

Leidraad

Application Guide Caribbean Journalism

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GENERAL INFORMATION

1. These Guidelines of the Dutch Fund for In-Depth Journalism (Fonds Bijzondere Journalistieke Projecten, hereinafter: Fonds BJP) apply to all project grant applications within the Caribbean Journalism scheme.
2. These Guidelines are binding. By submitting a grant application, applicants acknowledge the applicability of the conditions set out in these Guidelines, declare that they are familiar with the contents of the Guidelines, agree to comply with both the letter and spirit of these Guidelines, and confirm that they meet the conditions contained herein.
3. Where necessary, amended or additional conditions may be agreed upon when a grant is awarded. The Fonds BJP does not accept third-party conditions.
4. In cases not provided for in these Guidelines, or if the applicant disagrees with a specific provision of the Guidelines, the matter may be submitted to the Fonds BJP. The Managing Director will make the final decision. Deviations from these Guidelines are only valid if confirmed in writing by Fonds BJP.
5. These Guidelines may be amended from time to time. The applicable version of the Guidelines will be published on the Fonds BJP website. Amendments to the Guidelines do not affect grants already awarded.
6. Fonds BJP, including the Managing Director, staff members, advisory committee and Supervisory Board, undertakes to maintain confidentiality regarding the nature and details of applications.

GRANT APPLICATION

1. How to apply

1.1 Grant applications must be submitted through the grant portal. Applicants must create an account in the [grant portal](#) if necessary. Communication regarding the application will take place through the grant portal or by email.

1.2 By submitting a grant application and the accompanying documents, the applicant grants permission for these materials to be reviewed by staff members and committee members of Fonds BJP for assessment purposes.

1.3 Preliminary consultation by telephone or email is possible without Fonds BJP committing itself in any way.

1.4 To be eligible for assessment by the advisory committee, the application must be complete and include all requested attachments. Fonds BJP is always entitled to request additional information.

2. Who can apply

Only natural persons may apply for a grant. Journalists may apply individually or in collaboration with others.

The following conditions apply:

- Journalists living in the Caribbean part of the Kingdom who won't have no or less other income during the project period may apply for the project grant to cover fees, expenses and overhead costs.

- The project grant may be applied for individually or jointly. An individual application will always amount to €7,350.00, while an application submitted by two or more applicants will always amount to €14,700.00.
- Collaboration with a journalist from the European part of the Kingdom or with a journalist from outside the Kingdom is permitted. However, this does not result in the grant being doubled to €14,700.00. The project grant is specifically intended for journalists and journalistic creators living in the Caribbean part of the Kingdom. In the event of such collaboration, an application may instead be submitted under the Fonds BJP's regular Project Grants scheme.

Fonds BJP limits applicants to a maximum of two awarded applications within the Caribbean Journalism scheme:

- You can submit a maximum of two applications per grant round.
- You can apply for a new grant even if you haven't finished a previous project from the last Caribbean Journalism round. However, if you have an application still being reviewed, you can only submit one more.
- You can only be the main applicant on one project application.
- You can also be a co-applicant on one other project application.
- It is not possible to apply within the Caribbean Journalism scheme if you have already received a grant from the Fonds BJP's regular Project Grants scheme.

3. Publication(s)

To qualify for a grant for a journalism project, the project must be relevant to residents of the Kingdom of the Netherlands and result in at least one publication. The application should explain what this publication (or publications) will be like and substantiate how it goes beyond daily news coverage.

4. Letter of Intent/Collaboration Agreement

Ideally, in the case of an application for a journalism project, an independent journalistic media outlet or external organisation is involved in the final editing and publication process, and this media outlet or organisation provides a letter of intent or collaboration agreement.

Self-published works, without the involvement of an external publisher and/or journalistic editorial team, are also eligible. In this case, the applicant must provide information about the implementation of and responsibility for the publication process, including final editing, distribution and promotion.

