
CRITERIA AND APPLICATION FORM

WHAT IS TMF?

Tanzania Media Fund (TMF) is an organisation that seeks to promote independence and quality in media, with a particular focus on public interest and investigative journalism. TMF believes that independent media is the lifeblood of a free and democratic society. To that end, we provide grants to individual journalists who wish to pursue public interest and investigative journalism projects throughout mainland Tanzania and Zanzibar.

WHO CAN APPLY FOR AN INDIVIDUAL GRANT?

TMF invites journalists based in mainland Tanzania and/or Zanzibar to submit proposals for investigative and public interest news stories. Proposals should reflect the applicant's commitment to fairness and impartiality, and should demonstrate the applicant's interest in giving voice to all sides of a story. TMF actively seeks proposals from rural based and female journalists. Applicants should have at least a journalism certificate or its equivalent or have at least two years of relevant work experience.

AWARD CRITERIA

TMF will award grants to proposals that focus on investigative and public interest journalism.

TMF will assess proposal on the:

- Significance and uniqueness of news topic
- Quality of preliminary research
- Quality of work plan with balancing of sources/viewpoints
- Proposed methods used
- Likely hood of publication
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Successful proposals will need to contribute to at least one of the following priority areas:

- Improving public transparency and accountability and promoting informed public debate.
- Increasing the diversity of voices in the public sphere, especially voices from rural areas and/or of historically excluded people.
- Addressing the underlying causes of poverty in Tanzania.

Please see the reverse for a description of the various individual grants.

HOW TO APPLY

You may obtain an application form from our office or download it from www.tmf.or.tz. The full application should be submitted in duplicate together with a) your CV, b) one recent passport-size photo, c) two samples of previous published writing and d) two references. Applications can be submitted via email attachment, post office or delivery at our offices.

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INDIVIDUAL GRANT CATEGORIES

There are three categories of grants for individual journalists: Rapid Release, Regional and Strategic Capacity. Applicants may only apply for one grant category at a time.

	Rapid Release Grant	Regional Grant	TMF Fellowship
Maximum Award	Tshs. 500,000	Tshs. 1,000,000	Tshs. 2,000,000
Maximum Working Period	One Month	Three Months	Six Months
Maximum Application Processing Period	2 Weeks	8 Weeks	8 Weeks
Target	Journalists seeking to publish or produce news that requires coverage within a short time frame.	Journalists seeking to publish or produce news focused on rural issues.	Journalists seeking to produce a series of publications or programs. Journalists seeking financial support for an internship, fellowship, or other capacity-building activity.
Objective	To facilitate the gathering and dissemination of news that would be unattainable otherwise.	To facilitate the expansion of media coverage into rural areas. To encourage special coverage of HIV/AIDS and gender issues.	To facilitate the creation of a series of journalistic products. To build professional capacity among individual journalists.
Reporting Requirement	2 weeks upon completion of the assignment	2 weeks upon completion of the assignment	2 weeks upon completion of the assignment
Funding Rounds	Year-round	2 times/year, with the possibility of additional calls for proposals.	2 times/year, with the possibility of additional calls for proposals.

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**TMF DOES NOT TOLERATE CORRUPTION.
YOU MAY REPORT CORRUPTION CONFIDENTIALLY TO concern@tmf.or.tz or call
+255 22 2664306/07.**

Application Date:	
SECTION 1: DETAILS OF THE APPLICANT AND REFEREES	PHOTO
A: Applicant's Personal Details	
<ul style="list-style-type: none">• Full name.....• Gender.....• Date of birth.....• Place of birth.....• Residence region.....• Residence district.....• Residence street.....• Residence house number.....	
B: Applicant's Contact Details	
<ul style="list-style-type: none">• Landline telephone number.....• Mobile telephone number.....• Email address.....• Fax number.....• Postal address.....	
C: Referee's Details and Contact Details (he/she must be a media practitioner)	
<ul style="list-style-type: none">• Full name.....• Landline telephone number.....• Mobile telephone number.....• Email address.....• Fax number.....• Postal address.....• Current employment and title.....• Relationship.....	
D: Referee's Details and Contact Details (he/she must be a media practitioner)	
<ul style="list-style-type: none">• Full name.....• Landline telephone number.....• Mobile telephone number.....• Email address.....• Fax number.....• Postal address.....• Current employment and title.....	

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- Relationship.....

E: Please attach your CV and professional certificate.

SECTION 2: NEWS TOPIC, PUBLICATION AGREEMENT, GRANTS CATEGORY AND PRIORITY AREAS

A: News topic: Briefly introduce the news topic you would like to research for your investigative and/or public interest story

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B: Publication Agreement

The purpose of the TMF grant is to enable you to investigate a topic that you would not have been able to pursue without financial support. The mutual agreement requires you to provide evidence that you have approached a media outlet about your story and that they have an intention to go ahead with publishing/broadcasting your story upon completion. Please provide the following details:

- Name of the media outlet where you frequently publish.....
- Is the media outlet a newspaper, magazine, television station or radio.....
- Name the media outlet where you anticipate to publish if your grant application is successful.....
- State whether the anticipated media outlet is a newspaper, magazine, television station or radio.....
- We ask you to attach any recently published articles (within 3-6 months) that have preferably appeared in the anticipated media outlet (in the case of radio/TV programs we ask you to attach these on a CD).
- Provide evidence that guarantees publication through the media outlet stated above. The preferred form of evidence is a letter from the editor that has been signed and stamped stating his/her knowledge of your proposed story and an intention of publication.
- Publication without a guarantee are not excluded if the significance of the story is proven.
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C: Urgency

If applying for the rapid release grant, please briefly explain the urgency of your news assignment.

