

Community Radio Fund of Canada
Le Fonds canadien de la radio communautaire

Annual Report
2009-2010
Rapport annuel





Community Radio Fund of Canada

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INTRODUCTION

It has been an exciting year for the CRFC. We launched our second call for funding applications and approved the distribution of more than \$160,000 to 22 recipients.

The initiatives supported this year provided training, mentorship and education and strengthened local programming. The CRFC is very pleased to be able to support the campus and community radio sector, helping stations carry out their mandates and better serve their communities.

This year also brought new and historic funding for the CRFC and those we support. In July, the Canadian Radio-television and Telecommunications Commission (the Commission) released an updated Campus and Community Radio Policy¹ that included:

- 0.5% from tangible benefits when there is an approved transfer of ownership or control of commercial radio undertakings. This came into effect when the new policy was published.²
- 15% of commercial radio licensees' basic annual contributions to Canadian Content Development (CCD) Contributions.³ Before these contributions come into effect, the Commission must review and approve the CRFC's Structural and Operational Plan, submitted on October 29, 2010, on the use of this new funding.⁴ The Commission will make the CRFC's plan available for public comment in the coming months.

This annual report documents our achievements and finances from September 1, 2009 to August 31, 2010. Overall, it was a year of opportunity for the CRFC and the campus and community radio sector. We are proud of our recipients for their excellent initiatives and achievements, and we are proud of the progress the sector has made. Congratulations to everyone involved!

Finally, thank you to our funders and other partners across the Canadian broadcasting system.



Ian Pringle
President



Melissa Kaestner
Executive Director

¹ Broadcasting Regulatory Policy CRTC 2010-499, 22 July 2010, www.crtc.gc.ca/eng/archive/2010/2010-499.htm

² CRTC 2010-499, paragraphs 106-110

³ This includes all commercial radio stations, including ethnic stations and spoken word stations, with revenues greater than \$1.25 million in the preceding broadcast year, as noted in CRTC 2010-499, paragraph 98.

⁴ CRTC 2010-499, paragraphs 93-99

About the CRFC

The CRFC's mandate is to provide support to the more than 140 licensed campus and community radio stations in Canada and to foster a well-resourced, dynamic, and accessible sector. It distributes funds under four priority areas.

1. Local Community News and Access

Local reflection in news, public affairs, arts, and culture; community access and outreach programming; and training and production, including:

- Production of local news and community affairs programs.
- Training for community news production staff.
- Support for official language minority and third-language news programming

2. Community Music and Expression

Programming and projects that highlight and promote local music and emerging artists, including:

- Support to stations for outreach, acquisition, and archiving of local music, particularly in under-represented genres.
- Assistance to record, digitize, and distribute recordings from local artists.

3. Emerging Distribution Technologies

Planning and implementation of systems to support new program delivery technologies, including:

- Training staff and volunteers in the practical use of new communications technology
- Research of digital distribution techniques appropriate for community radio content.
- Support for station computer technology and connectivity.

4. Sustainability and Capacity-Building

Skills and knowledge central to the ability of community radio stations to effectively serve their local communities, including:

- Assistance to stations in core competency areas like governance, management, programming, volunteer support, community relations, and development.
- Assistance to national community radio associations to provide key support services and resources to local stations.
- Support for stations in communities underserved by other media, including rural areas.

The CRFC was founded in November 2007 as the result of a three-year partnership among Canada's largest community radio associations: the Alliance des radios communautaires du Canada (ARC du Canada), the Association des radiodiffuseurs communautaires du Québec (ARCQ), and the National Campus and Community Radio Association (NCRA/ANREC). While established by these associations, the CRFC is a distinct and independent organization with its own membership, board of directors, and decision-making processes.

The CRFC is a federally incorporated non-profit organization. Its fiscal year runs from September 1 to August 31. It conducts an annual external audit and files annual reports each November with the Commission, funders, CRFC members, and other stakeholders.

The structure of the CRFC allows for accountable and transparent decision-making while also incorporating input from all stakeholders.

Members

Membership is open to campus and community radio broadcasting stations in Canada that have a valid licence under Public Notices CRTC 2000-12, 2000-13, or 2010-499, as well as to associations that represent at least 20 of these licenced stations.⁵ Stations and associations do not need to be members of the CRFC or any other community radio association to be eligible to apply for or receive funding.

As of August 31, 2010, the CRFC had 64 members. At the time of this report (November 9, 2010), it has 88 members. The complete up-to-date list is always available on the CRFC website.

Annual General Meeting

Every fall, the CRFC holds an Annual General Meeting (AGM) in Ottawa. Members are invited to participate in person or through a proxy. The CRFC uses proxy participation because the CRFC membership is national in scope and does not have the funding to support members' travel costs.

The next AGM will be held on November 19, 2010 at 1:30pm at the Arts Court Library, located at 2 Daly Avenue in Ottawa. It will focus on the presentation of this annual report and the CRFC's second audited financial statements. As well, the annual board elections will be held. This AGM will also see the presentation of two by-law amendments that clarify the powers of the board of directors concerning filling vacancies between annual elections and that incorporate the new campus and community radio policy with respect to eligible members.

Board of Directors



From left to right: **Jean Léger**, Vice-president (Secrétaire général, Fédération acadienne de la Nouvelle-Écosse, Halifax NS); **Jean-Francois Côté**, Director (Agent Senior de Développement des Collectivités, Service Canada, New Richmond QC); **Melissa Kaestner** (staff), Executive Director; **Shelley Robinson**, Ex officio NCRA (Executive Director, NCRA, Ottawa ON); **Serge Quinty**, Secretary/Treasurer (Communications Director, Fédération des communautés francophones et acadiennes du Canada, Ottawa ON); **Victoria Fenner**, Director (Owner/Creative Director of Sound Out Media, Hamilton ON); **François Côté**, Ex officio ARC du Canada (Secrétaire général, ARC du Canada, Ottawa ON); **Martin Bougie**, Ex officio ARCQ (Directeur général, ARCQ, Montreal QC); **Ian Pringle**, President (Education Specialist, Media; Commonwealth of Learning, Vancouver BC)

The role of the CRFC Board of Directors is to provide governance, conduct strategic planning, and develop and oversee the implementation of policy. The Board is made up of five to nine elected directors as well as three non-voting ex officio directors from the three founding campus and community radio associations.

⁵ [CRFC By-laws](#), By-law No. 1, Article 11.01(a)

As noted in the CRFC by-laws,⁶ elected directors cannot be directly affiliated with any potential recipient, meaning they cannot be a director, officer, staff member, or active volunteer⁷ of any campus or community radio station or related association.

In addition to the elected directors, the three community radio associations each appoint one representative as a non-voting ex officio director to the Board. As the associations are also eligible recipients of CRFC funding, their role on the Board is limited to providing advice and context. As a result, these directors:

- are non-voting members of the Board and do not factor into quorum requirements;
- cannot hold any officer positions or chair any committee;
- do not participate in board in-camera discussions, unless invited; and
- cannot sit on the program committee or any related sub-committee and so have no direct involvement in policies and decision-making related to the distribution of funding.

With a couple of exceptions, the Board has met monthly over the last year. In addition to its regular governance functions and duties, the Board also determined the parameters and policies that formed the basis of 2010 Structural and Operational Plan. This included determining the best practices around fund distribution and laying the groundwork for a new outcomes-based approach. This was introduced during the Commission's review of the campus and community radio policies in January 2010 and then outlined in October 2010.

The following changes have occurred with respect to the CRFC Board of Directors.

- In November 2009, the terms ended for **Ian Pringle** and **Serge Quinty**. Both directors stood for re-election and were approved unanimously.
- In January 2010, the CRFC Board moved to **expand the board by an additional two seats**. These will be filled at the 2010 AGM.
- In April 2010, the NCRA's ex officio director **Kevin Matthews** was replaced by **Shelley Robinson**.
- The terms for **Jean Léger** and **Jean-Francois Côté** will end in November 2010. They are both standing for re-election.
- The term for **Victoria Fenner** is also ending in November 2010; she will not be standing for re-election. The CRFC thanks Victoria for her two years with the CRFC, including serving as president for 2008-2009. Her seat will be filled at the 2010 AGM.
- Also leaving the CRFC is **Serge Quinty**, who has served as both secretary and treasurer for the last two years. The CRFC thanks Serge for his contribution, as well as his services regarding translation of board meeting minutes, letters, and press releases. His seat will be filled at the 2010 AGM.

Human Resources

The CRFC Board continues to employ Melissa Kaestner as its executive director. The last contract ended in June 2010, and was extended to August 27, 2010. This contract and extension was on a part-time basis. Following a performance evaluation in July, the CRFC Board voted to renew the contract on a full-time basis for six months until March 2011.



⁶ Ibid, By-law No. 1, Article 3.02(c)

⁷ Ibid, By-law No. 1, Article 1.01(b), "hosting or producing a radio show, volunteering for at least three (3) public or in-house events in the previous twelve (12) months, or is a member of any board/staff/volunteer committee."

Astral Media Radio

Astral Media Radio is the first funder of the CRFC. Their contribution arose from the Astral Media / Standard Broadcasting transaction approved in August 2007.⁸ In April 2008, the CRTC approved the funding partnership between Astral Media and the CRFC, and officially recognized the CRFC as an eligible recipient for Canadian Content Development (CCD) Contributions. The resulting contribution to the CRFC from Astral Media is \$1.4 million, spread out over seven years, beginning with the CRFC's 2007-2008 fiscal year. To date, the CRFC has awarded approximately \$320,000 of this funding to 42 recipients in the campus and community radio sector.



This partnership has worked so well that Astral approached the CRFC in Summer 2009 with another potential CCD opportunity totalling \$300,000. The Commission approved this contribution in December 2009.⁹

Rogers Broadcasting Limited

In July 2010, Rogers Broadcasting Limited included the CRFC as part of its benefits package for an application to acquire CHST-FM in London, Ontario. This application was filed in September 2010.¹⁰ If approved, this will result in \$160,000 in CCD revenues over seven years, or \$22,857 annually.

**CHUM Radio**

In January 2008, CHUM Radio approached the CRFC to manage \$700,000 over seven years for a cultural diversity program as part of their benefits package for a new Edmonton application.¹¹ They received conditional approval;¹² however, CHUM Radio informed the CRFC in August 2010 that they were not able to find a new viable frequency.



⁸ Broadcasting Decision CRTC 2007-359, 8 September, 2007, <http://www.crtc.gc.ca/eng/archive/2007/db2007-359.htm>

⁹ Broadcasting Decision CRTC 2009-794, 22 December 2009, <http://www.crtc.gc.ca/eng/archive/2009/2009-794.htm>

¹⁰ Broadcasting Notice of Consultation CRTC 2010-715, 27 September 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-715.htm>

¹¹ Broadcasting Notice of Public Hearing CRTC 2008-2, 28 March 2008, <http://www.crtc.gc.ca/eng/archive/2008/n2008-2.htm>

¹² Broadcasting Decision CRTC 2008-288, 17 October 2008, <http://www.crtc.gc.ca/ENG/archive/2008/db2008-288.htm>

Other Contributions

In the 2010-2011 year, the CRFC will begin receiving revenue from tangible benefits related to transfers of ownership in private radio transactions. The following is a list of relevant planned or submitted applications that the CRFC is aware of.

Projected Tangible Benefits	Description	Total Projected Tangible Benefits
Bell Canada purchase of CHUM Radio Division ¹³	Estimate based on the value stated for the 2007 purchase of CHUM, where 25% of the benefits package was radio. ¹⁴	\$1.24 million, or \$177,000 annually over seven years
COGECO purchase of 11 Corus stations ¹⁵	It was stated in its application to the Commission that this would be an \$80 million transaction.	\$400,000, or \$57,100 annually over seven years
Rogers Broadcasting purchase of CHBN-FM Edmonton ¹⁶	Based on evaluations included in Rogers' application	\$110,000, or \$15,714 annually over seven years
CTV purchase of CFXJ-FM (Flow FM) ¹⁷	Based on evaluations included in CTV's application	\$135,000, or \$19,286 annually over seven years

¹³ Bell Canada parent BCE buys CTV Inc. for \$1.3B, CTV.ca News Staff, 10 September, 2010, <http://www.ctv.ca/CTVNews/TopStories/20100910/ctv-bce-100910/>

¹⁴ Broadcasting Decision CRTC 2007-165: Transfer of effective control of CHUM Limited to CTVglobemedia Inc., 8 June, 2007, <http://www.crtc.gc.ca/eng/archive/2007/db2007-165.htm>

¹⁵ Broadcasting Notice of Consultation CRTC 2010-543, 3 August 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-543.htm>

¹⁶ Ibid.

¹⁷ Ibid.

HOW FUNDING WAS DISTRIBUTED

The CRFC currently manages two programs that were originally to be administered by Astral Media in 2007 – the *Radio Talent Development Program* and the *Youth Internship Program*. While there are differences in criteria, each program requires recipients to incorporate training/education/mentorship and local programming components to their proposed projects and initiatives. It has always been recognized that the sector is in need of more operations-related funding. To that end, the CRFC left the door open in terms of types of initiatives that would be eligible within the criteria, so long as the learning and programming components were present.