5. What's not covered

The following are not eligible for funding:

- fiction;
- fully or partially fictionalised forms*;
- autobiographical projects and memoirs;
- anthologies/Collections of writings;
- monographs and overview works;
- collected volumes, anniversary, commemorative or occasional publications;
- publications in trade media and projects that primarily qualify as information, education or aid provision.

* Note: there may be situations — for example due to the absence of historical sources or in the case of illustrated journalism — in which fully or partially fictionalised forms are permitted. In such cases, the application must substantiate why these forms are journalistic in nature and contribute substantively to the final publication.

ASSESSMENT AND DECISION

6. Journalistic Principles

The journalist operates according to journalistic principles and methods: independent, critically distanced, truthful and verifiable. In carrying out a project funded by Fonds BJP, the [NVJ Code and the underlying Charter for Ethics in Journalism](#) must serve as guiding principles.

7. Assessment Criteria

Within the Caribbean Journalism scheme, applications for journalistic projects are assessed on the basis of the following criteria:

Content

The application must clearly demonstrate the added value of the project. How does it go beyond daily news coverage? Consider, for example, a unique angle, an innovative format or in-depth investigative research. The application must also explain why the subject is timely and journalistically urgent. Why is this an important story to tell, and why now?

Approach

Is the plan clearly journalistic in nature? Are journalistic principles and standards properly applied and safeguarded throughout the project? Does the plan contain clear and well-defined research questions formulated in an open manner? And is the methodology concrete and clearly elaborated?

Publication

Does the chosen publication or storytelling format suit the project well? Does it exceed daily news coverage in both scale and research depth? Is the timeline realistic and the plan feasible? Is a journalistic publishing medium or external final editor involved? And how will the publication be distributed and promoted?

Additional or alternative criteria may apply per grant round. These criteria will be communicated through the Fonds BJP website and included on the project page of the relevant call or grant round.

8. Advisory Committee

Project grant applications are assessed by an independent [advisory committee](#). Fonds BJP reserves the right to consult third parties in the decision-making process regarding an application, provided that the grant applicant has been informed accordingly. Fonds BJP will explicitly instruct these third parties to observe their duty of confidentiality.

9. Decision

Based on the assessment criteria, the advisory committee evaluates whether the application qualifies for the awarding of a project grant and advises the Managing Director of Fonds BJP accordingly. The Managing Director subsequently makes a decision based on this advice. The timeline of the project grant round (duration, processing and communication of decisions) will be communicated on the webpage relating to the project grant.

The grant applicant will receive written notification of the outcome:

- In the event of approval, the grant applicant will receive a message via the grant portal or by email stating the awarded amount.
- In the event of rejection, the grant applicant will receive a brief explanation of the decision.

There is no possibility to submit a request for reconsideration.

As part of an awarded grant within the Caribbean Journalism project grant scheme, the applicant will be paired with a journalistic sparring partner for consultation during the research process.

PROGRESS AND COMPLETION

10. Project Progress

10.1 Awarded project grants must only be used for the project for which they were applied for.

10.2 The funded party is required to report on the progress of the project via the grant portal or by email. Any changes to the project or training activity with regard to planning, content, publication format, collaboration (partner), publisher, or publishing medium must be submitted to Fonds BJP as soon as possible.

11. Project Completion

11.1 Projects must be completed no later than two years after the grant has been awarded.

11.2 If it is likely that the maximum timeframe for completing a project will be exceeded, the funded party is required to notify Fonds BJP as soon as possible.

12. Acknowledgement of Fonds BJP

12.1 Every publication must acknowledge the support provided by Fonds BJP:

“This project was made possible by the Caribbean Journalism program of the Dutch Fund for In-Depth Journalism (Fonds BJP),” including the addition of the Fonds BJP [logo](#). Online publications must include a link to the website, www.fondsbjp.nl.

