



Jaime Espina Klima Correspondents Fellowship 2024

Application Form Preparation Guide

This document is provided for guidance and reference only. It outlines the fields, questions, and document attachments you will need to prepare when completing the application form for the Jaime Espina Klima Correspondents Fellowship 2024.

To officially submit your application, please proceed to the [online application form](#).

The application form will ask for the following information:

PART 1
Journalist Applicant (Team member 1): Basic information and relevant experience

The Fellowship will be open to teams composed of two members (one journalist and one visual storyteller). In this section, please input the basic information details of the journalist applicant (team member # 1).

- First name
- Last name
- City
- Province
- Region
- Date of birth
- Sex assigned at birth
- Civil Status
- Contact number
- Active primary email address
- Alternative email address
- LinkedIn url

- Facebook url
- Twitter/X handle
- Instagram handle
- Are you a freelancer or employed journalist?
- Name of affiliated media organization/newsroom
- Are you a member of any professional organizations?
- If yes, list down the names of the professional organizations you are part of/affiliated with.
- Updated curriculum vitae with character references
- Hi-res copy of your professional photo/portrait
- Your sample works relevant to journalism/climate and energy reporting

PART 2

Journalist Applicant (Team member 1): Relevant experience and assessment

- How knowledgeable are you on climate reporting?
 - *Rating of 1-5 (with 5 being very knowledgeable)*
- How often do you write/produce climate and energy stories?
 - *Rating of 1-4 (with 5 being very frequent)*
- What do you consider as the biggest challenges in writing/producing climate and energy stories? (Limit response to 600 characters)
- Have you previously attended any seminars, workshops, or conferences on energy or climate-related topics?
 - If yes, please provide details (name of event, date, and key takeaways). *(Limit response to 600 characters)*
- Have you participated in any previous fellowship programs or writing grants related to journalism, climate, or energy reporting?
 - If yes, please provide details (name of fellowship/grant, date, and key outcomes). *(Limit response to 600 characters)*

PART 3

Visual Storyteller Applicant (Team member 2): Basic information

In this section, please input the basic information details of the visual journalist applicant (team member # 2).

- First name
- Last name
- City
- Province
- Region
- Date of birth

- Sex assigned at birth
- Civil Status
- Contact number
- Active primary email address
- Alternative email address
- LinkedIn url
- Facebook url
- Twitter/X handle
- Instagram handle
- Are you a freelancer or employed journalist?
- Name of affiliated media organization/newsroom
- Are you a member of any professional organizations?
- If yes, list down the names of the professional organizations you are part of/affiliated with.
- Updated curriculum vitae with character references
- Hi-res copy of your professional photo/portrait
- Your sample works relevant to journalism/climate and energy reporting

PART 4

Visual Journalist Applicant (Team member 2): Relevant experience and assessment

- How knowledgeable are you on climate reporting?
 - *Rating of 1-5 (with 5 being very knowledgeable)*
- How often do you write/produce climate and energy stories?
 - *Rating of 1-4 (with 5 being very frequent)*
- What do you consider as the biggest challenges in writing/producing climate and energy stories? (Limit response to 600 characters)
- Have you previously attended any seminars, workshops, or conferences on energy or climate-related topics?
 - If yes, please provide details (name of event, date, and key takeaways). *(Limit response to 600 characters)*
- Have you participated in any previous fellowship programs or writing grants related to journalism, climate, or energy reporting?
 - If yes, please provide details (name of fellowship/grant, date, and key outcomes). *(Limit response to 600 characters)*

PART 5

Team information: Affiliated Media Organization

In this section, please input the details about the affiliated media organization that will be represented by the team members. The same media organization should also commit to the publication of the team members' final output as part of the Fellowship, if accepted.

- Name or media organization that both journalists are affiliated with or commit to publication of final output
- Description about the media organization
- Email address of media organization
- Office address
- Contact number of media organization
- Upload a letter with a statement of support from media organization and commitment to publish output (signed by an editor)
 - The letter must be addressed to:
Angelo Kairos dela Cruz
Executive Director
Institute for Climate and Sustainable Cities (ICSC)
 - Upload the letter in PDF.
 - It should indicate 1) commitment of media organization to publish the output of fellows to their own publication and must also indicate 2) **for employed applicants:** that the applicant will continue to receive salary or fees during the Fellowship

PART 6

Team collaboration and relevant experience

In this section, please provide details of any previous collaboration between team members on journalistic projects related to climate and energy. Share specific examples of your work together and describe the roles each member played. Additionally, upload a portfolio showcasing individual work and joint projects to highlight your experience and team dynamics.

- State previous or relevant experience where both team members collaborated on any journalistic output related to climate and energy
- Link(s) supporting both team members' previous or relevant experience and collaboration on any journalistic output related to climate and energy
- What do your team members want to learn about climate and energy reporting?

PART 7

Team commitment

- Does your team commit to participating in the in-person learning sessions in Manila on December 10-12, 2024 as part of the Fellowship program?
- Is your team available to travel to and from Manila on December 9 and 13 for the onsite learning sessions?
- Does your team commit to attending other relevant sessions of the Fellowship (orientation, check-in meetings, consultations with experts) during the Fellowship?
- Does your team commit to completing the Fellowship (in-person learning sessions and story production and publication)?
- Upload a letter of intent/commitment to join the Fellowship
 - The letter must be addressed to:
Angelo Kairos dela Cruz
Executive Director
Institute for Climate and Sustainable Cities (ICSC)
 - Upload the letter in PDF.
 - It should indicate availability of both team members to participate in the relevant Fellowship sessions (such as program orientation, onsite session in Manila, virtual consultations); and indicate commitment to meet all requirements of the program, once accepted.

PART 8

Proposal: Story idea and workplan

In this section, applicants are required to download and fill out the provided template document. The proposal should outline your story idea (500 words maximum) with specific details such as geographic focus, content approach, potential impact, and the proposed format (e.g., multi-part series, articles, video documentary). Please explain why you've selected this format.

Additionally, include a comprehensive work plan that would detail the proposed budget, timeline, and distribution plan to support your team's proposed story idea.

[\[DOWNLOAD STORY IDEA AND WORK PLAN TEMPLATE HERE\]](#)

- Upload the accomplished story idea and work plan proposal using the template above.

PART 9
Additional Materials

- *Optional: Upload additional materials to supplement story and budget proposal (e.g budget breakdown in.xls format)*
- *Optional: Upload additional character references, sample works, portfolio etc. to support your team's application*

Important Note: Please use this document only to help prepare your responses and materials. To submit your application, please complete the official application form [here](#). Applications submitted through other channels will not be considered.

Good luck with your application, and thank you for your interest in the Jaime Espina Klima Correspondents Fellowship 2024!