Changes in Policy and Procedure

Following the success of the funding distribution process from the previous year, the CRFC Program Committee was, for the most part, able to simply make minor adjustments to the application and assessment documents throughout November and December 2009. The most significant change was in the Application Guide (see Appendix 1). This year, the CRFC included a question-by-question guide on how to approach each question and clarification on what the selection committee would be looking for. Many applicants noted that this new section was informative and appreciated.

There was, however, a need to institute a few policy changes with respect to how applications would be assessed.

In the previous year, applications were scored on both need and merit. Upon review by the CRFC Board in January 2010, it was determined that there was a significant amount of ambiguity and subjectivity regarding defining and applying scores in the area of “need.” In some cases, the selection committee found itself in the position of making judgement calls on which applicants were more deserving of funding based on how rural an applicant was, the size of the population, and the size of the applicant’s operating budget.

After discussions involving the three associations and considering feedback from the program committee, the CRFC Board decided to move forward with a merit-only approach to the application assessment policies and process. By approving applications based on merit alone, it is easier for the CRFC to ensure it is awarding funding to recipients that have the capacity to spend their funding in accordance with their approved application and report on their expenditures and results.

The committee also developed an assessment mechanism regarding applications received from previous recipients. The new policy states that there is no priority given to new applicants over previous CRFC recipients – everyone is equal. However if a decision were to come down to two applications with the same score, where one station has received funding and the other has not, then the station who had not previously received funding would be chosen.

Additionally, if an applicant is a previous recipient and was not reliable with their most recent funding, did not adhere to the terms of funding agreement, or properly communicate problems, changes, or reason for lateness, this will impact their final score. Their application will be assessed on its merit first. Then, also based on a scoring system, a negative adjustment will be made to that score, resulting in a new and lower final score.

Call for Applications

The CRFC launched its second call for applications on February 10, 2010. As in the previous year, applicants were required to submit: a completed application form (see Appendix 2), a copy of their letters patent and first page of their CRTC licence, the most recent operating budget and audited statements (where available), a list of the board of directors and employees, and various biographical information.

As of the deadline on March 19, 2010, the CRFC received a total of 37 applications. Though this is lower than the 50 applications received for the previous call, the quality of the applications improved significantly.

The Selection Committee

To assess the applications, the Program Committee appointed the following three people to form the Selection Committee (from left to right):

- Blythe McKay, Development Communication Coordinator, Farm Radio International
- Lois Ross, Acting Director, Communications, Federation of Canadian Municipalities
- Kevin Crombie, Manager of Communications, Patented Medicine Prices Review Board



As in the previous year, the CRFC created a private interactive online space to facilitate the assessment process where all of the applications and relevant material were posted. Thanks to this resource, the committee could assess each application in full over a period of four weeks and share notes with each other.

The committee assessed the applications over the course of three weeks. Each application was reviewed and scored in the following areas:

- Timeline (5%)
- Training, Mentorship, and/or Education (25%)
- Local Programming (25%)
- Budget (10%)
- Value and Relevance of the Proposal (35%)

In terms of value and relevance, the selection committee looked at: clarity, relevance to CRFC and Commission policies and priorities, if there were innovative or original elements, benefit to the applicant and community, and if the proposal seemed manageable.

At the three-week mark, the committee submitted clarifying questions to some applicants through the CRFC executive director. They were limited to providing further details on information already submitted. Applicants had up to one week to provide their answers. Committee members then had one week to adjust their notes and scores accordingly.

In the sixth and final week of the assessment process, the selection committee met in person for a day-long meeting to discuss and finalize its decisions. The executive director assisted in this process by compiling committee scores and other relevant notes, and was present to provide support, but did not participate in the committee's discussions other than to provide general information on CRFC policies.

The committee recommended a total of \$164,513 to 22 recipients. 13 stations received \$87,660 through the Radio Talent Development Program while nine stations received

\$76,853 through the Youth Internship Program. The committee also chose two runner-up applicants under the Radio Talent Development Program. None of the remaining Youth Internship Program applicants scored high enough to be considered for funding this year.

The CRFC Board ratified the jury decisions on May 3. Notification was given to all those who were approved. Once they accepted, notification was then sent to all of those applicants who were not chosen for funding. Finally, on May 13, the CRFC announced the recipients.

Each recipient receives 90% of the total contribution when they sign a funding agreement with the CRFC (see Appendix 3). This agreement outlines the terms, responsibilities, approved activities, approved expenses, deliverables, and reporting mechanisms of both parties. The remaining 10% is issued once a final report has been received, assessed, and approved (see Appendix 4 for the final report form and Appendix 5 for the assessment form).

Year 2 Recipients

Radio Talent Development Program

Recipient	Funded Activities	Expenses	Total
CFIM Cap-aux-Meules, QC	<u>Nous écouter, c'est vous entendre</u> In-depth news features on subjects that concern and influence the Madelinot population: the availability of family doctors, the effects of land erosion, the local economy versus the mainland economy, Internet, the makeup of the school population and youth exodus, and the living culture of the Islands.	Salary	<u>6,647</u> \$6,647
CFRC Kingston, ON	<u>Below the Line: Stories of Poverty and Struggle</u> Recruitment of 8-12 people experiencing or emerging from poverty to share their experiences with an audience through the creation of audio sound stories to be broadcast on air, archived on-line and on CD, and displayed as part of a sound installation during the Poverty Conference 2010.	Workshop Facilitator Honoraria Food/beverages for workshops Printing Workshop supplies Bus fares for participants Zoom H2 recorders Participant honoraria Programming distribution costs	150 120 30 30 270 250 2,500 <u>50</u> \$3,400
CHES Erin, ON	<u>Erin History Project</u> Volunteers trained to produced a weekly half-hour radio on the history, pioneers and founders and the people who lived there, built businesses, went to war, caused scandal, and made the town what it is today, with short segments running throughout the week. Also includes a dedicated website that incorporates the programming, drawings, photographs, and other historical artifacts.	Project Co-ordinator Website Development Production Expenses	8,400 1,500 <u>100</u> \$10,000
CHLY Nanaimo, BC	<u>CHLY News Program Development Project</u> A regional news program and training of local and regional volunteers as correspondents and contributors.	Wages Recorders and software Instructors Course Materials Web Expenses	6,516 300 1,600 100 <u>500</u> \$9,016

Recipient	Funded Activities	Expenses	Total
CHRW London, ON	<u>London Social Cultural Project</u> A radio documentary series about the cultural and social history of London focusing on the 20th and 21st centuries in areas of music, literary, and theatre scenes as well as significant geographic locations and events.	Project Coordinator stipend Web Developer fee Volunteer honourarium	3,200 750 <u>1,000</u> \$4,950
CHUO Ottawa, ON	<u>Jambo Ottawa</u> Recruitment and training of volunteers and increased community involvement for a project that began in 2009 during Black History Month catering to Francophone communities within Ottawa.	Program Coordinator Community Coordinator Recorder	3,311 2,670 300 \$6,281
CIVR Yellowknife, NT	<u>Promotion des arts et de la culture à Yellowknife</u> A two-hour weekly radio showcase featuring current events and activities in the area of arts and culture in Yellowknife, featuring local bands, exhibitions, summer festivals, and workshops through artist interviews and live performances.	Salary	<u>8,200</u> \$8,200
CJHQ Nakusp, BC	<u>Valley of Water: The Arrow Lakes & Columbia River Treaty</u> A documentary series that explores the history and the future of the Arrow Lakes on the Columbia River using interviews with experts, extensive research, and voices of the community.	Youth trainee wages Youth trainee benefits Materials Travel to CJLY	6,720 941 200 <u>155</u> \$8,016
CKBN Wôlinak, QC	<u>10 émissions intitulées les Loco Local</u> Live round table broadcasts with three or four youth who are very involved in their community and who are inspiring examples of leadership, vision, and passion.	Project Coordinator Program Director Travel of staff and equipment Materials Travel costs for invited guests	4,125 1,400 1,140 200 600 \$7,465
CKDU Halifax, NS	<u>Birthing an Ancient Practice: A Place for Midwifery in Nova Scotia</u> An audio documentary that highlights the state of midwifery in Nova Scotia and features a variety of perspectives on the historical foundation, current activities, and future state of midwifery that will be broadcast, duplicated on CD, and available through a dedicated website.	Labour, editing & production Design of web & cd package CD production and materials CDs, USB flash drive Transportation	1,224 300 300 150 <u>50</u> \$2,024
CKIA Québec, QC	<u>Égalité : Genre Féminin</u> A program reflecting the lives and status of immigrant women addressing such issues as gender equality, social integration, culture, fairness, health and career opportunities.	Researcher Training	1,800 <u>5,000</u> \$6,800
CKOA Glace Bay, NS	<u>First Nations, First Music</u> A radio documentary tracing the history and evolution of aboriginal music on Cape Breton Island, especially of the Mi'kmaq people.	Participant 1 Wages Participant 2 Wages Employer Costs	4,500 4,500 <u>1,000</u> \$10,000
CKUT Montréal, QC	<u>Youth Radio Camp</u> Six week-long radio camps for youth ranging from age 10 to 17, teaching technical and creative skills necessary to produce spoken-word radio, with one hour-long programs produced at the end of each week including pre-produced material the campers have created.	Camp Facilitator Wages Camper Registration Fee Production Coordinator	1,120 2,540 <u>1,200</u> \$4,860

Youth Internship Program

Recipient	Funded Activities	Expenses	Total
CFBX Kamloops, BC	<u>Youth Internship Program</u> A 15-hour/week internship for a student to gain an in-depth understanding of a variety of duties associated with on-and off-air broadcasting, with the intern creating a spoken-word radio show that promotes local musical talent and cultural initiatives.	Wages Employer costs	5,760 749 \$6,509
CFMH Saint John, NB	<u>Saint John Youth Radio</u> A general-interest, spoken-word program produced by and for young people in Saint John that focuses on their interests and issues of concern, including culture, recreation, and current affairs, which will be accompanied by a web site and blog that archives podcasts of the show and allows listeners to comment on items from the show, or other issues of concern to them.	Transportation - ride clip cards Program Intern Honoraria - students Digital Field Recorders Materials for interns	525 5,150 3,725 300 150 \$9,850
CFRT Iqaluit, NU	<u>Radio Iqaluit, reflet de la communautés</u> Training and experience to a media studies intern in radio programming, radio hosting, and new media who will also produce a current events show throughout the internship, with nearly half being spoken-word, and explore new media as a way to improve communication with all residents of Nunavut.	Salary	10,000 \$10,000
CFUV Victoria, BC	<u>Women's Collective Coordinator - Summer Position</u> An internship focusing on the expansion of the training and recruitment arms of the station's Women's Collective to more quickly integrate women volunteers into the station, in particular to young women in high schools and the community.	Wages Employer costs	7,000 560 \$7,560
CIBL Montréal, QC	<u>Stage diversité</u> Internships to young members of Montréal's diverse ethnocultural groups that include an introduction to the Canadian media sector by producing a segment on the station's morning show that promotes the French language, enhances local development, and improves community services.	Intern wages Trainer Equipment Project coordinator	5,000 1,050 300 3,000 \$9,350
CITR Vancouver, BC	<u>Live Summer Broadcast Coordinator</u> A youth summer position focusing on developing the station's live broadcasting capacity by training volunteers in live broadcasting, developing the related training manual, and planning and executing a series of live broadcasts throughout the summer and fall that engage local community groups, festivals, and the public through street interviews, performances, and the visible production of these segments.	Wages Employer costs Transportation	7,840 605 350 \$8,795
CJLO Montréal, QC	<u>CJLO After School Broadcast Training & Mentoring Program</u> A training and mentorship program for up to ten "at-risk" high school students in the community and immerse them in a hands-on, technical environment and teach them the skills and motivation necessary to achieve success in the field of broadcasting.	Training Fees Wages Snacks & Drinks Printing of Training Documents CDs and recorder	3,600 2,280 350 300 200 \$6,730

Recipient	Funded Activities	Expenses	Total
CKDU Halifax, NS	<u>New Roots Radio Project</u> An eight-month hands-on training course in radio production for a group of 8 to 10 young people interested in acquiring the skills of community journalism who will work collaboratively under an experienced radio mentor to produce 10 episodes of a half-hour news magazine on immigration in Nova Scotia.	Project mentor salary Intern honoraria Travel and communications Technical expenses	6,080 3,000 300 <u>300</u> \$9,680
CKOA Glace Bay, NS	<u>Future Broadcasters of Cape Breton</u> Two internships for local youth considering a career in broadcasting that will lead to the development and production of a weekly radio program focusing on area high schools and their various activities, sports, and related matters.	Summer Radio Camp intern (1) Summer Radio Camp intern (2) Afterschool Program intern (1) Afterschool Program intern (2) Employer costs	1,050 1,050 2,700 2,700 <u>879</u> \$8,379

Changes in Year 2 Recipients

One of the stations that was awarded funding in May, CFRT in Iqaluit, Nunavut, had to turn down the \$10,000 offered to them by the CRFC. This internship was part of a larger project focused on connecting Nunavut residents through new media. However, CFRT was not able to secure the additional funding and so was unable carry out the proposed internship.

