**Fund for Investigative Journalism budget format and sample budget**

*Please use the following format for your budget, and please attach it in Word or PDF.*

This grant will be paid to (check one):

\_\_ Individual freelance journalist

\_\_ Media outlet

If this grant is being paid to an individual freelancer, how much has the publishing outlet agreed to pay you for your time and expenses?

$\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of grant requested from Fund for Investigative Journalism (maximum is $10,000 for a regular grant): $\_\_\_\_\_\_\_\_\_

This grant includes the following reporting expenses:

[Provide details for each expense line, including a rationale for the estimates. See below for sample. The total of the expenses should equal the total amount of the grant you are requesting from the Fund for Investigative Journalism.]

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*The following sample budget is what your document with the estimated budget should look like, attached to the application form in Word or PDF.*

This grant will be paid to (check one):

X Individual freelance journalist

\_ Media outlet

If this grant is being paid to an individual freelancer, how much has the publishing outlet agreed to pay you for your time and expenses for this story?

$5,000 for time and all expenses

Amount of grant requested from Fund for Investigative Journalism (maximum is $10,000 for a regular grant): $7,125

This grant includes the following reporting expenses:

$750 Fees for public records (IL Dept. of Corrections, Chicago Police Dept.)

*Estimate assumes records for 10 cases, based on charges for past stories*

$300 Local travel within Chicago and Cook County for records and interviews

$50 for CTA bus/train fare

$250 for 10 Uber/Lyft/taxi rides

$750 Reporting trip from Chicago to Springfield for records and interviews

$150 round-trip train ticket

$300 hotel (two nights at $150/ea)

$150 car rental

$150 meals and taxis to/from Chicago train station

$1,525 Reporting trip to Philadelphia to interview key source

*Source is identified in proposal as having experienced harm from practices being investigated; source relocated to Philadelphia*

$400 round-trip airfare

$525 (three hotel nights at $175/ea)

$200 car rental

$400 meals and taxis to/from airport

$800 Rental of high-quality video recording equipment for source interview

*Video recording will support multi-media storytelling*

$3,000 Stipend for reporting time

*100 hours at $30/hour, to supplement fee from publisher that will not cover full reporting time*

\_\_\_\_\_

**$7,125 Total request**