

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

Annual Report

2010-2011





Community Radio Fund of Canada

325 Dalhousie Street, Suite 903
Ottawa, Ontario, Canada, K1N 7G2
Telephone: 613-321-3513
Fax: 613-482-5162
Toll Free: 888-583-1163
admin@communityradiofund.org
www.communityradiofund.org

Visit our website to subscribe to our newsletter:
InfoFund: News from the Community Radio Fund of Canada

Find us on Facebook: <https://www.facebook.com/CrhcFcrc>
And on Twitter: <http://twitter.com/radiofund>

November 11, 2011

Cette publication est disponible en français.
Le Fonds canadien de la radio communautaire est heureux de recevoir vos questions et commentaires et de publier sa documentation en français et en anglais. Pour obtenir plus de renseignements ou pour communiquer avec nous, veuillez consulter le www.fondsradiocommunautaire.org.

Table of Contents

INTRODUCTION.....	4
STRUCTURE AND GOVERNANCE.....	6
About the CRFC	6
Members	7
Annual General Meeting.....	7
Board of Directors.....	7
Human Resources	9
CRFC FUNDING PARTNERSHIPS	10
Astral Media Radio	10
BCE.....	10
Bell Media Radio	10
COGECO	10
GoldenWest Broadcasting	10
Haliburton Broadcasting Group	11
Rogers Broadcasting	11
SIRIUS Satellite Radio	11
HOW FUNDING WAS DISTRIBUTED.....	12
Changes in Policy and Procedure.....	12
Call for Applications	12
The Selection Committee	12
Changes in Year 3 Recipients	13
Year 3 Recipients	14
Year 2 Recipients	20
FINANCIAL REPORT	25
Overview	25
Banking and Investments	25
Audited Financial Statements	25
Overview of Revenues	25
Overview of Expenses	26
Overview of Assets.....	27
Overview of Liabilities.....	27
APPENDICES	
Appendix 1: Strategic Plan	
Appendix 2: Mid-term Report Form	
Appendix 3: Application Form	
Appendix 4: Funding agreement	
Appendix 5: Final Report Form	
Appendix 6: Final Report Assessment Form	
Appendix 7: 2010-2011 Financial Statements	
Appendix 8: Summary of Contributions (Year 2)	
Appendix 9: Summary of Contributions (Year 3)	

INTRODUCTION

2010-2011 was a pivotal year for the CRFC. As reported last year, the Canadian Radio-television and Telecommunications Commission (the Commission) released its updated Campus and Community Radio Policy¹ in July 2010 that included new funding for the sector. Before the CRFC could start receiving this money, the Commission asked us to submit a structural and operational plan that detailed our governance and operations as well as described how we would distribute the funding. One year later, after much research, formalizing policies and procedures, and consultation, the Commission approved our plan on July 20, 2011.²

With this approved plan, the CRFC has a solid framework for implementing its outcomes-based approach for funding distribution, which focuses on specific measurable outcomes and encourages stations to look at where they want to be and what they want to accomplish at the end of any funding term. The plan approval also saw a boost in support for the operations of the CRFC, which will allow us to establish a new office and hire our first program officer.

The CRFC Board of Directors also developed its three-year strategic plan in May, which resulted in the following vision:

The CRFC is a meaningful financial tool for the development and sustainability of campus and community radio in Canada. We create programs that respond to the needs and realities of stations, increasing their capacity and allowing them to fulfill their mandate of serving local communities. By funding the sector in this way, the CRFC supports Canada's social economic development, volunteerism, and the continued production of high-quality locally-reflective programming for audiences in urban, rural, and remote areas.

The CRFC Board established the key objectives and activities under the following three goals:

1. Increase and diversify funding revenue.
2. Develop new and responsive funding opportunities for the sector with efficient, impartial, fair, and equitable processes.
3. Maintain and strengthen CRFC governing and operational effectiveness and efficiency.

