproduction fees 	€
TOTAL PROJECT COSTS COVERED BY APPLICANT		

Please note: all details contained in the table above are intended merely as a guide for applicants in relation to budget layout.

7. Further Information

If you have questions about filling in this application form, please contact: DHR Communications, 101 James's Street, The Digital Hub, Dublin 8. Tel: 01-4885808, Email: info@dhr.ie.

8. Submitting your application

Applications will be accepted by post or email if received on or before 5pm on Friday, 20th June 2008. Completed application forms should be posted to: Stephen Flood, Comhar Sustainable Development Council, 17 St. Andrew Street, Dublin 2, or emailed to: comhar@environ.ie.