



2023/24 MICHAEL GORDON JOURNALISM FELLOWSHIPS APPLICATION CHECKLIST

The online application form has no auto-save function. We suggest you prepare some basic information before starting the application in accordance with the criteria and the following checklist:

APPLICATION FORM ITEM	CHECK
Personal details, including name, contact, and employment details	
A CV or resume, provided as an attachment. Alternatively applicants can include a URL to an appropriate professional website.	
Personal details of any secondary personnel associated with the application.	
Brief title/description of project	
A supporting statement (maximum 750 words). Please see the criteria document for more detail. You will be asked to paste text directly into the form.	
Brief statement about where you intend to travel, and how.	
Statement outlining any identifiable health and safety risks involved in the travel and how these would be managed.	
A statement on how your research project will be achieved, pending any travel restrictions and border closures.	
A budget for the proposal, detailing the costs expected to be incurred in travel, accommodation and related expenses. In the case of freelance and student journalists, please also detail the daily allowance you wish to claim. The budget should be supported as much as possible with quotes rather than estimates. Any employer co-contributions should be noted. The form allows applicants to submit an Excel or PDF budget, along with up to four supporting documents (for quotes, etc.)	
Employer/Commissioning editor name, organisation and contact details	
A brief statement of support from employer or confirmation of intention to publish from a commissioning editor. This can be a formal letter or an email chain, saved as a PDF.	
A space is also provided to detail any specific concerns about confidentiality in relation to the project, or other issues the selection panel should be aware of.	