Additionally, there have been minor changes approved with respect to timelines, deliverables, and re-allocation of funding within approved budget lines. The only notable change to date concerns CHRW in London. Their proposal involved hiring a qualified coordinator to oversee the aspects of their documentary project. They aimed to have this person in place by August 9, 2010, but they were not able to hire someone until September 13. They were planning on producing 4 one-hour programs by November 29, but given the delays in hiring a coordinator and assembling the necessary team of volunteers, they will instead produce four half-hour programs.

Year 1 Recipients

The CRFC awarded funding to 19 campus and community radio stations and one association in the 2008-09 fiscal year. Their first payments were issued during that year. One final report (from CKUT) was received, assessed, and processed in that same year. With the exception of CJPN and CKRH, all other final reports were processed in the 2009-10 year. For the purpose of filing a complete report on all Year 1 recipients, information regarding recipients processed in the 2010-11 fiscal year is also included below.

Radio Talent Development Program

Recipient and Assessment	Approved Budget	Actuals	Payment Status
CFAD Salmo, BC	Trainer Wages	700	700 CFAD spent
Salmo Community Radio Local News/Public Affairs Forum Developing a weekly local news and community interest program	Production Manager	1,600	1,600 \$1,117 less than
	Studio Rental	2,000	1,200 the approved
	Curriculum prep, etc	300	83 budget. As the
	Blank CDs	<u>100</u>	<u>0</u> CRFC retained
		\$4,700	\$3,583 10%, or \$470, CFAD returned the remaining \$647.
CFAD accomplished all of its goals.			

Recipient and Assessment	Approved Budget	Actuals	Payment Status
<p>CFUV Victoria, BC Women's Collective Coordinator - Summer Position Expanding the training and recruitment arms of the station's Women's Collective to more quickly integrate women volunteers into the training process and to outreach in particular to young women in high schools</p> <p>CFUV accomplished all of its goals.</p>	<p>Wages \$2,970</p>	<p>\$4,667</p>	<p>The CRFC issued the final payment in full. CFUV assumed responsibility for the remainder of the expenses not covered by the CRFC.</p>
<p>CHLS Lillooet, BC Radio Legends Training youth in the production of new St'at'imc radio plays, other historical monologues, and current news</p> <p>This project has met many of its intended goals. Despite problems, the station considers it a success. The biggest factor was a series of forest fires in the area that saw the entire community evacuated from their homes. This impacted community support for the specific project and affected their timeline. For the project budget, this meant that students were not working as many hours and so the station spent less than budgeted on the wages.</p>	<p>Student Broadcasters Mentor 9,100 <u>650</u> \$9,750</p>	<p>6,037 <u>650</u> \$6,687</p>	<p>CHLS spent \$3063 less than the approved budget. As the CRFC retained 10%, or \$975, CHLS returned the remaining \$2088.</p>
<p>CHOQ Toronto, ON Dossiers Choq Producing 30-minute reports on local interest topics that stimulate public curiosity, part of an open content community education initiative designed to inform listeners, foster their critical judgement, and prompt them to action</p> <p>CHOQ accomplished all of its goals. Budget reallocations were approved.</p>	<p>Research and production Equipment Training Remote studio rental Transportation 5,000 250 1,000 1,000 <u>100</u> \$7,350</p>	<p>5,766 418 300 1,000 <u>0</u> \$7,484</p>	<p>The CRFC issued the final payment in full. CHOQ assumed responsibility for the remainder of the expenses not covered by the CRFC.</p>
<p>CIVR Yellowknife, NT Recueillir et diffuser l'information locale, territorial Hiring a full time Francophone reporter to open a window on the Francophone community activities</p> <p>CIVR accomplished all of its goals.</p>	<p>Wages and benefits \$10,000</p>	<p>\$10,263</p>	<p>The CRFC issued the final payment in full. CIVR assumed responsibility for the remainder of the expenses not covered by the CRFC.</p>
<p>CJAI Stella, ON Local Oral History Broadcast Project Recording a new series of historical community remembrances for radio broadcast and for the local primary school library, history museum, and County Archives and with transcripts</p> <p>Due to significant upheaval at the station, CJAI was not able to complete this project or report on any work that may have been done.</p>	<p>Wages Volunteer Development Materials 1,350 220 <u>750</u> \$2,320</p>	<p>0 0 <u>0</u> \$0</p>	<p>CJAI did not spend any of the approved budget. As the CRFC retained 10%, or \$232, CJAI returned the contribution in full, or \$2,088.</p>

Recipient and Assessment	Approved Budget	Actuals	Payment Status
CKBN Wôlinak, QC Culture rurale Producing a program on the cultural relationship between humans and the land, featuring those involved in the agricultural world as well as scientific reports and agricultural press reviews CKBN accomplished all of its goals.	Programming 240 Production 240 Transportation 500 Coordinator 4,500 Research archives and chronicles 1,500 Conduct and produce interviews 1,500 Employer costs <u>1,200</u> \$9,600	240 240 584 5,070 1,500 1,500 <u>1,120</u> \$10,254	The CRFC issued the final payment in full. CKBN assumed responsibility for the remainder of the expenses not covered by the CRFC.
CKOA Glace Bay, NS The Celtic Connection Documentary Series Producing a series showcasing the Celtic connection between Cape Breton and Scotland & Ireland, including in-depth coverage about/from festivals/local centres and preservation of Gaelic CKOA accomplished all of its goals. Budget reallocations were approved.	Wages 9,850 Travel <u>150</u> \$10,000	9,780 274 \$10,054	The CRFC issued the final payment in full. CKOA assumed responsibility for the remainder of the expenses not covered by the CRFC.
CKUT Montréal, QC Training Track at June 2009 NCRC Offering bilingual, hands-on radio technical production workshops at a national radio conference, including sessions for women and those from cultural minorities CKUT accomplished all of its goals.	Participant fees 1,750 Travel subsidies 3,000 Additional studio rental 2,250 Technical expenses 300 Honouraria <u>1,350</u> \$8,650	2,199 3,000 2,250 300 780 \$8,529	CKUT spent \$121 less than the approved budget. As the CRFC retained 10%, or \$865, a reduced final payment of \$744 was issued to CKUT.
CKUW Winnipeg, MB The Winnipeg Files module of Green Planet Monitor Producing documentaries/dispatches on the global environment and development agenda from a Winnipeg perspective, reporting from Winnipeg streets, offices, schools and homes CKUW accomplished most of its goals. Volunteer focus and motivation was difficult to predict and control. Also of note was the fact that CRFC funding contributed directly to CKUW securing financial support from CIDA to continue the project.	Producer/Intern trainer 5,000	5,000	The CRFC issued the final payment in full.
NCRA (national) GroundWire Community News Network Capacity Improvement Hiring a coordinator to further develop a national collaborative news program made up of contributions of local news, headlines, reports and features not covered in other media The NCRA accomplished all of its goals. Budget reallocations were approved. Also, CRFC funding contributed directly to the NCRA securing financial support from CUPE and PSAC to continue the project.	Coordinator 5,800 Producers' Honorarium 2,400 Technical Supplies 300 Printing <u>0</u> \$8,500	5,803 2,400 247 63 \$8,513	The CRFC Issued the final payment in full. The NCRA assumed responsibility for the remainder of the expenses not covered by the CRFC.

Youth Internship Program

Recipient and Assessment	Approved Budget	Actuals	Payment Status
<p>CFRG Gravelbourg, SK Stage radiophonique pour un jeune Training an intern who will then produce a series of radio programs on the Francophone musicians of the community</p> <p>CFRG accomplished all of its goals.</p>	<p>Coordination 5,000 Participant costs <u>3,000</u> 8,000</p>	<p>5,000 <u>3,101</u> \$8,101</p>	<p>The CRFC issued the final payment in full. CFRG assumed responsibility for the remainder of the expenses not covered by the CRFC.</p>
<p>CFRO Vancouver, BC Aboriginal Language Learning Programming Mentorship Providing training and mentorship opportunities for aboriginal youth who will produce a live, weekly program about aboriginal language learning</p> <p>CFRO accomplished all of its goals. As well, the CRFC funding contributed directly to CFRO securing \$15,000 from the Vancouver Foundation to continue the project for another year.</p>	<p>Mentor Wages 1,000 Training Costs 1,000 Intern Wages <u>\$8,000</u> \$10,000</p>	<p>1,000 1,012 <u>\$8,000</u> \$10,012</p>	<p>The CRFC issued the final payment in full. CFRO assumed responsibility for the remainder of the expenses not covered by the CRFC.</p>
<p>CHES Erin, ON EDHS Partnership Creating a partnership with the high school to incorporate radio broadcasting in the school's Communication Technology courses and set-up student run radio programs and training opportunities</p> <p>CHES accomplished all of its goals. Budget reallocations were approved.</p>	<p>Wages 9,700 Production Equipment <u>300</u> \$10,000</p>	<p>9,399 <u>376</u> \$9,775</p>	<p>CHES spent \$225 less than the approved budget. As the CRFC retained 10%, or \$1,000, a reduced final payment of \$775 was issued to CHES.</p>
<p>CHLI Rossland, BC Be The Voice Exposing youth to the roles of operations within a community radio station, including developing an outreach-marketing plan and initiating a recruiting and training program that is created by youth for youth</p> <p>CHLI met most of its goals. There was a delay in getting the project started as they had problems recruiting youth in the beginning. The delay resulted in the station not being able to take on the fall interns.</p>	<p>Project Lead Honoraria 400 Internship Program Coordinator Wages 6,100 Summer Interns 2,600 Fall Interns 600 Technical Equipment <u>200</u> \$9,960</p>	<p>400 6,029 2,238 0 <u>200</u> \$8,868</p>	<p>CHLI spent \$1,092 less than the approved budget. As the CRFC retained 10%, or \$996, CHLI returned the remaining \$97.</p>

Recipient and Assessment	Approved Budget	Actuals	Payment Status
<p>CJPN Fredericton, NB Jeunesse radiophonique Providing training to eighth-grade students as part of an overall mandate to promote the inclusion of youth within Francophone media and to promote individual and collective pride in Francophone culture</p> <p>CJPN accomplished all of its goals. However, due to staffing changes, the original budget was lost and not adhered to. Once the CRFC discovered the error, CJPN submitted further documentation and a request that the program committee approve the changes in the budget. The committee approved CJPN's request. As well, CJPN submitted another request to the CRFC Board that it delay its repayment of unused funding. The Board approved CJPN's request.</p>	Honouraria 3,500 Studio Rental 4,000 Wages: Training and prep 0 Wages: Coordination 0 Wages: Assistant 0 Production honouraria 0 Photocopies 0 CDs 0 Paper 0 Transportation 0 \$7,500	0 0 680 1,272 400 1,584 14 34 43 10 \$4,036	CJPN spent \$3,464 less than the approved budget. As the CRFC retained 10%, or \$750, CJPN will be returning the remaining \$2,714. To date, they have paid \$1,000.
<p>CJRG Gaspé, QC La tournée régionale Training current communications and/or media technology students to produce and air interviews from which newscasts and audio clips will be derived</p> <p>CJRG accomplished all of its goals.</p>	Wages 7,560 Travel costs 1,600 \$9,160	8,046 1,732 \$9,779	The CRFC issued the final payment in full. CJRG assumed responsibility for the remainder of the expenses not covered by the CRFC.
<p>CKDU Halifax, NS Youth Now Radio Training eight interns to produce 20-30 minute segments for the ongoing program Youth Now Radio, focused on the voices of youth talking about their issues, in their voices, in their way</p> <p>CKDU accomplished all of its goals.</p>	8 Interns 8,300 Participant travel 1,320 CDs for Archiving 80 Remote broad. Equipment 300 \$10,000	8,300 660 62 278 \$9,320	CKDU spent \$700 less than the approved budget. As the CRFC retained 10%, or \$1,000, a reduced final payment of \$300 was issued to CKDU.
<p>CKJM Chéticamp, NS Formation de jeunes pour la relève Training a university student in all aspects of radio programming with the goal of running the station on their own for a day or two at a time</p> <p>CKJM accomplished all of its goals.</p>	Salary \$5,000	\$6,188	The CRFC issued the final payment in full. CKJM assumed responsibility for the remainder of the expenses not covered by the CRFC.
<p>CKRH Halifax, NS Drive Home Host Project Training a youth to produce a drive home show featuring local news and information that is relevant to the Halifax Francophone community</p> <p>CKRH accomplished all of its goals. Budget reallocations were approved.</p>	Programmer 200 Training 1,000 Intern wages 5,100 Studio rental (not CKRH) 3,250 Dedicated website 0 \$9,750	0 1,727 5,280 2,250 1,081 \$10,338	The CRFC issued the final payment in full. CKRH assumed responsibility for the remainder of the expenses not covered by the CRFC.

Overview

The financial activity of the CRFC is administered by our executive director, reviewed and approved by our treasurer, and reported to the board on a monthly basis.