This year was also the third year of distributing funding under the *Radio Talent Development Program* and *Youth Internship Program*. These are the two programs we have been running since the CRFC began in 2008 thanks to funding from Astral Media Radio. To date, we have awarded \$480,000 to 47 different recipients for 68 different projects and initiatives. In each case, they have provided training, mentorship or education and have strengthened local programming:

- News features and news department development
- Local history, arts, cultural, and youth programming projects
- Hiring employees, summer interns, and youth interns, including news directors, reporters, program directors, and dedicated project coordinators

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

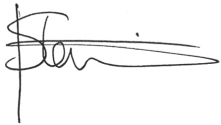
² Broadcasting Regulatory Policy CRTC 2011-431, 20 July 2011, www.crtc.gc.ca/eng/archive/2011/2011-431.htm

- Educational programming like “Aboriginal Language Learning Programming Mentorship” and “Afterschool Broadcast Training Program”
- Focused programming that reflects the local community itself, such as “Radio-réalité” and “LaSalle, ma ville, mon histoire!”
- Investigative and in-depth documentaries like “Below the Line: Stories of Poverty and Struggle,” “Culture rurale,” and “The Boat People: Refugee Laws, Human Smuggling and a History of Boat Migrants in Atlantic Canada”

The CRFC is proud of all of our recipients for their excellent initiatives and achievements and is pleased to continue and grow its support to the campus and community radio sector in the coming year. We know it will help stations carry out their mandates and better serve their communities.

The CRFC would like to thank the Commission and Canada’s private radio sector for providing this necessary and important support. It benefits both station and listener alike.

Finally, the CRFC would like to thank the Alliance des radios communautaires du Canada (ARC du Canada). Since we began operating in April 2008 and up until the end of this year, the CRFC has had limited operating revenue. ARC du Canada opened their doors and donated office space for us to work from, their accountant, Internet, their fax machine, and office supplies, adding up to around \$9,000 each year in in-kind contributions. The staff at ARC du Canada has been there to answer questions, bounce ideas around with, and has always made us feel welcome. These contributions have been extremely important to us, and have helped the CRFC develop a solid foundation to build on.



John Harris Stevenson
President



Melissa Kaestner
Executive Director

STRUCTURE AND GOVERNANCE

About the CRFC

The CRFC's mandate is to provide support to the more than 150 campus and community radio stations in Canada and to foster a well-resourced, dynamic, and accessible sector. It is an organization that distributes funds for the development and sustainability of local community radio broadcasting. The goal of the CRFC is to provide this support under the following program priority areas.

1. Local Community News and Access: Local reflection in news, public affairs, and arts and culture; community access and outreach programming, including training and production.

- 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.

- 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.

- 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

- Assistance to stations in core competency areas including 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 radio associations, the CRFC is a distinct organization with its own membership, board of directors, and decision-making processes.

The CRFC is a federally incorporated not-for-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.

Members

Membership is open to campus and community radio broadcasting stations in Canada that have a valid licence from the Commission 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.³ 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.

At the time of this report (November 11, 2010), it has 65 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 by proxy. The CRFC uses proxy participation because our membership is national in scope and does not have the funding to support members' travel costs.

The next AGM will be held on November 22, 2011 at 11:00 am at the Courtyard Marriott, located at 350 Dalhousie in Ottawa. It will focus on the presentation of this annual report and the CRFC's third annual audited financial statements. This AGM will also see the presentation of one by-law amendment. On July 20, 2011, the Commission approved our structural and operational plan with a condition that we add a representative from commercial radio broadcasters. This is a requirement tied to the ability to receive CCD funding. The CRFC Board of Directors is proposing a related by-law amendment. Also, there will be no election held during this year's AGM. The term for one director will be ending in November and his vacancy will be filled by the representative of the commercial radio broadcasters in accordance with the Commission's decision.

Board of Directors

The role of the 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 and appointed voting directors as well as three non-voting ex officio directors from the three founding campus and community radio associations.

As noted in the CRFC by-laws,⁴ voting directors cannot be directly affiliated with any potential recipient, meaning they cannot be a director, officer, staff member, or active volunteer⁵ of any campus or community radio station or related association.

One of the voting director seats is reserved for a representative of commercial radio broadcasters.⁶ This director is nominated by a group of seven commercial radio broadcasting companies: Astral Media Radio Inc., Bell Media Radio, a division of Bell Media

³ CRFC By-laws, By-law No. 1, Article 11.01(a).

⁴ Ibid, By-law No. 1, Article 3.02(c)

⁵ 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."

⁶ Broadcasting Regulatory Policy CRTC 2011-431, Community Radio Fund of Canada's Structural and Operational Plan, 20 July 2011, paragraphs 5-8, <http://www.crtc.gc.ca/eng/archive/2011/2011-431.htm>.

