**To apply for a media grant**, a proposal must include the following:

1. a completed [Gannett Foundation Grant Application Form](http://www.gannettfoundation.org/gannettfoundationapplication.pdf) (done)
2. IRS letter of determination for 501(c)3 tax exemption (OK)
3. detailed listing of proposed use of requested funds,
4. a one-page program budget, and
5. a one-page summary of organization’s budget
6. program description of no more than three pages that includes:
	* needs statement
		+ objectives of the program to be funded
		+ whether the program is new or ongoing
		+ constituency to be served
	* sustainability statement
		+ your organization's qualifications to carry out the program
		+ how the program will be evaluated (include any tracking or historical information available)
		+ plans for continued funding of the program, if applicable
		+ other funding sources, committed and applied for.

Note: When requesting funding for journalist conventions, include data on attendance at 3 prior conventions.

**Mail the proposal to the Foundation’s Executive Director, Ms. Pat Lyle, at the following address:**

Gannett Foundation Media Committee
7950 Jones Branch Drive
McLean, VA 22107