Each month, the treasurer signs cheques and reviews account reconciliations, invoices, credit card expenses and the monthly financial report and statements. The CRFC Board receives the financial report one week prior to its meetings. Following an overview from the treasurer and an opportunity for questions, the board approves the report.

All accounting and bookkeeping is done by CRFC staff. ARC du Canada's Financial Consultant Maurice St-Pierre has consulted on several issues since the CRFC's inception including support with our accounting software (Simply Accounting), monthly and yearly budget forecasting, and providing assistance with respect to our audits.

The CRFC's major financial activities and transactions are in the area of the distribution of funding. The remainder of transactions are in the way of human resources, the website, board and selection committee meetings, and other general overhead expenses.

The CRFC also receives in kind contributions, primarily from ARC du Canada and the NCRA/ANREC. Of note, ARC du Canada provides us with an office space, time with their accountant, and Internet. This has all been done at no expense to the CRFC, and we thank them for their continuing contribution.

Audited Financial Statements

The CRFC engaged Marcil Lavallée to conduct the 2009-10 audit.

Notice to reader: To view a signed copy of the audit, please contact the CRFC.

COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

FINANCIAL STATEMENTS
ÉTATS FINANCIERS

AUGUST 31, 2010
31 AOÛT 2010

 MARCIL LAVALLÉE

30 ANS JOURS
ASSOCIÉ À VOTRE RÉUSSITE
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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

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AUDITORS' REPORT

To the Members
Community Radio Fund of Canada Inc.

We have audited the statement of financial position of the Community Radio Fund of Canada Inc. as at August 31, 2010 and the statements of operations and changes in net assets for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Organization as at August 31, 2010 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

RAPPORT DES VÉRIFICATEURS

Aux membres
Le Fonds canadien de la radio communautaire Inc.

Nous avons vérifié l'état de la situation financière du Fonds canadien de la radio communautaire Inc. au 31 août 2010 ainsi que les états des résultats et de l'évolution des actifs nets de l'exercice terminé à cette date. La responsabilité de ces états financiers incombe à la direction de l'organisme. Notre responsabilité consiste à exprimer une opinion sur ces états financiers en nous fondant sur notre vérification.

Notre vérification a été effectuée conformément aux normes de vérification généralement reconnues du Canada. Ces normes exigent que la vérification soit planifiée et exécutée de manière à fournir l'assurance raisonnable que les états financiers sont exempts d'inexactitudes importantes. La vérification comprend le contrôle par sondages d'éléments probants à l'appui des montants et des autres éléments d'information fournis dans les états financiers. Elle comprend également l'évaluation des principes comptables suivis et des estimations importantes faites par la direction, ainsi qu'une appréciation de la présentation d'ensemble des états financiers.

À notre avis, ces états financiers donnent, à tous les égards importants, une image fidèle de la situation financière de l'organisme au 31 août 2010, ainsi que des résultats de ses activités et de ses flux de trésorerie pour l'exercice terminé à cette date selon les principes comptables généralement reconnus du Canada.

Marcil Lavallée

Chartered Accountants, Licensed Public Accountants

Comptables agréés, experts-comptables autorisés

Ottawa, Ontario
September 27, 2010

Ottawa (Ontario)
Le 27 septembre 2010

COMPTABLES AGRÉÉS | CHARTERED ACCOUNTANTS

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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2010

ÉTAT DES RÉSULTATS
EXERCICE TERMINÉ LE 31 AOÛT 2010

	2010	2009	
REVENUE			PRODUITS
Grant – Astral Media			Subvention – Astral Média
- Programs	\$ 159,059	\$ 134,479	- Programmes
- Operations	55,000	40,000	- Opérations
In-kind contribution	15,539	-	Contribution en nature
Interest	2,356	2,800	Intérêts
Membership fees	1,280	620	Cotisations
	233,234	177,899	
EXPENSES			CHARGES
Programs	159,059	134,479	Programmes
Salaries and benefits	34,186	27,612	Salaires et avantages sociaux
Professional fees	6,085	9,975	Honoraires professionnels
Meeting expenses	9,318	8,851	Frais de réunion
Website	134	6,437	Site Internet
Translation	10,321	6,070	Traduction
Office expenses	9,217	1,659	Frais de bureau
Telecommunications	1,315	1,319	Télécommunications
Insurance	1,213	778	Assurances
Amortization of capital assets	223	335	Amortissement des immobilisations
	231,071	197,515	
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 2,163	\$ (19,616)	EXCÉDENT (INSUFFISANCE) DES PRODUITS PAR RAPPORT AUX CHARGES



COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

STATEMENT OF CHANGES IN NET ASSETS ÉTAT DE L'ÉVOLUTION DES ACTIFS NETS
FOR THE YEAR ENDED AUGUST 31, 2010 EXERCICE TERMINÉ LE 31 AOÛT 2010

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	2010	2009	
BALANCE, BEGINNING OF YEAR	\$ 3,949	\$ 23,565	SOLDE AU DÉBUT DE L'EXERCICE
Excess (deficiency) of revenue over expenses	2,163	(19,616)	Excédent (insuffisance) des produits par rapport aux charges
BALANCE, END OF YEAR	\$ 6,112	\$ 3,949	SOLDE À LA FIN DE L'EXERCICE

MARCIL LAVALLÉE

30 ans / 30 ans
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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

STATEMENT OF FINANCIAL POSITION ÉTAT DE LA SITUATION FINANCIÈRE
AUGUST 31, 2010 31 AOÛT 2010

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	2010	2009	
ASSETS			ACTIF
CURRENT ASSETS			ACTIF À COURT TERME
Cash	\$ 479,635	\$ 42,333	Encaisse
Accounts receivable	202,714	-	Débiteurs
Redeemable term deposit, 1.5%, matured January 29, 2010	-	151,645	Dépôt à terme rachetable, 1,5%, échu le 29 janvier 2010
	682,349	193,978	
CAPITAL ASSETS (note 4)	447	670	IMMOBILISATIONS (note 4)
	\$ 682,796	\$ 194,648	
LIABILITIES			PASSIF
CURRENT LIABILITIES			PASSIF À COURT TERME
Accounts payable and accrued liabilities	\$ 5,222	\$ 5,178	Créiteurs et frais courus
DEFERRED REVENUE	671,462	185,521	PRODUITS REPORTÉS
	676,684	190,699	
NET ASSETS – unrestricted	6,112	3,949	ACTIFS NETS – non affectés
	\$ 682,796	\$ 194,648	

ON BEHALF OF THE BOARD

AU NOM DU CONSEIL

Director, _____, administrateur

Director, _____, administrateur

MARCIL LAVALLÉE

30 ans / 30 ans
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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2010

NOTES COMPLÉMENTAIRES
31 AOÛT 2010

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1. STATUTE AND NATURE OF OPERATIONS

The Community Radio Fund of Canada Inc. (CRFC) is a not-for-profit funding organization that solicits and distributes funds geared toward the development and sustainability of local community radio broadcasting in Canada. It provides the campus and community sector with the necessary resources to continue providing local programming and community access, as well as to develop and enrich this vital component of the Canadian broadcasting system.

The Organization was incorporated under the Canada Business Corporations Act as a not-for-profit organization, and is exempt from income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

Use of estimates

The preparation of financial statements in compliance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Actual amounts could differ from these estimates.

1. STATUT ET NATURE DES ACTIVITÉS

Le Fonds canadien de la radio communautaire Inc. (FCRC) est un organisme sans but lucratif qui sollicite et distribue des fonds pour le développement et le maintien de la programmation locale dans les radios communautaires au Canada. Il fournit au secteur de la radio étudiante et communautaire les ressources susceptibles de promouvoir la programmation locale et l'accès communautaire ainsi que le développement et l'enrichissement de ce secteur essentiel du réseau de radiodiffusion canadien.

L'organisme est un organisme sans but lucratif incorporé en vertu de la Loi canadienne sur les sociétés par actions. Il est exonéré de l'impôt sur le revenu.

2. PRINCIPALES CONVENTIONS COMPTABLES

Utilisation d'estimations

La préparation d'états financiers selon les principes comptables généralement reconnus du Canada requiert l'utilisation de certaines estimations et hypothèses faites par la direction ayant une incidence sur les actifs et les passifs présentés et sur la présentation des actifs et des passifs éventuels à la date des états financiers ainsi que sur les postes de produits et de charges constatés au cours de la période visée par les états financiers. Les montants réels pourraient être différents de ces estimations.

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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2010

NOTES COMPLÉMENTAIRES
31 AOÛT 2010

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2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Organization follows the deferral method of accounting for its programs grant. Revenue is recognized only when the expenditures related to the revenue source have been incurred in a year. Otherwise, such revenue is deferred until the related expenditures have been incurred.

Grants for operations are recorded in the year to which they relate.

Revenue from membership fees are recognized when they are received. Interest revenue is recognized when it is earned.

In-kind contributions

In-kind contributions are recorded when they are used in the normal course of the Organization's operations and when a fair value can be reasonably estimated.

Capital assets

Computer equipment is accounted for at cost. Amortization is calculated on its respective useful life using the diminishing balance method at an annual rate of 33%.

2. PRINCIPALES CONVENTIONS COMPTABLES (suite)

Constatation des produits

L'organisme comptabilise ses produits provenant de la subvention des programmes selon la méthode du report. Les produits sont constatés uniquement lorsque les charges liées à la source de produits ont été engagées au cours de l'exercice. Autrement, ils sont reportés et constatés une fois que les charges connexes ont été engagées.

Les subventions pour les opérations sont constatées à titre de produits dans l'exercice auquel elles se rapportent.

Les produits de cotisations sont constatés à titre de produits lorsqu'ils sont reçus. Les produits d'intérêt sont constatés lorsqu'ils sont gagnés.

Contributions en nature

L'organisme comptabilise les contributions en nature lorsque celles-ci sont utilisées dans le cadre du fonctionnement courant de l'organisme et lorsque la juste valeur des contributions peut faire l'objet d'une estimation raisonnable.

Immobilisations

L'équipement informatique est comptabilisé au coût et est amorti en fonction de sa durée de vie utile respective selon la méthode d'amortissement dégressif au taux annuel de 33 %.

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LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2010

NOTES COMPLÉMENTAIRES
31 AOÛT 2010

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2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments

The Fund has elected to classify its financial assets and liabilities in the following manner:

Held-for-trading financial assets and liabilities

Cash and term deposit are measured at fair value using the market price method. Gains and losses are recognized in the statement of operations in the period in which they arise.

Other financial liabilities

Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method. Gains and losses related to derecognition of these financial liabilities are recognized in the statement of operations in the period in which they arise.

Financial instruments – disclosure and presentation

The Fund has elected to take advantage of the choice to apply the Canadian Institute of Chartered Accountants (CICA) Handbook Section 3861, "Financial instruments – disclosure and presentation" in place of Sections 3862, "Financial instruments – disclosures" and 3863, "Financial instruments – presentation".

2. PRINCIPALES CONVENTIONS COMPTABLES (suite)

Instruments financiers

Le Fonds a fait le choix de classer ses actifs et passifs financiers de la façon suivante :

Actifs et passifs financiers détenus à des fins de transaction

L'encaisse et le dépôt à terme sont évalués à la juste valeur selon la méthode du cours du marché. Les gains et les pertes sont présentés à l'état des résultats de l'exercice au cours duquel ils se produisent.

Autres passifs financiers

Les créiteurs et frais courus sont évalués au coût après amortissement selon la méthode du taux d'intérêt effectif. Les gains et les pertes liés à la décomptabilisation de ces passifs financiers sont présentés à l'état des résultats de l'exercice au cours duquel ils se produisent.

Instruments financiers – informations à fournir et présentation

Le Fonds s'est prévalu du choix d'appliquer le chapitre 3861, « Instruments financiers – informations à fournir et présentation » du Manuel de l'Institut Canadien des Comptables Agréés (ICCA) au lieu des chapitres 3862, « Instruments financiers – informations à fournir » et 3863, « Instruments financiers – présentation ».

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30 ans
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COMMUNITY RADIO FUND OF CANADA INC. /
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NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2010

NOTES COMPLÉMENTAIRES
31 AOÛT 2010

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3. NEW ACCOUNTING STANDARDS

International financial reporting standards

The Accounting Standards Board (AcSB) has announced that all publicly accountable enterprises, subject to some exceptions including not-for-profit organizations, must adopt International Financial Reporting Standards (IFRS) as Canadian generally accepted accounting principles for fiscal years beginning on or after January 1, 2011. The Organization may elect to adopt IFRS. Management is currently assessing the impact of adopting the new standards.

3. NOUVELLES NORMES COMPTABLES

Normes internationales d'information financière

Le Conseil des normes comptables (CNC) a annoncé que toutes les entités canadiennes ayant une obligation publique de rendre des comptes, sous réserve de certaines exceptions dont les organismes sans but lucratif, adopteront les Normes internationales d'information financière (IFRS) à titre de principes comptables généralement reconnus du Canada pour les exercices ouverts à compter du 1^{er} janvier 2011. L'organisme peut choisir d'adopter les IFRS. La direction évalue actuellement les incidences qu'aurait l'adoption de ces nouvelles normes.