Inc., Golden West Broadcasting Limited, Newcap Inc., The Jim Pattison Broadcast Group LP, Rogers Media Inc., and RNC Media Inc., however, the nominee cannot be associated with any commercial radio broadcaster, meaning that he/she cannot be an employee, director, or officer of any commercial broadcaster at any level of the organization.

In addition to the voting directors, the three community radio associations each appoint one representative as a non-voting ex officio director to the Board. Their role on the Board is limited to providing advice and context. As a result, these directors:

- are non-voting members of the Board;
- do not factor into any board quorum requirements;
- cannot hold any officer positions (president, vice-president, secretary, treasurer);
- cannot 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 met in person in October 2010 to finalize the structural and operational plan. The new Board that was constituted at the November 2010 AGM also met in May 2011 to establish our first strategic plan (see Appendix 1).

One of the key activities arising from that meeting and the strategic plan was to strike a development committee. While this committee will begin meeting in the new year, we have already drafted the terms of reference and a development plan. The CRFC hopes to bring on a few outside members to the committee, specifically people who have strategic fundraising skills and experience.

In late summer, the Board completed a draft of the CRFC's first Human Resources Policy (described in the next section).

The Board also approved a new policy this year – the CRFC Accessible Customer Service Plan. While this is a requirement of the Ontario government, the Board was happy to formally outline our commitment to serving people with disabilities.

Finally, the Board and executive director spent a couple of months on amending our by-laws to incorporate a commercial radio broadcaster representative on our board (as noted above). The Board took the opportunity to clarify the entire section of our by-laws dealing with directors.



Roger Ouellette, Director (Professor of Political Science, Université de Moncton, Moncton NB); **Jean Léger**, Vice-president (Secrétaire général, Fédération acadienne de la Nouvelle-Écosse, Halifax NS)

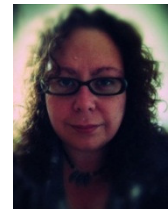
From left to right: **Jean-Francois Côté**, Director (Agent Senior de Développement des Collectivités, Service Canada, New Richmond QC); **Ian Pringle**, Director (Education Specialist, Media; Commonwealth of Learning, Vancouver BC); **Leslie Regan Shade**, Secretary (Associate Professor, Department of Communication Studies, Concordia University, Montreal QC), **John Harris Stevenson**, President (Media and Technology Strategist, Ottawa ON); **Martin Bougie**, Ex officio ARCQ (Directeur général, ARCQ, Montreal QC); **Shelley Robinson**, Ex officio NCRA (Executive Director, NCRA, Ottawa ON); **François Coté**, Ex officio ARC du Canada (Secrétaire général, ARC du Canada, Ottawa ON); **Anderson Rouse**, Treasurer (Finance and Administration Coordinator, Ontario Healthy Communities Coalition, Toronto ON);

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

- In November 2010, the terms ended for **Jean Léger** and **Jean-Francois Côté**. Both directors stood for re-election and were approved unanimously.
- At the November 2010 AGM, the following new directors were elected unanimously: **Gilles Arsenault, Anderson Rouse, Leslie Regan Shade, and John Harris Stevenson**.
- In April 2011, Gilles Arsenault resigned from the Board due to pressing professional obligations. **Roger Ouellette** was appointed in May.
- The term for **Ian Pringle** is ending in November 2011 and he will not be standing for re-election. The CRFC would like to take this opportunity to give a huge thank you to Ian. He has been on the CRFC Board since our first board was elected in 2008. He sat on the program committee for his first year and served as president for his second. Ian also helped bring about our new funding approach involving outcomes.

Human Resources

The CRFC Board continues to employ Melissa Kaestner as its executive director. For the first three years of operation, this was a part-time position. In September 2010, thanks to an approval by the Commission regarding administrative allocations, the CRFC was able to establish this position as full-time. The last contract ended in August 2011, and was renewed to August 2012.



The CRFC Board has also accomplished a couple of key human resource objectives this past year. First, as noted above, we finalized a draft of a comprehensive Human Resources Policy that applies to all permanent and contract full-time, part-time, and casual employees as well as contractors, board directors, and volunteers. This draft has since been reviewed by a lawyer and is now ready for final Board approval by the end of the calendar year.

