

KUOW Program Venture Fund

Application Instructions

The purpose of the KUOW Program Venture Fund (PVF) is to provide support for the highest quality public radio programming relevant to the Puget Sound region.

General Information

- Applicants may request up to \$10,000 from the PVF. Most grant awards are in the \$3,000 to \$6,000 range. Additional funding from other sources is encouraged but not required.
- Projects must be completed within 18 months of the grant award.
- Broadcast rights are owned by KUOW Puget Sound Public Radio.

Application Process

Obtain Preliminary Approval

Prospective applicants are required to consult with KUOW Senior Editor Jim Gates prior to submitting an application. Jim may be contacted at jgates@kuow.org.

The Pitch - A short description of your project idea, no longer than one page, should be submitted to the KUOW Senior Editor via e-mail. If approved, you will be asked to continue with the application process and formally submit your proposal. The preliminary approval stage of the application process will help ensure that the project meets the requirements of the PVF grant and does not duplicate a previously-funded project.

Applicants may submit more than one pitch. The sooner a pitch is submitted and given preliminary approval, the more time will be available to prepare the formal application.

Submit Formal Application

The PVF application materials are available at <http://kuow.org/pvf>. All of the following elements must be completed for each proposed project.

Cover Page (PDF) Complete all fields in the Cover Page Form, including the project title, a brief summary, contact information, start date, and the amount requested from the PVF.

Application (MS Word)

1. Project Description Provide a narrative of the project, describing how it meets the purpose of the PVF (stated above) and how it might be used within KUOW programming. For each proposed feature or segment, describe its type, length, and prospective interviewees. List supporting materials (photographs, graphics, web galleries, etc.) which may be used on the KUOW web site.
2. Timetable Show start and completion dates and list specific deadlines for deliverables.
3. Budget Provide supporting detail for each category. Grant funds may not be used for equipment.
4. Producer Resume (Attachment A) Audio samples of work are required. If the samples are not available on the web, they may be submitted by mail on CD.

Submission

Please submit the Cover Page and Application as email attachments addressed to PVF@kuow.org by the published deadline. The Application must be in MS Word format (or compatible). Do not attach audio samples to the email. Incomplete applications will not be considered.

Proposal Review

PVF proposals are reviewed by a panel composed of KUOW staff selected by the General Manager. PVF applicants and active grantees are ineligible to serve on the panel.

Grant awards are determined by the KUOW General Manager based on panel recommendations. Awards will be announced within 4-6 weeks after the submission deadline.

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Fee Schedule for Feature Reports

Please use these rates, set by report attributes, when calculating producer fees in the application budget.

Level 1 = \$1,000

- Involves research and enterprise reporting
- Requires expertise in subject matter
- Reporting is very time-consuming
- Is written in scenes
- May require travel
- Usually does not include phone tape
- Is Sound-rich

Level 2 = \$525

- Involves multiple interviews
- Most or all interviews conducted on-site
- Interviews usually conducted in several different places
- Uses sound well
- Requires extensive knowledge of subject matter

Level 3 = \$400

- Interviewees found through other reports/news conferences
- Most or all interviews conducted on phone
- Interviews conducted mostly in one place
- Minimal use of sound