4. CAPITAL ASSETS

	Cost/ Coût	Accumulated Amortization/ Amortissement cumulé	2010	2009	
Computer equipment	\$ 1,206	\$ 759	\$ 447	\$ 670	Équipement informatique

4. IMMOBILISATIONS

5. CASH FLOWS

A cash flow statement has not been prepared because it would not provide any additional useful information in understanding the cash flows for the year.

5. FLUX DE TRÉSORERIE

L'état des flux de trésorerie n'est pas présenté, car il ne fournirait pas d'information supplémentaire utile pour la compréhension des flux de trésorerie de l'exercice.

MARCIL LAVALLÉE

30 ans
DANS LE PROFIT
ASSOCIÉ À VOTRE RÉUSSITE
A PARTNER IN YOUR SUCCESS

COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2010

NOTES COMPLÉMENTAIRES
31 AOÛT 2010

9

6. FINANCIAL INSTRUMENTS

Fair value

The carrying value of cash, term deposit as well as the accounts payable and accrued liabilities approximates their fair value, given their short-term maturities.

Credit risk

The Fund establishes allowances for doubtful accounts while keeping in mind the specific credit risk of clients, their historic tendencies and economic situation. Approximately 99% of the total accounts receivable is to be received from one entity.

7. CAPITAL DISCLOSURES

The Fund's main objective with respect to capital management is to maintain a sufficient level of net assets, thereby ensuring the continuity of the Fund and the ongoing fulfillment of its mission.

6. INSTRUMENTS FINANCIERS

Juste valeur

La valeur comptable de l'encaisse, du dépôt à terme ainsi que de des créiteurs et frais courus se rapproche de leur juste valeur étant donné que ces éléments viennent à échéance à court terme.

Risque de crédit

Le Fonds établit une provision pour créances douteuses en tenant compte du risqué de crédit de clients particuliers, des tendances historiques et d'autres informations. Environ 99 % du total des débiteurs est à recevoir d'une entité.

7. INFORMATIONS À FOURNIR CONCERNANT LE CAPITAL

L'objectif principal du Fonds en termes de gestion du capital est de maintenir un niveau suffisant d'actifs nets pour assurer la pérennité du Fonds et ainsi pouvoir continuer à réaliser sa mission.

 MARCIL LAVALLÉE

30
ANS
ASSOCIÉ À VOTRE RÉUSSITE
A PARTNER IN YOUR SUCCESS

Banking and Investments

The CRFC banks with Caisse Populaire (Desjardins) in Ottawa. The services used are as follows:

- A standard operating/chequing account that does not earn any interest
- An "Enhanced Business Savings Account" that uses a fluctuating interest rate depending on the daily balance in the account
- A \$50,000 line of credit
- A Business Desjardins VISA credit card with a \$5,000 limit

Overview of Revenues

CCD Revenue:

1. As noted in the section concerning funding partnerships, the CRFC currently receives \$200,000 per year from Astral Media Radio to manage the Radio Talent Development and Youth Internship Programs. As per an agreement with the Commission, the CRFC currently retains 20% of the first \$200,000 of funding received through Canadian Content Development Contributions (CCD) for administration. The result is that \$160,000 is made available to the sector while \$40,000 is used by the CRFC to cover operational expenses. As noted in the audited financial statements, un-awarded funding is deferred to the following year. Please see Appendix 6 for the breakdown of this funding.
2. In 2009-10, the CRFC received an additional \$300,000 from Astral Media as a one-time contribution. This resulted in an additional \$15,000 for CRFC operations. In

August 2010, the Commission approved an additional allocation of \$40,000 of this contribution to be used for CRFC operations in the 2010-11 fiscal year. The remaining \$245,000 has been deferred.

3. On August 30, 2010, the CRFC was offered a one-time contribution from SIRIUS Canada in the amount of \$200,000. Although this amount can be seen on the CRFC's balance sheet for the 2009-10 year, the administrative allocation will not be used until the 2010-11 year. The entire contribution has been deferred.

In-kind contributions reflects services offered by various contributors, including ARC du Canada (office space, Internet, fax, office supplies), the NCRA (office supplies), and various translators, most notably, Serge Quinty.

Interest: The CRFC currently receives approximately \$200 each month in interest from the Desjardins savings account. As well, a cashable term deposit that was made in 2008-09 matured in January 2010. Given the current economic conditions in Canada, the CRFC will continue to the bulk of its money in the savings account, until such time as interest rates significantly improve.

Membership Fees: CRFC members pay \$20 per year in membership fees. In 2009-10, there were 64 members.

Overview of Expenses

CRFC Programs: This is the funding that is distributed to the sector. Please see Appendix 7 for the detailed breakdown of payments for Year 1 and Year 2 recipients of the annual Astral Media contribution as of August 31, 2010.

Salaries and Benefits reflect the costs associated with having our executive director. Melissa Kaestner was a salaried part time employee at 21 hours per week throughout 2009-10.

Professional Fees include accountants, consultants, the annual audit, and professional development (such as training for staff). The 2009-10 audit represents the bulk of the years fees, totalling \$5,085. The remaining \$1,000 is ARC du Canada's financial consultant (see in-kind contributions).

Meeting Expenses:

- \$358 went toward the AGM
- \$5,078 covered a board in person meeting and travel to the Commission's campus and community radio policy review
- \$1,716 was spent on the selection committee honouraria and meetings
- \$2,166 covered travel and registration associated with community radio conferences

Website: The CRFC website expenses include hosting charges through DreamHost and annual domain renewals.

Translation of all of our materials is another significant cost. The CRFC ensures that all materials, both internal and external, are provided in both official languages. This includes meeting minutes, press releases, newsletters, communications with stations, all materials related to the call for applications and assessment. In 2009-10, this also included all materials and submissions related to the Commission's policy review.

Office expenses include rent (see in-kind contributions) annual fees, bank charges, office supplies, printing and photocopying, postage, and our annual membership with Volunteer Canada.

Telecommunications currently only includes our telephone costs. In addition to regular telephone charges, the CRFC Board uses a teleconferencing service for its monthly meetings as does various committees when necessary.

Insurance: The CRFC has Directors' and Officers' Liability Insurance through Aon Reed Stenhouse. The CRFC receives a discount through its membership with Volunteer Canada.

Amortization of capital assets: This currently represents the depreciation costs associated with the CRFC's laptop computer.



APPLICATION GUIDE

Radio Talent Development Program

Youth Internship Program

February 2010

These programs are made possible through a financial partnership with



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SECTION 1 – ABOUT THE CRFC

About the CRFC

The Community Radio Fund of Canada (CRFC) exists to provide support to more than 140 campus and community radio stations in Canada and to foster a well-resourced, dynamic, and accessible sector. It was founded in November 2007 by l'Alliance des radios communautaires du Canada (ARC du Canada), l'Association des radiodiffuseurs communautaires du Québec (ARCQ) and the National Campus and Community Radio Association (NCRA/ANREC). The CRFC is certified by the Canadian Radio-television and Telecommunications Commission (CRTC).

Mission Statement

The purpose of the Community Radio Fund of Canada is:

- to facilitate the development of high quality and accessible community-oriented and not-for-profit audio programming and related services for all Canadians;
- to contribute to a sustainable community media sector in Canada that reflects the diversity of the communities it serves by building the capacity of community radio stations, broadcasters, producers, and distributors;
- to solicit and distribute contributions and other forms of support to producers and distributors of Canadian community-oriented and not-for-profit audio programming, and for such other purposes that support the aims of community broadcasting in Canada; and
- to promote the engagement of Canada's community media sector with listeners, communities, government, and other stakeholders, and develop community media as an essential Canadian cultural institution.

Program Priorities

Support from the CRFC focuses on areas that are essential and often difficult to fund from other sources under the following areas:

- Sustainability and Capacity-Building: Skills and knowledge central to the ability of community radio stations to effectively serve their local communities.
- Local Community News and Access: Local news, public affairs, arts, and community access and outreach programming, including training and production.
- Community Music and Expression: Programming and projects that highlight and promote local and emerging music and musicians of all genres, and community expression of all types.
- Emerging Distribution Technologies: Planning and implementation of systems to support new program delivery technologies, including digital, satellite, Internet, and wireless network distribution.

SECTION 2 – ABOUT OUR AVAILABLE PROGRAMS

The CRFC currently administers two programs: the Radio Talent Development Program and the Youth Internship Program. Both were created by Astral Media and are now run by the CRFC.

These programs aim to, among other goals, achieve the objectives set forth in the CRTC policy on the development of Canadian content, which reads as follows: « ... [Canadian Content Development] CCD contributions should be dedicated to initiatives that will provide high quality audio content for broadcast. » It further states that all CCD initiatives must involve direct expenditures, and must be allocated to the support, promotion, training, and development of Canadian musical and spoken word talent, including journalists.

Radio Talent Development Program

The goal of the Radio Talent Development Program is to develop innovative local interest programming. The components of this program are producing local-interest content in the area of spoken word and providing training, mentoring, and/or education to those producing this content.

Content and Format

The programming content must be of interest for the community served by the station and should be locally oriented. Topics could be in such areas as (but not limited to): youth, environment, health, education, sustainable development, services with the community, immigration, economy, municipal business, employment, etc.

There is no time limit for any individual program, nor is there a set requirement of how many shows must be produced. However, the project must not exceed 16 weeks. Radio programs can be pre-recorded or broadcast live. For programs lasting more than 15 minutes, musical content will be accepted, but it may not make up more than 20% of any individual piece or program. Types of programming may include news, public affairs, documentaries, interviews, etc.

Upon project completion, stations will be asked to submit a final report that will include, among other information, requesting copies of the programming that has been produced and a report from those who have received the mentorship, education, and/or training.

Youth Internship Program

The Youth Internship Program is aimed at stations who are seeking to work with young Canadians in search of mentorship, education, and or training in broadcasting within a community-oriented radio station. Its goal is to increase station capacity and outreach through recruitment, hiring, and training of young talented radio programmers while contributing new and innovative programming to stations. While the focus of this program is on mentorship, education, and/or training, interns will be responsible for producing programming by the end of their internship. This production may not be the focus of the internship, however, the programming should be a reflection of what the intern has learned.

Parameters

Contributions are available to eligible stations for internships and/or orientation and training of interns for a period of 6 weeks to 8 months. Interns must be between 16 and 30. Internships may be full time or part time. You may also apply to this program for matching contributions, such as in conjunction with government student work placement programs.

Unless the nature of a proposed internship dictates the content, we encourage producing innovative programming geared towards local Canadian musical talent development in various genres. However, no matter what the content is, interns will be responsible to produce broadcasts with a minimum of 15% locally-focused spoken word content.

Upon project completion, stations will be asked to submit a final report that will include, among other information, requesting copies of the programming that has been produced and a report from those who have received the mentorship, education, and/or training.

SECTION 3 – HOW TO APPLY

Criteria for both programs

Eligibility

Applications must be received from:

- a not-for-profit station who holds a community-oriented radio broadcasting licence Canada (as set out in Public Notices CRTC 2000-12 and 2000-13); or
- a not-for-profit association that represents campus and/or community radio broadcasters (must be duly registered in Canada and hold its activities predominantly in Canada).

Each station or association may submit an application to each program, but you cannot submit more than one proposal per program for each call for applications. If submitting one proposal to each program, you must use separate application forms. Proposals covering more than one year will not be accepted.

Application Documents

Applicants must submit all of the following documents with their applications:

- **Completed application form and document checklist.**
- A resolution from the board of directors authorizing the application and initiative as well as identifying the official signer who will be responsible for the project.
- A copy of the first page of your letters patent, provincial or federal charter, etc.
- A copy of the first page of your most recent valid CRTC licence.
- Audited financial statements of the last fiscal year (if you do not have audited statements, you may submit statements that have been reviewed by an accountant outside of your organization).
- Current operating budget of your station or association for the current fiscal year.
- List of Board members and staff responsible for station direction.
- Biographical information. You may include any or all of the following:
 - Your most recent annual report
 - Other materials of a similar nature
 - Please do not include event posters, promotional items like pins, CDs, etc.

For Collaborative Applications: Collaborative applications among stations, associations, and/or other partners may be submitted to achieve a common goal. However, one of the applicants must be designated as the lead and legal partner. This partner must sign and submit the application and will be responsible for all communications with the CRFC. You must include a document that lists all associated partners and a brief biographical description of each one. Also include a letter of understanding from each collaborative partner that indicates their role and responsibility of each partner.

Eligible amounts

Financial support or contributions will be between \$500 and \$10,000. Any application exceeding \$10,000 will be automatically rejected.

Eligible and Non-eligible expenses

The CRFC reserves the right to accept or reject any expense not compliant with the goals and objectives of the programs.

