



CIVICSTORY, INC.  
P.O. Box 76  
Summit, New Jersey 07902

January 24, 2022

Name of editor  
Name of news outlet

Dear editor name:

The New Jersey Sustainability Reporting project (the “NJSR project”) includes a nonprofit fellowship program to generate news reporting about sustainability activities and issues in New Jersey. CivicStory, Inc. (“CivicStory”) is the administrator (as such, the “Administrator”) of the fellowship program. CivicStory is a 501(c)(3) nonprofit entity with the purpose of advancing solutions-based news about civics and sustainability in New Jersey. The organization's website is [www.CivicStory.org](http://www.CivicStory.org) and the NJSR project platform is [www.SRHub.org](http://www.SRHub.org).

This letter agreement sets forth an understanding as to the terms under which CivicStory, Inc. has agreed to provide the **name of newsroom** (the “Newsroom”) with a per-story stipend to facilitate reporting of news by reporter **reporter name** (“Fellow”) on sustainability activity and initiatives in **geographic area**.

1. Story specifications and timing. The NJSR Fellow will produce 5-8 written sustainability news stories of at least 400 words, or audio or video stories of two- to five-minute duration, by August 15, 2022. The expected release dates of these stories will be shared with CivicStory, when possible, to help plan the broadest reach and impact for maximum public benefit.
2. Story content and style. The Newsroom will propose story ideas to the CivicStory Senior Editor, and the Senior Editor and Newsroom will agree upon topics prior to reporting. CivicStory requests that when planning and producing stories, Newsroom and Fellows consider CivicStory’s guidelines on using clear, vernacular language; telling the stories of demographically diverse subjects and drawing information from diverse sources; and appealing to an audience that is demographically diverse. Written stories should be accompanied by at least one photo or piece of artwork.
3. Story attribution. Each story will contain the following text: “This story [include link to the story on the originating newsrooms’ website] was produced in collaboration with CivicStory ([www.civicstory.org](http://www.civicstory.org)) and the NJ Sustainability Reporting project ([www.srhub.org](http://www.srhub.org)).”

4. Republication of stories. Following the Newsroom's publication of a story, Newsroom editors will immediately send the story link and/or digital file to the CivicStory Senior Editor for co-publication on [www.SRHub.org](http://www.SRHub.org) and possibly also [www.civicstory.org](http://www.civicstory.org). Co-publication by CivicStory will include a hyperlink to the Newsroom's website. CivicStory reserves the right to correct copy errors, without notice to the Newsroom, before republishing.
5. Payments per story upon publication. CivicStory will pay the Newsroom \$400 for each of five sustainability stories reported between March 31, 2022 and August 15, 2022. The Newsroom should email invoices to CivicStory ([editor@civicstory.org](mailto:editor@civicstory.org)) at any point after publication and before August 31, 2022. Upon invoice receipt, checks will be made payable to **newsroom name**.
6. Orientation and professional development. The Fellow commits to attending five one-hour virtual sessions, including an orientation session (March 31, 2022) and professional development and/or dialogue sessions presented by CivicStory, partners, nonprofit affiliates, and/or guest speakers. These sessions will be scheduled to take place between March 31, 2022 and June 30, 2022 (CivicStory will provide dates and times with at least two weeks' notice). In addition, update meetings by phone/zoom may be scheduled on occasion during the fellowship at mutually agreeable times to ensure ongoing communication and information.
7. Mid-fellowship update. The Fellow and Newsroom's editor will schedule a mid-fellowship check-in meeting with CivicStory's Senior Editor on or around the week of June 20, 2022, to confirm publishing plans for the remainder of the fellowship period.
8. Feedback upon conclusion of fellowship. In July 2022, the Fellow and a Newsroom editor will each complete a brief assessment survey provided by the CivicStory Senior Editor, for purposes of improving on future fellowship programs.
9. Legal, ethical, and accurate reporting. The Newsroom shall be responsible for ensuring that all statements in its reports are true and accurate. In preparing its reports, the Newsroom shall not infringe upon, misappropriate or otherwise violate any right of any third party whatsoever (including, without limitation, any copyright, trademark, service mark, or other intellectual property right, literary, dramatic or motion picture right, right of privacy, publicity right, or other personal right, property right or contract right) or violate any applicable law, common law, administrative regulations, rules or applicable industry codes of practice.
10. Damages. The Newsroom agrees to indemnify, defend and hold the Administrator and New Jersey Sustainability Reporting project partners, and any of their respective affiliates and representatives, harmless from and against any and all damages resulting from or

arising out of any material breach by the Newsroom of this letter agreement.

11. Notices and additional communication. All notices and other communications related to this letter agreement shall be provided in writing or by e-mail as follows:

a. If to the Administrator to:

CivicStory Inc.  
28 West 3<sup>rd</sup> Street, 2431  
South Orange, New Jersey 07079  
Attention: CivicStory Senior Editor  
E-mail: Editor@CivicStory.org

b. If to the Fellows or the Newsroom:

Name of newsroom editor  
Name of newsroom  
Newsroom address  
Newsroom editor email address

Notices shall be deemed given when received. The notice information set forth above may be changed at any time by the relevant party.

12. Amendments. This letter of agreement may only be amended in writing signed by both parties hereto.
13. Assignments. Neither this letter agreement, nor any right hereunder, may be assigned by any party without the written consent of the other party hereto. Any non-permitted assignment or attempted assignment shall be void.
14. Termination. This letter of agreement may be terminated by either party upon fourteen (14) days' notice.
15. Laws. This letter agreement shall be governed by the laws of the State of New Jersey without regard to its conflicts of laws provisions.

If this letter agreement reflects our understanding, please sign the enclosed copy of this letter and return it to us at your earliest convenience.

Very truly yours,

CIVICSTORY, INC.  
as Administrator of the New Jersey Sustainability Reporting Fellowship program

By: Pamela B. Daniels, Board President

Date: \_\_\_\_\_

ACKNOWLEDGED AND AGREED:

**NEWSROOM NAME**

By:

Date: \_\_\_\_\_

cc: Marian Raab, CivicStory Treasurer

**Name of fellow**