As well, the CRFC now offers a comprehensive employee benefits plan. All permanent full-time, part-time, and contract employees employed for at least twelve months receive health benefits from OASSIS, a not-for-profit organization specializing in administering employee benefits for the voluntary and not-for-profit sector in Canada (www.oassisplan.com). The plan includes:

- Life and Accidental Death and Death insurance
- Comprehensive health plan that includes a drug plan with card, hospital and private nursing, emergency travel, paramedical practitioners, physiotherapy, orthotics, and vision
- Dental including preventative, restorative, and major procedures as well as orthodontia
- Short-term and long-term disability
- Employee Assistance Program

The CRFC Board also approved an additional benefit for full-time employees. Depending on the amount available for such an expense in the CRFC operational budget, all permanent and contract full-time employees will receive an annual contribution to an RRSP in his or her name. For the first year, we will be contributing \$500 per employee.

CRFC FUNDING PARTNERSHIPS



Astral Media Radio

Astral Media Radio is the first funder of the CRFC. On September 28, 2007, the CRTC approved an application by Astral Media Radio to acquire Standard Radio Inc.⁷ Arising from that decision, Astral Media Radio is contributing a total of \$1.4 million over seven years to the CRFC as part of its Canadian Content Development (CCD) Contributions package. This contribution resulted in the creation of our first two funding programs: the Radio Artist Development Program and the Youth Internship Program. As well, Astral Media made a \$300,000 contribution to the CRFC as part of a CRTC application involving an amended CCD Benefits package (CRTC 2009-794).⁸

BCE

The CRFC is receiving tangible benefits of \$1.46 million over eight years from BCE Inc.'s acquisition of CTVglobemedia (CRTC 2011-163).⁹



Bell Media Radio

The CRFC is receiving approximately \$138,000 in tangible benefits from Bell Media Radio's acquisition of FLOW FM in Toronto from Milestone Broadcasting (CRTC 2010-964).¹⁰

COGECO

The CRFC is receiving \$840,000 in tangible benefits over seven years from a transfer of ownership of radio stations in Quebec from Corus Entertainment to COGECO. Approximately \$400,000 of these benefits are a voluntary contribution from COGECO (CRTC 2010-942).¹¹



GoldenWest Broadcasting

The CRFC is receiving approximately \$236,000 in tangible benefits over seven years from two transfers of ownership in 2010-2011 to GoldenWest Broadcasting: Norwesto Communications Inc.'s CKQV-FM in Vermillion Bay¹² and Tiessen Media's CFIT-FM in Airdrie.

⁷ Broadcasting Decision CRTC 2007-359, 8 September, 2007, <http://www.crtc.gc.ca/eng/archive/2007/db2007-359.htm>.

⁸ Broadcasting Decision CRTC 2009-794, 22 December 2009, <http://www.crtc.gc.ca/eng/archive/2009/2009-794.htm>.

⁹ Broadcasting Decision CRTC 2011-163, 7 March 2011, <http://www.crtc.gc.ca/eng/archive/2011/2011-163.htm>.

¹⁰ Broadcasting Decision CRTC 2010-964, 23 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-964.htm>.

¹¹ Broadcasting Decision CRTC 2010-942, 17 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-942.htm>.

¹² Broadcasting Information Bulletin CRTC 2010-855, 18 November 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-855.htm>.

Haliburton Broadcasting Group

The CRFC is receiving approximately \$49,000 in tangible benefits arising from four transfers of ownership in 2010-2011 to the Haliburton Broadcasting Group: JOCO Communications Inc.'s CJJM-FM in Espanola,¹³ Raedio Inc.'s CJCS-FM and CHGK-FM in Stratford,¹⁴ JOCO Communications Inc.'s CFSF-FM in Sturgeon Falls,¹⁵ and CFLZ-FM Niagara Falls and CKEY-FM Fort Erie and its transmitter CKEY-FM-1 St. Catharines.¹⁶



Rogers Broadcasting

The CRFC is receiving \$270,000 in tangible benefits arising from two transfers of ownership in 2010-2011 to Rogers Broadcasting Inc.: CTV Ltd. and Milestone Broadcasting Ltd.'s CHBN-FM in Edmonton¹⁷ and CTV Ltd.'s CHST-FM in London,¹⁸ which included an \$80,000 voluntary contribution from Rogers Broadcasting.