Examples of eligible expenditures related to a project or activity:

- Wages and honoraria
- Specific costs associated with interns/participants
- Travel expenses, if justified
- Studio rental
- Training fees
- Technical expenses up to \$300 (minidisks, USB keys, CDs, editing software, etc.)
- Web activities

Examples of expenses that are not eligible:

- Any expenses covered by another program, no matter the source
- Capital equipment (soundcards, computers, office software, furniture, soundboards, transmitters, etc.)
- Advertising and promotion material
- Expenses incurred in preparing this application
- Auditing fees, legal fees, or fines
- Recoverable taxes, tuitions, or related fees
- Interest fees on late payments

Applicants will not be able to recover any percentage of contribution revenue for the purpose of administration.

Please Note: If your application is approved, any expense not included in your financial agreement will not be reimbursed.

Assessment

Each program has its own eligibility criteria, primarily based on types of projects, activities, and/or expenses.

Applications for funding are judged on their merit, subject to the availability of funds. A selection committee of individuals who have no direct link to a campus or community radio station or with any association representing these stations will assess each application by applying scores in the following areas:

- The value and relevance of the application in terms of goals and objectives of the program and the CRFC
- The originality and the innovative elements of the application
- The strength of the training/education/mentorship elements of the application
- The strength of the on-air/recorded local programming elements of the application
- How realistic the timeline is
- How realistic the budget is
- How the proposed project/initiative/internship benefits the station or association and those it serves
- The quality of the presentation

Payment schedule

If your application is successful, a first instalment of 90% of the total contribution will be paid when the CRFC receives two signed copies of the standard funding agreement. The remaining 10% will be paid only when the CRFC receives your final report.

Completing the Application Form

We have used the forms function in Microsoft Word to create our application form. Simply click on a field to type in your answers.

Question 1: Please indicate which program you are applying to. Remember, if you are submitting to both programs, you need to submit separate forms.

Questions 2-9: This is the basic information for us to know who you are and how to contact you if we have questions about your application.

Questions 10-12: These questions are designed to provide basic information about you. You will not be judged on who you are, how many staff and volunteers you have, or who you serve.

Question 13-14: Only answer these questions if you are collaborating with others with respect to administering your project and/or interns. If you would like to highlight any promotional sponsors or others, feel free to do so under the last question. A collaborative application would involve sharing workload, material and financial resources, supervising staff and/or volunteers, sharing administrative tasks, etc.

Question 15: Your project does not have to have a name. It could be the title of a position. Although please note that what you answer here is how the CRFC will refer to your project in press releases and on our website.

Question 16: There is no word/text limit here. However, you should be clear and concise. This is the opportunity to clearly communicate your project or internship to the selection committee and how it relates to CRFC priorities and the criteria of the specific program. If your answer is longer than one paragraph, then your first paragraph should be an overview. This will be the text that appears on our website and in your funding agreement.

Question 17: Describe what you want to achieve. For those more familiar with granting/funding terminology, you can frame your answer in outcomes as well. You should include specific outputs, deliverables, results, products, etc.

Question 18: We want to know your action plan. You should include important dates, deadlines for certain deliverables, training end-dates, start dates for certain aspects of programming, etc. Where applicable, you should include descriptions for activities.

Question 19-20: These are important questions. Under each of our programs, training, education, and/or mentorship is key. This is your opportunity to communicate to the jury what you are doing in this area. Be clear and concise. If the jury does not understand this aspect of your proposal, it will affect your final score. Do not assume that the jury will understand your current human resources situation, training/educational resources you have access to, etc. Please note, you do not have to produce training manuals, handbooks etc. But if you are going to, it is good for the jury to know.

Question 21: Like question 19, this is another important question. While the idea behind each of these programs is to provide a learning experience for individuals, the programming that is produced is also very important. Again, this is your opportunity to communicate to the jury what you are doing in this area, so be clear and concise.

Questions 22-23: These questions are about finding out why you are doing this project and everyone that will benefit from it.

Question 24: This is an important question. How will you be able to evaluate the outcome of this project or internship? If your application is approved, you will need to report on this in your final report. You should include both quantitative and qualitative aspects.

Question 25: Be detailed in your response. Think about accountability as well as how reasonable your supervision plan is.

Question 26-27: This should include how volunteers will be involved in the programming, if different volunteers/staff will be providing training, supervision, etc.

Question 28: This is the total project cost, including all of the foreseen expenses.

Question 29: This is specifically the amount you are requesting from the CRFC.

Question 30: This could include your station or association, sponsors and/or partners, in kind donations, etc. If there is no difference, this can be left blank. You will not be scored on whether you are contributing costs to your project, if you have in kind contributions, etc.

Question 31: You must be explicitly clear which expenses will be covered by the CRFC. This is extremely important if you have other cash or in kind contributors to your project. If your application is approved, this information will be used in your funding agreement and your final report. When providing details, you may want to indicate why a particular expense is important. Do not assume that the selection committee will know why your expenses are important to your particular application. Important: All costs must absolutely be related to the CRFC's program priorities, the program you are applying to, and to your project/internship.

Question 32: If there is anything else you would like to say about your application, now is the time to do it.

Document Checklist: *Please make sure to complete this section of the form.*

Declaration: If this person is someone other than a station manager or board president, please make sure that the person's name and title is included in the board resolution.

Deadline

The CRFC will accept applications until **March 19, 2010** at midnight in your time zone.

- By post: your application must be clearly postmarked up to and including March 19.
- By email: you must ensure that your outgoing message is sent on or before March 19. You may be asked to verify this fact, so please ensure you keep the copy of your sent message.

Submitting an Application

You must submit all documents required for the assessment of the application. **The CRFC reserves the right to reject all applications that it deems incomplete.**

Please send one complete paper copy to:
Community Radio Fund of Canada
325 Dalhousie Street, 2nd Floor
Ottawa, Ontario K1N 7G2

Please ALSO send as much of your application as possible by email to:
applications@communityradiofund.org

You will receive a notice by email and/or fax that your application has been received. If your application is approved, you will receive notice either by email or fax.

Please do not consider that your project is approved **until the CRFC specifically notifies you to that effect.**

In the event that your application is funded :

- It should **not start earlier than May 25, 2010.**
- It must begin **no later than August 16, 2010.**
- You will be required to review, sign, and return a funding agreement to the CRFC before your project can begin.

The CRFC plans to announce the list of recipients during the week of May 10, 2010. This is subject to change and is only offered here as a guideline.



CRFC Application Form

February 2010

Radio Talent Development Program

Youth Internship Program

**Please read the program guidelines
before completing this application form.**

INFORMATION ABOUT THE APPLICANT

1. Is this application for the *Radio Talent Development Program* or the *Youth Internship Program*?
2. Organization name:
3. Complete physical address:
4. Complete mailing address (if different from the physical address):
5. Contact person and title:
6. Telephone:
7. Fax:
8. Email:
9. Website:
10. Tell us about your station. (Please be brief and concise.)
11. How many active volunteers and staff do you have?

Full-time staff:

Part-time staff:

Volunteers:

Others:

12. Tell us about your community in one paragraph. For example, are you in an urban/rural/remote area? What is your population? Are there any other community-oriented stations in your area? Is your listenership concentrated in your local area or do you serve a more regional listenership?

13. If this is a collaborative application, please provide the following information:

Names of collaborative partners:

History of working together:

14. Are you, as the applicant, prepared to accept responsibility for the management, reporting, supervision, and outcome of your proposal?

INFORMATION ABOUT YOUR APPLICATION

15. Name of your project or internship(s):
16. Describe the project or internship.
17. What are its goals or objectives?
18. What is its timeline? Include the start and end date, as well as important dates throughout the project or internship.
19. Describe all mentoring, training, and education components you are incorporating.
20. Will you be producing any manuals, handbooks, and/or other similar materials?
21. Describe the on-air and/or recorded programming that will be produced.
22. How is this project or internship relevant and important to your station and your community?
23. Who will benefit from your project or internship, and how will they benefit?
24. How will you know if your project achieved its goals?
25. If you are proposing interns or other waged positions, please describe how these positions will be supervised.
26. How many volunteers and volunteer hours will be involved in this project? Include any details you feel are relevant.
27. How many staff and staff hours? Again, include any details you feel are relevant.

DOCUMENT CHECKLIST

You must submit the following documents along with this completed form. Complete this section of the application form to verify that you have included them.

- Completed application form and document checklist**
- A resolution from the board of directors authorizing the application and initiative as well as identifying the official signer who will be responsible for the project.
- For partnerships only: letter(s) of understanding regarding each associated partner
- A copy of the first page of your letters patent, provincial or federal charter, etc.
- A copy of the first page of your most recent valid CRTC licence
- Audited financial statements of the last fiscal year (if you do not have audited statements, you may submit statements that have been reviewed by an accountant outside of your organization)
- Current operating budget of your station or association for the current fiscal year
- List of Board members and staff responsible for station direction
- Biographical information

DECLARATION (to be completed for print version only)

As a legal signing authority of my station or association, I confirm that the information contained in this application and the accompanying documents is true, accurate, and complete. I acknowledge that if this application is approved, we will be required to enter into a formal, legally binding agreement with the Community Radio Fund of Canada that will outline the terms and conditions of the contribution.

Signature

Date

Print Name

Print Title

All applications will be treated as confidential and will not be published or disclosed during the process. The CRFC will publicly announce which applications have been successfully awarded funding, including a brief summary of each project and/or internship as well as their respective amounts. Should your application receive funding, some or all of the information you provide here may be reported to the CRTC and/or the funder of these programs, Astral Media.



FUNDING AGREEMENT: file number

This document is the Funding Agreement (“Agreement”) between the

COMMUNITY RADIO FUND OF CANADA (“CRFC”)

and

recipient (“Recipient”)

for the project/initiative/internship

project (“Project”)

starting on [date]

and ending on [date]

and/or upon receipt of the final report.

The CRFC shall provide up to **\$.00** (“Contribution”) to the Recipient for the purpose of carrying out the Project. 90%, or **\$.00** shall be distributed at the beginning of the Project, with the remaining 10%, or **\$.00** to be issued upon receipt of the final report.

Payment of the Contribution is limited to this amount for the above period and does not imply any commitment or agreement to any further funding. Should the Contribution generate any other revenue for the Recipient, such as bank interest, or new advertising and/or sponsorship revenue, the Recipient has absolutely no obligation to report on or remit any portion of said revenue to the CRFC. This Agreement pertains solely to the funding specified herein.

This Agreement outlines the parameters of the CRFC's Contribution and the Recipient's obligations, as well as the results that the CRFC expects the Project to achieve. It also contains the approved expense budget for the Contribution.

The Recipient shall not make any changes to the project or the Agreement without the prior written consent of the CRFC.

All changes require the signatures of both parties and will be appended to this Agreement.

By signing this Agreement, the Recipient is legally agreeing to the following terms and conditions.

SECTION 1: CRFC'S STANDARD EXPECTATIONS AND REQUIREMENTS

1. Framework: The CRFC distributes funds geared toward the development and sustainability of local community radio broadcasting in Canada. The CRFC will meet this mandate by providing the campus and community sector with the necessary resources to continue to provide local programming and community access, as well as to develop and enrich this vital component of the Canadian broadcasting system.

2. Description of the Project: text

3. CRFC's Expectations of the Funded Organization: To receive the first advance payment of the Contribution, the Recipient must provide two originally-signed copies of this Agreement (one originally-signed copy will be returned to you).

4. Standard Conditions: The CRFC attaches the following Standard Conditions to its funding, which are designed to reflect the CRFC's own responsibilities, the responsibilities of any funded organization, and good practices in the grants and contributions sector.

- 1) Use the funds only for the purpose of carrying out the Project and shall expend those funds only in accordance with the approved budget outlined below.
- 2) **Keep proper and up-to-date records showing how the Contribution has been used.** For the purposes of this subsection, "proper" is defined as keeping and maintaining all records, invoices and other documents relating to the funding and expenses in a manner consistent with generally accepted Canadian accounting principles.
- 3) Provide the CRFC with such periodic progress reports and other information that may be required from time to time. Immediately notify the CRFC in writing of any material change affecting finances or Project activities throughout the Contribution duration.
- 4) Provide a final report on how the Contribution was used and the impact it had. **This report is due on [date].**
- 5) Apply such concepts as equal opportunity and non-discrimination, both as an employer and in the provision and availability of services.
- 6) With regard to any job posting which is funded by a Contribution, ensure that it is openly advertised and filled following competitive open interview and hiring procedures and with due regard to all relevant legislation and regulations.
- 7) Strive to achieve best practice in the voluntary and community organization sectors, particularly with respect to equality and anti-discriminatory policies.
- 8) Acknowledge the support of the CRFC in relevant printed materials by using the CRFC's approved logo or incorporated name and acronym.
- 9) Repay to the CRFC forthwith on demand, all or part of the Contribution (as may be specified by the CRFC Program Committee and/or Board of Directors) if the Recipient:
 - a) is dissolved, wound-up, disbanded, declared insolvent or bankrupt or otherwise ceases to operate (whether the subject of formal proceedings or not).
 - b) ceases to be a Canadian not-for-profit station who holds a community or campus radio broadcasting licence (as set out in Public Notices CRTC 2000-12 and 200-13) or a Canadian not-for-profit association that represents campus and/or community radio broadcasters.
 - c) has failed to comply with any Contribution Conditions or any other obligations under this Agreement.
- 10) Acknowledge that the Recipient is responsible to be cognisant of and comply with all relevant federal, provincial, and/or municipal legislation, regulations, by-laws, and/or policies.
- 11) Ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project or the Recipient in whatever capacity.
- 12) Ensure the existence of, purchase, and/or maintain adequate insurance, which could include property insurance, casualty insurance, and/or general liability insurance. Adequate insurance coverage must be

maintained for the duration of the Contribution. This insurance will not be paid for by the CRFC or this Contribution.

