

**NABJ Northeast Florida, Inc. –
Jacksonville NABJ Government, Legal & Youth Media Initiative**

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: NABJ Northeast Florida, Inc. (“Jacksonville NABJ” or “Recipient”)

Program Name: Jacksonville NABJ Government, Legal & Youth Media Initiative (the “Program”)

City Funding Request: \$10,000

Contract/Grant Term: September 1, 2025 – December 31, 2025

Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

Jacksonville NABJ will deliver several workshops designed to strengthen local journalism capacity and civic engagement. The Program focuses on (1) educating the community on how to work effectively with government (public records, ethics, and navigating City processes for public information); (2) providing practical legal insights for the community (land use and zoning, public records, etc.); (3) recognition of excellence in local media professionals to elevate standards and visibility; and (4) youth media programming that helps to support high school and college students interest in civic journalism through understanding new media and best practices.

City funding is requested for programmatic expenses only, including venue/AV, instructional materials, and outreach. The Program serves Duval County residents by improving the quality, accuracy, and community connection of local news and by preparing the next generation of engaged citizens.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

- Government 101 for Journalists Workshop Series (Quarterly): Public records requests, ethics, Sunshine law basics, procurement and how to track and interpret City budgets. Deliverable: 4 workshops; slide decks and quick-reference guides.
- Legal Insights for Journalists Clinic (Biannual): Contract basics, IP/fair use, defamation/privacy, and freelancer agreements. Deliverable: 2 clinics; model templates and resource sheets.
- Youth Media & Civic Journalism Bootcamp (Summer & Spring): Hands-on reporting skills, civic literacy, and mentorship with local professionals. Deliverable: 2 bootcamps; student reporting projects published online.
- Recognition & Community Event (Annual): Honors local media professionals; facilitates networking between journalists, students, and community partners. Deliverable: 1 event; digital profiles of honorees.

PROGRAM COSTS/PAYMENT TERMS:

City funds shall be expended in accordance with the approved budget for the sole benefit of Duval County residents. City funds will be disbursed on a reimbursement basis upon the City’s receipt and approval of required documentation which may include but is not limited to paid invoices, cleared checks and bank statements.

Total Program Cost: \$18,000

Funding Sources:

- City of Jacksonville Request: \$10,000
- Sponsorships & Donations: \$8,000

Program Expenses

- Office and Other Supplies - \$500
- Printing and Advertising - \$3,500
- Client Education - \$14,000

The Program is also anticipated to receive in-kind contributions valued at \$2,000 for venue discounts, volunteer hours, donated materials, etc.

PROGRAM IMPACT & REPORTING:

Attainment & Measurement: Sign-in/RSVP tracking, post-session surveys, youth project completion rates, and media reach. Target Outcomes: 150+ adult participants across workshops/clinics; 50+ youth participants in bootcamps; 1 recognition event with 150+ attendees; online resource hub with session materials and youth stories.

Prior Year Achievements (if applicable): Jacksonville NABJ convened trainings and community events with broad participation from local journalists, students, and community partners.

Projected Impact: Improved civic literacy; stronger professional networks; enhanced trust between media and the community.

Recipient must submit a final impact report with performance metrics to the City no later than 45 days after the end of the Grant Term.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the Jacksonville Ordinance Code, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: Jacksonville Association of Black Journalists, Inc.