SIRIUS Satellite Radio

During the 2009-2010 broadcast year, SIRIUS Satellite Radio offered a voluntary contribution of \$200,000 to the CRFC as part of its conditions of licence. During the 2010-2011 broadcast year, SIRIUS offered an additional voluntary contribution of \$250,000 to the CRFC.



¹³ Broadcasting Decision CRTC 2010-565, 12 August 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-565.htm>.

¹⁴ Broadcasting Decision CRTC 2011-110, 21 February 2011, <http://www.crtc.gc.ca/eng/archive/2011/2011-110.htm>.

¹⁵ Broadcasting Decision CRTC 2011-111, 21 February 2011, <http://www.crtc.gc.ca/eng/archive/2011/2011-111.htm>.

¹⁶ Broadcasting Decision CRTC 2011-364, 8 June 2011, <http://www.crtc.gc.ca/eng/archive/2011/2011-364.htm>.

¹⁷ Broadcasting Decision CRTC 2010-972, 23 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-972.htm>.

¹⁸ Broadcasting Decision CRTC 2010-953, 22 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-953.htm>.

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 operational 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

The only change we made to the distribution process this year was implementing a mid-term reporting process. All recipients receiving funding over a period of three months or more are now required to submit a mid-term report (see appendix 2). This was implemented beginning with the Year 3 recipients for our two current programs.

Call for Applications

The CRFC launched its third call for applications on February 7, 2011. As in the previous years, applicants were required to submit: a completed application form (see Appendix 3), 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 15, 2011, the CRFC received a total of 44 applications. Sixty percent of the applications, or 26, were approved.

The Selection Committee

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

- Carole Breton, Senior Advisor, Public Relations, Corporate Communications for CBC/Radio-Canada
- Dave Stephens, Senior Communications Executive, Health Canada
- Nelly Bassily, Research and Production Officer, Farm Radio International



As in the previous years, 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 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 \$182,815 to 26 recipients. Twelve stations received \$82,509 through the Radio Talent Development Program while fourteen stations received \$100,306 through the Youth Internship Program. The CRFC Board ratified the jury decisions on May 11. 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 16, the CRFC announced the recipients.

Each recipient receives 90% of the total contribution when they sign a funding agreement with the CRFC (see Appendix 4). 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 5 for the final report form and Appendix 6 for the assessment form).

Changes in Year 3 Recipients

One of the Youth Internship Program recipients, SoundFM in Waterloo, Ontario, had to turn down our funding offer due to significant changes in employees. The CRFC offered funding to the applicant with the next highest score, Radio Halifax Métro (CKRH-FM).

Additionally, there have been minor changes approved with respect to timelines, deliverables, and re-allocation of funding within approved budget lines. In each case, the procedure is the same:

1. The recipient submits their request in writing.
2. For immaterial changes, the executive director approves the request.
3. For more material requests, such as timeline changes of more than two months or new expense lines, the executive director submits the request to the program committee for a final decision.
4. The executive director and another signing officer (such as the president or treasurer) initial the request and send a copy back to the recipient, with another copy kept on file with the CRFC as an appendix to the recipient's funding agreement.