5. Applicable Law: This Agreement will be interpreted in accordance with the laws of Canada or any court order.

6. Limitation of Liability: The CRFC, its officers, employees, and agents shall not be liable for any incidental, indirect, special or consequential damages, injury, or any loss or use of revenue of the Recipient arising out of or in any way related to the Project or this Agreement.

7. Indemnity: The Recipient agrees to indemnify and save the CRFC, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, arising out of or in any way related to the Contribution or to the Recipient. The CRFC holds this indemnity in trust for parties who are not parties to this Agreement.

8. Reliance by the CRFC: The Recipient represents, warrants, agrees, and acknowledges that the CRFC has relied on the representations and warranties contained herein in providing the Contribution, and that the information contained in the application continues to be correct and contains no material misrepresentations.

9. Ownership and Use of Material: All material/content of any kind produced and/or submitted by the Recipient pursuant to this Agreement, including audio programming and all other information contained within and appended to the final report, and all copyright and other intellectual property rights in that material/content shall belong to the Recipient and/or creator(s). The CRFC does not accept any responsibility or liability for the use of copyright material without permission.

The Recipient represents and warrants that:

- a) all material/content submitted is its own original work and/or is covered under any relevant copyright tariffs;
- b) that the material does not and will not infringe on any third party's copyright, patent, trademark, trade secret, or other proprietary rights, rights of publicity or privacy, or moral rights;
- c) the material does not and will not violate any law, statute, ordinance or regulation;
- d) the material is not and will not be defamatory, trade libellous, pornographic or obscene; and
- e) all factual assertions which have been made, and will be made, to the CRFC are true and complete.

The Recipient agrees to indemnify and save the CRFC, its officers, directors, employees, and agents harmless from any and all damages and costs, including reasonable attorney's fees, arising out of or related to breach of the representations and warranties described in this section.

The Recipient grants the CRFC the non-exclusive license to make unlimited use of the submitted material for the purpose of, but not limited to, compiling summary reports, reporting results to various stakeholders, and creating impact stories/statements for distribution on the CRFC website in perpetuity. The Recipient hereby grants the CRFC the right to distribute and use, on a non-exclusive basis, any submitted programming content. The CRFC shall have the right to use, market, store, distribute, reproduce, display, perform, transmit, and promote any submitted content, in perpetuity, on a non-exclusive basis without payment to the Recipient. The Recipient agrees that making this content available to the public through the CRFC website, and any other distribution or any use for promotional or marketing activity is not a "sale or license." The CRFC shall also have the right to use the submitted material in order to promote the CRFC mandate and mission and, in doing so, to use the Recipient's name(s), biographical material, and any logos, marks or trade names without any payment to the Recipient or any other persons.

10. No Partnership or Joint Venture: It is expressly acknowledged and agreed that nothing in this Agreement, including any current or future amendments and/or reports, or the advance of any funds to the Recipient creates or causes to be created any form of partnership or joint venture between the CRFC and the Recipient.

11. Violation of Agreement, Withholding Payment, and/or and Termination: If the Recipient violates any of the provisions of this Agreement, including any current or future amendments and/or reports, the CRFC has the right to withhold any payment or to terminate this Agreement.

Failure to comply with the conditions laid out in this Agreement may result in payments of the Contribution being withheld until matters are resolved to the satisfaction of the CRFC. The CRFC may also withhold payment or terminate this Agreement, if, in the CRFC's opinion, the CRFC: (a) is not satisfied with the Recipient's progress (in accordance with the expectations listed herein and with CRFC CCD Contributions policies); (b) determines that the Recipient is unable to complete the Project in a satisfactory manner; or (c) determines that the Recipient is not complying with CRFC policy or the Conditions outlined above.

Any failure to resolve such matters or any breaches of the terms and conditions of this Agreement may, with reasonable notice, result in the Contribution being withdrawn. The Recipient will have fair opportunity to participate in such an assessment/decision process.

If this Agreement is terminated, the CRFC will withhold any further payments of the Contribution. The Recipient may be required to repay any unspent portion of the Contribution to the CRFC. The Recipient will repay the funds that have been spent if, in the CRFC's sole opinion, such funds have not been spent in accordance with Agreement.

Any decision by the CRFC to terminate this Agreement will be final and legally binding.

SECTION 2: APPROVED PROJECT BUDGET

The following constitutes the approved budget for the Project:

Expense	Amount
Total	

Any part of these funds that have not been used or accounted for by the Recipient by the end of the funding period during the term of the Agreement shall belong to the CRFC. The Recipient shall use the funds only for the purposes agreed upon by the CRFC or shall return them to the CRFC immediately unless the CRFC directs otherwise.

SECTION 3: EXPECTATIONS AND REQUIREMENTS

The Recipient shall fulfill and complete the goals and outputs as indicated in the Project proposal.

The CRFC acknowledges that actual delivery may vary from the outputs described in the Project proposal. The CRFC also acknowledges that there will be an element of risk in the delivery of the Project (for example, unexpected needs, changes in personnel, or unexpected costs), all of which may impact the results of the Project. Where this is the case, the Recipient will obtain approval from the CRFC for any changes. However, the CRFC reserves the right to deny any requests for changes, as it must ensure that expenses are spent and deliverables are

met according to the Canadian Radio-television and Telecommunications Commission (“CRTC”)’s policy regarding Canadian Content Development (CCD) Contributions.

SECTION 4: REPORTING AND EVALUATION

1. Final Report: In order to assess the impact of its funding, as well as to effectively report to all of its stakeholders, the CRFC requires all funded organizations **to file a final report regarding the Funded Project no later than 30 days after the Funded Project is completed, or [date]**. The CRFC Final Report Form contains all necessary questions to be answered and lists supporting documents required to make the final report complete.

Before the final payment of any Contribution is made, the Recipient must provide one original copy of the following documents to the CRFC, properly completed, retaining a copy for its own records:

- a) The signed final report form
- b) Additional documents and deliverables outlined in the final report form

2. Evaluation and Audit: The CRFC or its auditor may conduct or commission an evaluation or audit of the Contribution. The Recipient will participate in any such evaluation or audits, and make its records, books, supporting documentation, and reports available.

AUTHORISATION

IN WITNESS WHEREOF the parties have executed the Agreement made as of the date first written above.

- [RECIPIENT] is submitting two originally-signed copies of this agreement to the CRFC prior to the beginning of this Project to: Community Radio Fund of Canada, 325 Dalhousie Street, 2nd Floor, Ottawa, Ontario, K1N 7G2.
- [RECIPIENT] **shall not make any changes to the project or the Agreement without the prior written consent of the CRFC.**
- [RECIPIENT] will submit the Final Report Form and other necessary documents and programming **no later than [date].**

Authorized Signatory for the Recipient

Title

Date

Witness for the Recipient

Title

Date

Melissa Kaestner

CRFC
Executive Director

Title

Date

Serge Quinty

CRFC
Secretary/Treasurer

Title

Date



FINAL REPORT FORM

Thank you for filling out this Final Report Form. The CRFC greatly values the information you are about to provide, which will be used in two ways.

First, it will be our way to measure the success, impact, and challenges that you and other recipients experienced throughout your project. Second, we will be compiling this information for the purposes of generating an impact report that will be submitted to the CRTC and our funder, as well as other potential funders and industry stakeholders, including the campus and community radio sector. For this impact report, the quantitative data that will be presented will not be associated with any one individual recipient. However, the CRFC may quote specific recipients regarding project successes, impacts, and challenges. If you have any questions, please do not hesitate to contact the CRFC.

Use this Final Report Form to report on your project. Please make sure to use data that you have measured and is verifiable as much as possible and with evidence where appropriate. All questions may not be relevant to you. Simply indicate N/A (not applicable) for questions that do not apply.

The following must be submitted no later than 30 days after completion of the funded project:

- This completed and signed form
- Where applicable, a one to two page testimonial from each funded intern/staff person describing their overall experiences and what they learned. They should include:
 - Title, job description, duration, tasks they performed
 - The training/education/mentorship they received and what they learned from it
 - Concluding thoughts: did they like it, is it what they thought, would they do it again, etc.
- Your "budget vs. actual" report or "income statement" as of the end of the month in which the project ended, generated by your accounting software and/or accountant.
- Copies of all project receipts, pay stubs, etc.
- One copy of any completed resources/materials produced through your project (such as training guides, promotional materials, etc.) in digital and any published formats. Please provide a table of contents as well as a short summary of each resource describing the contents and who developed it.
- A copy of the finished programming generated throughout and/or at the end of your project. You can submit this on a CD(s) as MP3(s) or WAV(s), or you can post it online and provide a direct link(s) to the MP3 file(s). Please attach a detailed table of contents and/or URLs.

Please mail one complete copy to:

Community Radio Fund of Canada, 325 Dalhousie, 2nd Floor, Ottawa, Ontario, K1N 7G2

Please ALSO email us a digital copy of the completed form to:

m.kaestner@communityradiofund.org

If you have any questions, please do not hesitate to contact the CRFC:
m.kaestner@communityradiofund.org or (613) 321-3513.

SECTION 1: STATION INVOLVEMENT AND IMPACT

1. How did your organization benefit from the CRFC contribution? Check all that apply.

- New training opportunities for new staff
- New training opportunities for new volunteers
- New training opportunities for current staff
- New training opportunities for current volunteers
- Improved staff training and development
- Increased capacity to deliver programming/services/programs
- Increased number of partnerships/networks formed in the community
- Increased station participation in local community life and/or activities
- More active participation of programmers/volunteers
- Enhanced volunteerism by recruiting, training, or diversifying the volunteer base
- Improved technological capacity
- Raised profile
- Other, please specify:

2. In your application, you estimated the number of volunteers/staff and their hours that would contribute directly to the project.

The estimated volunteer involvement was:

- The same More Less

Comments?

The estimated staff involvement was:

- The same More Less

Comments?

3. Were any new volunteers recruited as a result of the project? How many?

- No Yes . How many?

4. How did your project benefit those outside your station/association? Please check all that apply.

- New and innovative programming for listeners
- Enhancement/improvement of our services, programs, or events
- New and/or improved awareness or profile of an issue(s)
- Improved knowledge/resources available to other not-for-profits in your community
- Improved knowledge/resources available to the local, regional, and/or national community broadcasting sector
- Established a model that will or could be used by other organizations
- Other, please specify:

5. If you have any articles, stories, testimonials, or evidence for any impacts indicated in question 4, please feel free to share them here or attach them to your report. (If you don't have any, simply leave this question blank.)

SECTION 2: TRAINING/EDUCATION/MENTORSHIP

6. In your application, you described your training/education/mentorship plan. Did you carry out this plan as described?

- Yes No. Please indicate the changes:

7. How many people directly benefited from the training/education/mentorship component of your project? Please include all board, staff and volunteers, and specify those that were women, youth, other marginalized groups, etc.

- 8. What will happen with the positions you created? Will you continue to have them as paid positions, seek new funding, make them volunteer positions, etc.? (If you didn't create any positions, simply leave this question blank.)**
- 9. Describe any related resources that were produced.**
- 10. Will you continue to use these materials? Will you share them? With who?**
- 11. Was your supervision plan successful? Please identify any issues that arose around the supervision of interns, new staff, and or project volunteers.**

SECTION 3: PROGRAMMING/CONTENT

- 12. In your application, you described the programming that would be produced. Was the programming produced as described?**
 Yes No. Please indicate the changes:
- 13. How many hours of on-air programming were produced?**
- 14. What percentage was spoken word?**
- 15. What percentage was Canadian content?**
- 16. How and when was the content distributed and/or broadcast?**
- 17. Describe the nature of any content that was distributed in other ways than over-the-air (online, podcasting, CDs, etc.).**
- 18. Was there any active community participation?**
- 19. For Youth Internship projects, how did the content reflect what the intern learned?**
- 20. Describe any listener feedback you received as a result of this programming.**

SECTION 4: RESULTS

- 21. Overall, did you achieve all, some, or none of your expected goals?**
 All goals achieved Some goals achieved No goals achieved
- 22. What goals were not achieved?**
- 23. If you were not able to achieve all of your expected goals, indicate why by checking all the reasons that apply.**
- Delays in getting started
 - Organizational / staffing changes (internal reorganization, board changes, etc.)
 - Under-estimated time to complete the work
 - Under-estimated resources needed for the work
 - Loss of funding / revenue from other sources
 - Lack of community support / partnerships needed for the work
 - Other, please specify:
- 24. If there were any unexpected results or outcomes, please describe them.**

25. Did you receive any additional revenue as a direct result of the CRFC contribution? If so, what?

26. What are the key things you learned, and what, if anything, you would do differently next time?

If your project received any media coverage, please share copies with us as part of your final report.

