

2026



2026

Community Journalism Grant Application

Cover Sheet

Date of Application: _____

The legal name of the organization applying: _____

Year Founded: _____ Current Operating Budget: \$_____

Publisher/Editor: _____ Email Address: _____

Contact person/title/email: _____

(if different from Publisher/Editor): _____

Address (administrative office):

City/State/Zip:

Phone number:

(____) _____ Web address: _____

List any previous support from this funder in the last five years: _____

Project Name: _____

Project Start Date: _____ Project End Date: _____

Purpose of Grant (one paragraph): _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Publisher/Editor

Typed Name and Title Typed

Note: Before using this draft, please customize this material to indicate the requested length of narrative responses or the entire narrative section. Additionally, organizations may add or remove requested sections listed below to fit the informational needs of the board, staff, and grant committee.

Date

Grant Application Narrative and Attachments

Please provide the following information in this order. Use these headings, subheadings, and numbers provided in your word processing format. Please use a size 12 standard font (i.e., Times New Roman, Calibri) with single spacing.

A. NARRATIVE

1. Executive Summary

a. Briefly explain why your organization requests this grant, what outcomes you hope to achieve, and how you will spend the funds if awarded. (250-word limit)

2. Purpose of Grant

- a. A statement of the needs/problems that will be addressed; a description of the target population and how they will benefit.
- b. Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- c. Timetable for implementation (including milestones for when the elements in section 2b will be achieved).
- d. List of other partners in the project and their roles.
- e. List similar existing projects, if any, and explain how your newspaper or proposal differs and what effort will be made to work cooperatively.
- f. Description of the involvement of readers and community stakeholders in defining problems to be addressed and making policy.
- g. Description of the qualifications of key staff that will ensure the success of the project.
- h. Strategies for funding this project at the end of the grant period.

3. Evaluation

- a. Plans for evaluation, including how success will be defined and measured.
- b. Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- c. Description of the involvement of readers in evaluating the project.

4. Budget Narrative/Justification

- a. Grant budget.
- b. List of amounts requested from other funding sources to which this proposal has been submitted.

5. Organization Information

- a. A brief summary of the newspaper’s history.
- b. A brief statement of the newspaper’s mission and goals.
- c. Organizational chart, including leadership, staff, and other involvement.

B. ATTACHMENTS

- 1. Letters of support to verify project needs and collaboration with other organizations. (Optional – May be required if partners are critical to project implementation.)
- 2. Grant Budget
Expenses: Include a description and the total amount for each budget category.

FINAL new page will start here.

Grant Report Form

Cover Sheet Date of Report: _____

Legal name of organization applying: _____

Publisher/Owner: _____ Email Address: _____

Contact person/title/email: _____

(if different from Publisher/Owner):

Address (administrative office): _____

City/State/Zip: _____ Phone number: (_____) _____

Web address: _____

Project Name: _____

Project Start Date: _____ Project End Date: _____

Purpose of Grant (one sentence): _____

_____ Amount of Grant Awarded: \$5,000 maximum

Dates covered by this report: _____ to _____

Check one: _____ This is an interim report _____ This is a final report _____.

Signature, Publisher/Editor

Typed Name and Title

Date

Final Grant Report Narrative and Attachments

Narrative – Two to five pages.

A. Results

1. List the original goals and objectives of the grant and tell how they were met. Describe status on meeting any specific terms of this grant (e.g., challenges, contingencies, etc.).
2. If possible, explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
3. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
4. Describe any unanticipated benefits or challenges encountered with this project.
5. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.

B. Lessons Learned

1. What are the most important outcomes and lessons learned from this project?
2. What recommendations would you make to the Foundation or to other grantees working in this area?
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. What other did the organization learn from this project?

C. Future Plans

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication, or termination.

D. Communications

1. **Provide an impact story that helps explain the success of the project.**
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

Financials

- A. Using the budget from the original application, provide detailed expenses for the project. Provide narrative on any variances from the original projected budget.
- B. Include a complete, detailed accounting of how the specific grant dollars from this grant were spent.

Application must be in by July 31st, 2026
Send forms to: Jim Tarrant • jim@michiganpress.org