Year 3 Recipients

Radio Talent Development Program

Recipient	Expenses	Total
CFIM Cap-aux-Meules, QC Radio-réalité This project sheds new light on artists from the Îles de la Madeleine through "reality radio" reporting. Members of the public will vote to select local artists to be featured in this eight-episode miniseries. Each 15-minute episode will feature a reporter joining the artist during a typical daily activity, in order to provide a new insight on the artist's personality, their sources of artistic inspiration, or the various ways they are involved in their community.	Salary	\$ 4,585 \$4,585
CFMH Saint John, NB Vested Interest – Volunteerism Radio Program This is a program to provide volunteer groups and volunteer-driven organizations an opportunity to tell the city about what they do, why they do it, and what benefits the community sees from their efforts. As an organization that relies on its volunteers, CFMH understands the importance of promoting activities and the need for volunteers. The station will partner with these groups to promote the hard work that they do as well as the help they could use. The volunteer agencies will be provided with air-time provided that they program the slot. Additionally, the programming will feature discussions relevant to the organizations and the local community like homelessness, teen pregnancy, seniors' facilities, animal welfare, and more.	Program Coordinator Transportation	\$7,429 500 \$7,929
CFRO Vancouver, BC Training Symposium: Radio Free Skool The project will provide an expanded training program for current public affairs programmers at Co-op Radio. Volunteers will gain new broadcast skills through a training symposium called Radio Free Skool. It will be free and feature workshops including writing for radio, digital editing, and Podcasting. Workshops will focus on the production of programming for a special broadcast called "Bringing It Home: Human Rights Locally for International Human Rights Day" on December 10, 2011. A coordinator will be hired for the workshops and mentoring the programmers for the broadcast.	Venue Costs Intern honorarium Honorarium for workshop presenters Training manual, handouts, promotional posters for Special Broadcast Programming Coordinator Technical Coordinator Financial Administrator	\$800 2,500 2,800 500 1,000 500 375 \$8,475
CFRU Guelph, ON CFRU News Coordination Internship CFRU currently has many volunteers interested in learning how to produce news content, but there are no employees with dedicated hours or adequate experience in coordinating a news team. This four month internship will support the development and training of news gathering and production skills for volunteers so that there can be ongoing dedicated local news production and content at CFRU. The intern will design and implement trainings for volunteers, and support news team meetings he/she would also develop a sustainability plan so that once the internship was completed, the news team could continue producing news and welcoming new people to the group on their own.	Salary	\$7,200 \$7,200

Recipient	Expenses	Total
<p>CIBL Montreal, QC Parcours en direct CIBL 101,5 Radio-Montréal celebrated its 30th anniversary last year with a broadcast of the final show of the FrancoFolies de Montréal throughout Québec and the Francophonie. This was a station first! On June 15, 2010, CIBL hosted the Rock Party des FrancoFolies featuring Les Trois Accords, Fred Fortin, Ariel and Gigi French live in concert and broadcast for the first time on community radio stations in Québec and throughout the world. This year, CISM and CIBL will undertake a joint training and learning project in order to produce approximately ten original spoken word programs, featuring music from and interviews with up-and-coming artists. The content will be made available to all community stations through a dedicated blog and website.</p>	<p>Salary – Research & Coordination Salary - Training</p>	<p>\$7,000 <u>1,800</u> \$8,800</p>
<p>CITR Vancouver, BC CiTR's Coverage of the 2011 North American Outgames CiTR will hire an Outgames Project Coordinator and the necessary team of assistants and producers to provide extensive coverage of Vancouver's 2011 Outgames. This coverage will include live broadcasts, interviews and/or highlights of sporting events, the Human Rights Conference and the cultural events and celebrations that accompany the games. The week will end with a live broadcast of the March of Athletes in the Vancouver Pride Parade. The paid coordinators and producers will mentor and train adults and youth from CiTR's volunteer membership, in addition to those new members recruited from PRIDE UBC and the local LGBTQ youth organizations, including the Gab safe space run by Qmunity in Vancouver.</p>	<p>Coordinator Assistant Sports Coordinator Conf/Culture Coordinator Technical Coordinator Broadcast Producers Volunteer Honoraria CiTR Program Coordinator Travel Costs Accommodation</p>	<p>\$1,920 1080 960 960 1,080 1,500 1,500 192 480 <u>300</u> \$9,972</p>
<p>CJJJ Brandon, MB Spoken Word Coordinator The Spoken Word Coordinator will work closely with the Station Manager creating programming that will showcase the diversity of residents in Southwestern Manitoba. Duties of the Spoken Word Coordinator will include the arranging, sourcing, recording and editing of spoken word shows for broadcast on CJ-106 that highlights the burgeoning immigrant population of Brandon, MB.</p>	<p>Salary</p>	<p>\$2,500 \$2,500</p>
<p>CJMP Powell River, BC Beyond Survival Development Project This is a training program for CJMP members to learn how to produce a weekly one-hour spoken word show as a team. Each team has two hosts, a technician, producer, and two researchers who will learn to collaborate in order to produce high quality shows that run regularly. Through training, members will develop skills and passion for media that they will share with the community as they develop shows for and by the community into the future.</p>	<p>Researcher Producer(s) Technical Supplies Travel for Guests Training Workshop Two Hosts One part-time host</p>	<p>\$500 640 300 250 1,600 1,280 <u>640</u> \$5,210</p>