SECTION 5: FEEDBACK

27. Is there anything else you would like to say about your project?

28. Do you have any other comments?

SECTION 6: FINAL REPORT SUMMARY

Station:

Mailing Address:

Contact Person, Phone, and Email:

Document Checklist

For information regarding these required documents, please refer to page 1 of this form.

<input type="checkbox"/> I have completed sections 1-5 of the final report form.	I have not completed all of the sections because:	
<input type="checkbox"/> I am including a testimonial from each funded intern/staff person.	I am not including a testimonial because:	Not applicable <input type="checkbox"/>
<input type="checkbox"/> I am including a complete station Budget vs. Actual report as of the end of the month the project was completed.	I am not including a report because: This report is not from QuickBooks, Simply Accounting, etc. because:	
<input type="checkbox"/> I am including a copy of the resources/training materials that were produced through our project.	I am not including a copy because:	Not applicable <input type="checkbox"/>
<input type="checkbox"/> I am including a copy of the programming that was produced through our project.	I am not including a copy because:	

Reimbursement Request

Please record all amounts spent regarding your approved expenses. If you spent more than what was approved, you must still record the actual spent so that your receipts, invoices, etc. match your reported figures accurately.

Approved Expense	Approved Amount	Actual spent	Required documents	Included	Details/Explanation
			Copies of all relevant pay stubs	<input type="checkbox"/>	
			Copies of invoice(s)	<input type="checkbox"/>	
			Copies of receipt(s)	<input type="checkbox"/>	
			Copies of your internal expense claim forms	<input type="checkbox"/>	
			Copies of registration forms	<input type="checkbox"/>	
Totals					

Other than your submitted financial reports and receipts/pay stubs/etc., is there anything else regarding finances that you wish to report?

I certify that the information given in this final report is, to the best of my knowledge, true and complete.	
Name	Position
Signature	Date
Signature of Board president/chair	Date

CRFC Final Report Assessment

BENEFICIARY	name of recipient
--------------------	-------------------

FINAL REPORT DOCUMENTS

Received	Yes or No	Comments
Completed and Signed Form	yes	
Testimonials	Yes	
Financial Statements	yes	
Receipts, Invoices, etc.	yes	
Resources/Materials	n/a	
Programming	No	Due to a loss in the station's hard drive, they are unable to provide audio copies.

FINANCIAL INFORMATION

Approved		Actual		
Expense Items	Amount	Expense Items	Reported	Approved
Project Lead Honoraria	500	Project Lead Honoraria	400	400
Internship Program Coord. Wages	6,000	Internship Program Coord. Wages	6,000	6,000
Summer Interns	2,500	Summer Interns	3,000	2,200
Fall Interns	500	Fall Interns	500	500
Technical Equipment	200	Technical Equipment	227	200
Total	9,700	Total	10,127	9,300

OTHER COMMENTS

The report was three weeks late, but responded promptly after a one-week late notice. Based on the final report, this project has met its intended goals and has been a success. It is also noted that this initiative was promoted highly in the community. They included lots of photos and articles in their final report. The financial portion of their final report was complete.

FINAL PAYMENT APPROVAL

The station assumes the amounts that was not approved by the CRFC. The station used \$9300 of the approved \$9700. They received \$8730, so their final payment is \$570.

RECOMMENDATION FOR FUTURE FUNDING

Yes.

AUTHORIZATION

Community Radio Fund of Canada

Analysis of Deferred Contributions on Funding Received To Date

Astral Media Radio

	Opening Balance	Awarded	Not Committed	Payable	Paid	Receivable	Received	Withheld	To be recommitted	Deferred Payable	Balance for deffered
Radio Talent Development Program											
Year 1 Contributions: Received 2007-08, Allocated 2008-09											
2007-2008	80,000	0	80,000	0	0	0	0	0	80,000	0	80,000
2008-2009	80,000	78,840	1,160	7,019	71,821	0	0	0	1,160	7,019	8,179
2009-2010	8,179		1,160	0	5,342	0	4,823	1,677	7,660	0	7,660
Year 2 Contributions: Received 2008-09, Allocated 2009-10											
2008-2009	80,000	0	80,000	0	0	0	0	0	80,000	0	80,000
2009-2010	87,660	87,660	0	8,767	78,893	0	0	0	0	8,767	8,767
Year 3 Contributions: Received 2009-10, Allocated 2010-11											
2009-2010	80,000	0	80,000	0	0	0	0	0	80,000	0	80,000
Total to be Deferred (Year 2 and Year 3 balance)											88,767
Youth Internship Program											
Year 1 Contributions: Received 2007-08, Allocated 2008-09											
2007-2008	80,000	0	80,000	0	0	0	0	0	80,000	0	80,000
2008-2009	80,000	79,620	380	16,962	62,658	0	0	0	380	16,962	17,342
2009-2010	17,342		380	1,000	13,291	2,714	97	2,671	5,862	1,000	6,862
Year 2 Contributions: Received 2008-09, Allocated 2009-10											
2009-2010	85,862	76,853	9,009	7,686	69,167	0	0	0	9,009	7,686	16,695
Year 3 Contributions: Received 2009-10, Allocated 2010-11											
2009-2010	80,000	0	80,000	0	0	0	0	0	80,000	0	80,000
Total to be Deferred (Year 1 Payable, Year 2 & 3 Balances)											97,695
TOTAL											186,462

Community Radio Fund of Canada

Schedule A: Summary of Contributions: Owing vs Paid

Funding Year 1

as of August 31, 2010

Recipient	Awarded	Start Date		End Date		To be returned	Withheld	Used	%	Notes	
		Payable	Paid	Payable	Paid						
Radio Talent Development Program (RTDP)											
Amherst Island Radio Broadcasting	CJAI	2,320	2,088	18-May-09	101	clr					
Association franco-culturelle de Yellowknife	CIVR	10,000	9,000	1-Jun-09	90	clr		1,000	18-Dec-09	156	clr
Coastal Community Radio Co-operative	CKOA	10,000	9,000	1-Jul-09	110	clr		1,000	4-Dec-09	154	clr
Coop. de solidarité radio comm. Nicolet-Yam.	CKBN	9,600	8,640	4-Aug-09	96	clr		960	12-Jan-10	161	clr
La Coopérative radiophonique de Toronto	CHOQ	7,350	6,615	6-Jul-09	116	clr		735	14-Apr-10	190	
Lillooet - Camelsfoot TV & Radio Ass.	CHLS	9,750	8,775	22-Jun-09	97	clr	2,088	975			
National Campus/Community Radio Ass.	NCRA	8,500	7,650	8-Jun-09	105	clr		850	12-Nov-09	145	clr
Radio McGill	CKUT	8,650	7,785	1-Jun-09	107	clr		865	31-Aug-09	126	clr
Salmo FM Radio Society	CFAD	4,700	4,230	15-Jun-09	104	clr	647	470			
The Univ. of Victoria Student Radio Society	CFUV	2,970	2,673	17-Jun-09	109	clr		297	12-Jan-10	162	clr
The Winnipeg C/C Radio Society	CKUW	5,000	4,500	1-Jul-09	100	clr		500	29-Mar-10	185	
Totals		78,840	0	70,956	0		4,823	1,677	72,340	86%	
Youth Internship Program (YIP)											
Asso. comm. fransaskoise de Gravelbourg	CFRG	8,000	7,200	31-Aug-09	130	clr		800	6-May-10	198	
CKDU-FM Society	CKDU	10,000	9,000	8-Jun-09	99	clr		300	12-Feb-10	175	clr
Erin Community Radio	CHES	10,000	9,000	19-May-09	89	clr		775	10-Nov-09	151	clr
La Coopérative Radio Chéticamp	CKJM	5,000	4,500	18-May-09	92	clr		500	8-Oct-09	133	clr
Radio-Halifax-Metro	CKRH	10,000	9,000	15-Oct-09	132	clr	1,000	15-Jun-10			
Radio Frédéricton	CJPN	7,500	6,750	1-Aug-09	94	clr	2,714	750			
Radio Gaspésie	CJRG	9,160	8,244	1-Jun-09	98	clr		916	4-Dec-09	153	clr
Rossland Radio Cooperative	CHLI	9,960	8,964	6-Jul-09	91	clr	97	996			
Vancouver Co-operative Radio	CFRO	10,000	9,000	16-Jun-09	103	clr		1,000	29-Mar-10	186	clr
Totals		79,620	0	71,658	1,000		2,811	2,671	74,138	82%	

* Highlighted items: These are to be deferred to 2010-2011.

Summary	Radio Talent Development Program	Youth Internship Program	Total
Available funding	80,000	80,000	160,000
Current Payable	0	1,000	1,000
Total Paid	77,163	75,949	153,112
Total Year 1 Distributed	77,163	76,949	154,112
Repayments	4,823	2,811	7,634
Adjusted Year 1 Commitments	72,340	74,138	146,478
Withheld	1,677	2,671	4,348
Year 1 Commitments not used	1,160	380	1,540
Total to be redistributed	7,660	5,862	13,522
Balance	0	0	0

Community Radio Fund of Canada

Schedule B: Summary of Contributions: Owing vs Paid

Funding Year 2

as of August 31, 2010

Recipient	Awarded	Start Date		End Date		To be returned	Withheld	Used	%	Notes
		Payable	Paid	Payable	Paid					
Radio Talent Development Program (RTDP)										
Diffusion communautaire des Îles inc CFIM	6,647		5,982 21-Jun-10 214 <i>clr</i>	665 20-Aug-10						
Radio Queen's University CFRC	3,400		3,060 12-Jul-10 223 <i>clr</i>	340 30-Oct-10						
Erin Community Radio CHES	10,000		9,000 7-Jun-10 213 <i>clr</i>	1000 27-Aug-10						
Radio Malaspina Society CHLY	9,017		8,115 2-Aug-10 236 <i>clr</i>	902 19-Nov-10						
Radio Western CHRW	4,950		4,455 16-Aug-10 240 <i>clr</i>	495 5-Dec-10						
Radio Ottawa Inc. CHUO	6,281		5,653 16-Aug-10 242 <i>clr</i>	628 1-Dec-10						
L'Association franco-culturelle de Yellowknife CIVR	8,200		7,380 24-May-10 215 <i>clr</i>	820 3-Sep-10						
Nakusp Roots Music Society CJHQ	8,016		7,214 2-Aug-10 237 <i>clr</i>	802 15-Nov-10						
Coop. de solidarité radio communautaire Nicole CKBN	7,465		6,718 1-Jun-10 208 <i>clr</i>	747 31-Aug-10						
CKDU FM Society CKDU	2,024		1,822 1-Jul-10 222 <i>clr</i>	202 30-Sep-10						
Radio Basse-Ville Inc. CKIA	6,800		6,120 15-Aug-10 238 <i>clr</i>	680 21-Nov-10						
Coastal Community Radio Cooperative Ltd. CKOA	10,000		9,000 16-Aug-10 239 <i>clr</i>	1,000 17-Sep-10						
Radio CKUT CKUT	4,860		4,374 24-May-10 209 <i>clr</i>	486 23-Aug-10						
Totals	87,660	0	78,893	8,767	0					
Youth Internship Program (YIP)										
Kamloops Campus/Community Radio Society CFBX	6,509		5,858 16-Aug-10 241 <i>clr</i>	651 15-Apr-11						
Campus Radio Saint John Inc. CFMH	9,850		8,865 7-Jun-10 211 <i>clr</i>	985 7-Feb-11						
CFRT Radio Iqaluit CFRT	10,000		9,000 1-Jul-10 221	1,000 31-Jan-11						
University of Victoria Student Radio Society CFUV	7,560		6,804 25-May-10 219 <i>clr</i>	756 31-Aug-10						
Radio communautaire francophone de Montréal CIBL	9,350		8,415 1-Jun-10 217 <i>clr</i>	935 21-Sep-10						
Student Radio Society of UBC CITR	8,795		7,915 14-Jun-10 210 <i>clr</i>	880 1-Oct-08						
Concordia University Radio CJLO	6,730		6,057 25-May-10 216 <i>clr</i>	673 4-Dec-10						
CKDU FM Society CKDU	9,680		8,712 1-Jun-10 212 <i>clr</i>	968 31-Jan-10						
Coastal Community Radio Cooperative Ltd. CKOA	8,379		7,541 12-Jul-10 224 <i>clr</i>	838 31-Dec-10						
Totals	76,853	0	69,167	7,686	0	0	0	0	0%	

Summary	Radio Talent Development Program	Youth Internship Program	Total
Available funding	87,660	85,862	173,522
Current Payable	8,102	7,686	15,788
Total Paid	79,558	69,167	148,725
Total Year 2 Distributed	87,660	76,853	164,513
Repayments	0	0	0
Adjusted Year 1 Commitments	87,660	76,853	164,513
Withheld	0	0	0
Year 2 Commitments not used	0	9,009	9,009
Total to be redistributed	0	9,009	9,009
Balance	0	0	0