Program Name: Jacksonville NABJ Government, Legal and Youth Media Initiative

Agency Fiscal Year: July 1 - June 30

| Categories and Line Items | Prior Year Prg Funding FY 2022-2023 | Current Year Prg Budget FY 2023-2024 | Total Est. Cost of Program FY 2024-2025 | BUDGET | | Funding Partners | | |
|---|---|--|---|-------------------------------|----------------------------------|---|--------------------------------------|----------------------------------|
| | | | | Agency Provided Funding | All Other Program Revenues | City of Jacksonville (City Grant) | Federal/ State & Other Funding | Private Foundation Funding |
| I. Employee Compensation | | | | | | | | |
| Personnel - 01201 (list Job Title or Positions no names) | | | | | | | | |
| 1 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 4 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 9 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 10 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 13 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 15 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 16 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 17 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 20 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 21 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 24 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 26 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 27 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 29 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal Employee Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Fringe Benefits | | | | | | | | |
| Payroll Taxes - FICA & Med Tax - 02101 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Health Insurance - 02304 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Retirement - 02201 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Dental - 02301 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Life Insurance - 02303 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Workers Compensation - 02401 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Unemployment Taxes - 02501 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other Benefits - (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal Taxes and Benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Employee Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| II. Operating Expenses | | | | | | | | |
| Occupancy Expenses | | | | | | | | |
| Rent - Occupancy - 04408 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Telephone - 04181 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Utilities - 04301 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Maintenance and Repairs - 04603 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Insurance Property & General Liability - 04502 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other - (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Office Expenses | | | | | | | | |
| Office and Other Supplies - 05101 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 |
| Postage - 04101 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Printing and Advertising - 04801 | \$0.00 | \$0.00 | \$3,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$2,000.00 |
| Publications - 05216 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Staff Training - 05401 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Directors & Officers - Insurance - 04501 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Professional Fees & Services (not audit) - 03410 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Background Screening - 04938 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other - Equipment under \$1,000 - 06403 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other - (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Travel Expenses | | | | | | | | |
| Local Mileage - 04021 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Parking & Tools - 04028 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equipment Expenses | | | | | | | | |
| Rental & Leases - Equipment - 04402 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Vehicle Fuel and Maintenance - 04216 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Vehicle Insurance - 04502 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other - (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Direct Client Expenses - 08301 | | | | | | | | |
| Client Rent | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Utilities | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Food | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Medical | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Educational | \$0.00 | \$0.00 | \$14,000.00 | \$0.00 | \$0.00 | \$8,000.00 | \$0.00 | \$6,000.00 |
| Client Personal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Other (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Client Other (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Operating Expenses | \$0.00 | \$0.00 | \$18,000.00 | \$0.00 | \$0.00 | \$10,000.00 | \$0.00 | \$8,000.00 |
| III. Operating Capital Outlay (OVER \$1,000) | | | | | | | | |
| Machinery & Equipment - 06402 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Computers & Software - 06427 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other - (Please describe) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Capital Outlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Direct Expenses Total | \$0.00 | \$0.00 | \$18,000.00 | \$0.00 | \$0.00 | \$10,000.00 | \$0.00 | \$8,000.00 |
| Percent of Budget | - | - | 100.0% | 0.0% | 0.0% | 55.6% | 0.0% | 44.4% |

Last Modified: 03/16/2023

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost
FY 2025 City Grant Application
Program Budget Narrative (Max. 2 Pages)
COJ Funding Only**

Agency: Jacksonville Association of Black Journalists, Inc **Program Name:** Jacksonville NABJ Government, Legal & Youth Med

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

II. Operating Expenses

Office Expenses

| | | |
|---------------------------|----------|--|
| Office and Other Supplies | 500.00 | Basic administrative and Program supplies such as paper, binders, pens, and workshop materials for participant handouts and youth training sessions |
| Printing and Advertising | 1,500.00 | Design, printing, and distribution of outreach flyers, informational guides, recognition certificates, and event programs. Includes digital and print advertising to ensure community participation. |

Direct Client Expenses

| | | |
|------------------|-----------|---|
| Client Education | 8,000.00 | Covers facilitator materials and educational materials for the following: Workshops and sessions on understanding government processes and civic engagement to train the local community at large on how to effectively leverage traditional and new media for maximum impact on community issues. Young Adult Media Workshops will provide sessions, in different areas, participants will learn how to turn social media posts, press coverage, and storytelling into tools for impact. |
| | 10,000.00 | |

III. Operating Capital Outlay: