

NFOIC KNIGHT FOI FUND / SPJ LEGAL DEFENSE FUND APPLICATION

1. Name of Organization/Individual:

2. Postal Address of Organization/Individual:

3. Organization's Federal Tax Number/EIN:
(if applicable)

4. Name of Official Signatory for
Organization:

5. Phone Number of Contact for
Organization:

6. Point of Contact email address:

7. Date of Funding Request:

8. Amount of
Request:

9. Please give a brief description (100 words or less) of the case. If an appeal, please provide history.

10. Please state how the funds will be used. Please note, the LDF reimburses legal expenses only.

Do not include in response to either Item 12 or Item 13 the value of in-kind support.

11. Please indicate how much in outside support your organization has raised specifically for the case for which this funding request is being submitted. Identify the source(s) of those funds.

12. Not counting what you hope to receive from this award, how much additional outside support do you expect your organization will raise for this case during the six-month period immediately following the date of this funding application.

13. If this is an ongoing case, how was the project funded last year and how will it continue be funded?

14. Briefly describe, and provide a valuation for, any in-kind support for the case. *Your valuation of in-kind support should not include time or volunteer services provided directly by your board or staff, although in-kind contributions of those individuals, companies, employers or professional organizations should be included.*

15. How will this case be publicized?

16. If a journalist or member of a news organization, what broad journalistic purpose will be served by this case?

17. Please list previous funding your organization has received in the last three years from the National Freedom of Information Coalition or the Legal Defense Fund.

Attachments:

1. Please provide, as **Attachment A**, a **Budget**, on official letterhead, with the estimated costs for the case.
 - a. The following statement must be included at the bottom of the invoice: ***“I certify that to the best of my knowledge and belief the data above is correct, and that all outlays will be made in accordance with the grant agreement, and that payment is due and has not been previously requested.”***
 - b. An official signature for the organization/individual must be directly under the statement.

2. Please provide as links or attachment(s) in PDF any supporting documentation, including pleadings, copy of lawsuit or initial complaints, news coverage or any other memoranda related to the litigation.

Notes:

- **All funds received must be used strictly in accordance with the proposal and budget submitted to the NFOIC and/or SPJ LDF. Any funds that are not expended must be returned to the NFOIC.**
- **All recipients of funds from the NFOIC and/or SPJ LDF must report at specific times on the project.**
- **A six-person committee reviews LDF requests for up to \$5,000. Anything above \$5,000 requires a vote of the full SPJ board.**

- **Information from this application could be used on the SPJ Web site or by SPJ in other ways to promote understanding of a First Amendment legal issue and the events. Your personal information, such as your phone number and address will not be made public.**
- **If project funding is approved, you will receive notification from the LDF Chair and/or a NFOIC Knight FOI Fund Award Letter and a NFOIC Knight FOI Fund Consulting Agreement form, which must be fully executed prior to payment being issued.**

Official Signature for Organization

Date

Please email your completed, signed NFOIC Knight FOI Fund Application to nfoic@nfoic.org with “FOI Fund” in the subject line

Email your LDF application to legaldefense@spj.org.

PLEASE MAIL ANY SUPPORTING DOCUMENTS THAT CANNOT BE SENT ELECTRONICALLY TO:

Baker Hostetler
Washington Square, Suite 1100
1050 Connecticut Avenue, NW
Washington, DC 20036

(202) 861-1660