12.2 Fonds BJP is free to mention the supported project and the resulting publications in its annual report, on its website, and elsewhere (for example on social media). Fonds BJP is entitled to publish a reference to the publication (for example through a summary, the inclusion of a link and/or images) on its website from the moment the publication has been made public by or on behalf of the applicant.

FINANCES AND PAYMENT

13. Financial Principles

The following principles apply to the determination of the grant amount and its financial settlement:

- Fonds BJP never provides 100% funding of a project grant. The contribution of Fonds BJP is explicitly intended as a contribution towards the time investment and any expenses incurred.
- An applicant may apply for funding for fees (as a contribution towards time investment), expenses and overhead costs.
- Funding may only be requested for work yet to be carried out, calculated from the date on which the application is submitted.
- The amount of the project grant is fixed, namely €7,350.00 for individual applicants and €14,700.00 in the case of two or more applicants.
- If other funders are involved, the applicant must be transparent about this and indicate it in the application form.
- Upon request, the recipient of grant funds must provide an overview of the costs incurred.
- If a grant is awarded, the grant amount is generally paid out in three instalments: the first instalment after signing the grant agreement, the second instalment after signing the letter of intent with the sparring partner, and the third instalment after all activities for which the grant was awarded have been completed and all grant conditions have been met.
- Awarded grants may only be used for the project for which they were applied for.

14. Recovery of Funds

14.1 Fonds BJP may decide to recover the grant in full or in part, or not to pay out the remaining grant amount, if:

- The project is not carried out, or not fully carried out, within the agreed timeframe.
- The project is not implemented in accordance with the application approved by Fonds BJP.
- The applicant acts in breach of the conditions laid down in these Guidelines and/or other applicable conditions and agreements.
- The applicant acts in breach of the NVJ Code.
- A circumstance relevant to the assessment of the application has not been (fully) disclosed or has been incorrectly stated.
- The support provided by Fonds BJP is not acknowledged in or alongside the publication(s).

14.2 Fonds BJP may decide to waive recovery of funds, based on a reasoned request by the person(s) to whom the grant has been awarded.

14.3 Any legal costs that may be incurred in connection with the recovery of the grant shall be borne by the funded party.

LIABILITY AND DISPUTES

15. Liability

15.1 The applicant acknowledges and declares that the application has been prepared and submitted truthfully, that they comply with the conditions of these Guidelines and other agreements with Fonds BJP, and that they adhere to the NVJ Code. If at any point during the

grant or publication process the applicant fails to comply with the above agreements, Fonds BJP is entitled to fully disassociate itself from the supported publication. Upon first request by Fonds BJP, the applicant shall in such a case also remove any reference to the name, logo, and link to the Fonds BJP website.

15.2 Fonds BJP is not responsible and/or liable for the content of research and publication(s) supported by Fonds BJP; (final) editorial responsibility lies with the applicant and/or the publishing medium. This also means that the applicant indemnifies Fonds BJP against all consequences of any infringement of or violation of third-party rights caused by or in connection with the supported publication, as well as any complaints or disputes arising from the publication.

15.3 The applicant shall reimburse any costs incurred by Fonds BJP or any damage suffered by Fonds BJP as a result of a failure by the applicant to comply with its obligations under the grant application.

16. Disputes, Applicable Law and Competent Court

16.1 These Guidelines, the application, the assessment process, the outcome, the awarding and implementation of a grant, and/or any disputes arising therefrom shall be governed by Dutch law.

16.2 Complaints and/or objections regarding the handling of the application, its outcome, the implementation of the advisory committee's decision, and/or any other questions or matters not regulated in these Guidelines or elsewhere, shall be submitted to the Managing Director of Fonds BJP, who will respond with a reasoned decision.

16.3 Disputes that cannot be resolved by the Managing Director of Fonds BJP, as well as all other disputes arising from a grant application to Fonds BJP, shall be submitted for resolution to the competent court in the Netherlands.