D: Grant Categories

Tick the grant category that you would like to apply for (you may only apply for one category at a time)

1. Rapid release grant
2. Regional grant
3. TMF Fellowship

1.	
2.	
3	

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E: Priority Areas

To which priority area is your journalistic output contributing? (tick the appropriate box)

- Improving public transparency and accountability and promoting informed public debate
- Increasing the diversity of voices in the public sphere, especially voices from rural areas and/or of historically marginalised people.
- Addressing the underlying causes of poverty in Tanzania

SECTION 3: NEWS TOPIC DETAILED DESCRIPTION

¹ **Please give a detailed description of your news topic (investigative or public interest topic) guided by the five key questions below. Attach this description on a separate page clearly marked ‘Section 3’.**

- A: What is the focus of your news topic? (Narrow down the topic to a workable size)
- B: What preliminary research have you done around the proposed news topic?
- C: Based on the discoveries made during your preliminary research, what are the crucial questions that remain unanswered that require further exploration in order to reveal something new/different/unique?
- D: Based on the focus of your news topic, what important sources have you identified and how will you go about using these sources (ensure that the sources include the paper trail, the human trail and the electronic trail)?
- E: Why do you think your proposed news topic is a newsworthy and how do you justify that it fits into the ticked priority area above?

SECTION 4: WORK PLAN/ACTION PLAN

Describe your work plan step by step. Include each step from your research to writing the news article or producing the radio/TV programme and finally to publishing or airing it through the media outlets. Attach the work plan guided by below example format

A: What and When

<u>What ?</u>	<u>When?</u>

¹ The news topic must focus on investigative journalism which is critical and in-depth. **Critical** means journalism that does not merely report news, but creates news that would not have existed without the journalist’s intervention. **In-depth** implies a substantial journalistic effort, either in a quantitative sense (e.g. time spent on research, number of sources consulted), a qualitative sense (e.g. sharp questions formulated, new approach taken up) or both. Public interest journalism involves thorough research and quality writing on a topic of great importance or concern to ordinary people, particularly those who are poor or marginalized.

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B: Timeline and Output

- Expected start date.....
- Expected end date.....
- Expected publication date.....
- Expected number of days working on the news assignment.....
- Expected number of articles to be published/aired.....

SECTION 5: BUDGET

The budget needs to closely correspond with the workload you have described in your work plan. It is important that you have investigated the costs involved in doing your research as the amount you state in your budget cannot be adapted at a later stage. Should you incur any extra expenses you or your employer will be responsible for covering these costs. We fund only reasonable and realistic costs implicated in the above work plan. Use below budget format:

Budget item	How long/how many	Cost per item/day	Total cost
Daily subsistence allowance (DSA) ²			
Travel			
Communication/telephone			
Other costs ³			
Total costs			

YOUR BANK ACCOUNT INFORMATION: (To be used if your application is successful)

- **Banker's Name**.....
- **Bank Branch**.....
- **Bank account holder**.....
- **Bank account Number**.....
- **Mode of payment: Transfer () Closed cheque () Open cheque ()**

² DSA rate per day is Tsh. 65,000/- (includes: round trip within working field areas, food and accommodation).

³ Other costs are any other costs not mentioned above if necessary to complete your news assignment. They must be reflected in the work plan.

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SECTION 6: GENERAL CHECKLIST:

Before submitting your application use the general checklist below to make sure you have completed your application in full.

S/N.	Checklist	Tick
1	Have you included the application date and attached the photograph?	
2	Have you provided your personal details?	
3	Have you provided your contact details?	
4	Have you provided the referee's contacts details, one of them being a media practitioner?	
5	Have you attached your CV and professional certificate?	
6	Have you briefly introduced your news topic?	
7	Have you mentioned your media outlet name where you currently publish/air news?	
8	Have you stated whether the media outlet is a newspaper, magazine, TV or radio?	
9	Have you mentioned the media outlet name you anticipate to publish when funded?	
10	Have you stated whether the media outlet you anticipate to publish is a newspaper, news magazine, TV or radio?	
11	Have you attached your cuttings of articles, CD of radio/TV news programmes which have recently been published/aired?	
12	Have you attached a letter from editor that guarantees publication/airing?	
13	Have you ticked the grant category you are applying for?	
14	Have you provided reason of urgency in case you ticked the rapid release grant category?	
15	Have you ticked the priority area your news topic fits into?	
16	Have you described your news topic in detail responding to five questions labeled A, B, C, D and E in Section 3?	
17	Have you carefully described your work plan, giving all relevant information on what and when?	
18	Have you correctly filled in the timeline and the expected outputs?	
19	Have you ensured that the daily subsistence allowance (DSA) ceiling in your budget is sixty-five thousand only per day (65,000/-)	
20	Have you crosschecked that you have stated realistic fares of your travel to the field working areas?	
21	Have you checked that the other costs you have included in the budget are consistent and explained in your work plan?	
22	Did you apply for TMF funding before? If Yes, have you cleared any outstanding?	