Recipient	Expenses	Total
CKDU Halifax, NS The Boat People: Refugee Laws, Human Smuggling and a History of Boat Migrants in Atlantic Canada "The Boat People" is a three-part documentary series exploring the history of the arrival of refugees to Atlantic Canada by boats not officially sanctioned by the government of Canada. It will focus on telling the stories of two particular events: the arrival of 153 Tamil migrants off the coast of Newfoundland in 1986, and the arrival of mostly Sikh refugees to Charlesville, Nova Scotia the following summer. The first two parts of the documentary series will focus on highlighting first person narratives of those who were aboard the boats or who witnessed their arrival. The third part of the documentary series will focus on the portrayal of these events in the mainstream media, and the impact these events had on the evolution of Canadian refugee legislation. This project aims to give local relevance to the national phenomenon of the arrival of boat migrants, while telling compelling cultural stories that are an important part of the region's history. Interns will develop skills in the areas of journalism, audio production, and documentary making.	Labour (Research, Editing and Production) \$2,488 Design of Web and CD package 300 Materials and Production of CD package 300 H2 Zoom recorder, 1 pair headphones, 300 USB flash drives Mentorship Honoraria 300	300 \$3,688
CKUW Winnipeg, MB Work It Out "Work It Out" is an entertaining exercise radio series featuring a fun, simple, concise workout routine that one can do at home. This fast paced and entertaining program will appeal to all listeners and encourage healthy living. Work It Out will feature an interactive online component where users can check out videos of CKUW volunteers engaging in simple exercise routines, post their own fun work out videos, get expert advice from personal trainers, check out nutritious recipes, and more. CKUW will be utilizing facilities and expertise from the University of Winnipeg Wesmen Athletics Department. Local music artists will get involved by creating unique instrumental workout music for the program.	Producer \$5,500 Performers 1,600 Honorarium (program work-shopping & script development) 1,600 Equipment 300 Website 800	800 \$9,800
CKVL LaSalle, QC LaSalle, ma ville, mon histoire! This project rests on collaborative work between high school students and senior citizens. Students will act as the voice of seniors, who will provide insights on the city's living history. Ville LaSalle will celebrate the 100th anniversary of its founding in 2012, and its history will be showcased through a series of sound and digital creations. Volunteers from the Société historique Cavalier-de-LaSalle will provide historical research support throughout the project and will select significant local sites and events to be featured in the broadcasts.	Coordinator honouraria \$5,250 Interview recording 300 Transportation 200 Photocopies, USB keys, etc. 50 Website creation 750	750 \$6,550
CKXL Saint-Boniface, MB Faire de la radio, c'est comment? Journalisme et animation The management team of Envol 91 has noticed that radio training helps francophone high school students play a more active role in student activities, use French more frequently and improve their abilities in written and spoken French. CKXL will therefore produce seven one-hour radio broadcasts while working with one or more grade 5 to grade 12 classes from one or more French immersion schools or from schools of the Division scolaire franco-manitobaine. Students will receive three days of training in basic radio skills. The shows will be pre-recorded in Envol's studios before being broadcast.	Travel \$300 Printing, stamps, paper 500 Salary and MERCS 7,700	7,700 \$8,500

Youth Internship Program

Recipient	Expenses	Total
CFBX Kamloops, BC Youth Internship Program This funding will be used to create a 15-hour-per-week position for a student to gain an in-depth understanding of the duties associated with on- and off-air roles in broadcasting. The internship will also help to promote local talent and cultural initiatives by developing a radio show that focuses upon those local artists and their crafts. Duties of the intern would include: assisting with station databasing and archiving; assisting in the music library; learning how to use production software for in-house shows and syndication; assisting at station events; development and maintenance of new and existing cross-genre spoken-word shows about local arts and culture, musical and otherwise; possibly making that programming available to other campus and community stations. The intern would conduct the guest interviews and produce the programming for air.	Wages Employer costs	\$5,760 748 \$6,508
CFFF Peterborough, ON Summer Events Intern Correspondent The goal of this internship is to create an employment and learning opportunity for a youth from which they will gain experience in all areas of radio production and programming, enhance media awareness of activities and services in the Peterborough region, and create exceptional programming to be broadcast via the facilities at Trent Radio. The Summer Events Intern Correspondent will be responsible for seeking out, researching, and producing regular programming that will promote and provide information on a wide range of local events, active community groups and organisations within Trent Radio's broadcast range.	Wages	\$5,313 \$5,313
CFRC Kingston, ON CFRC News and Focus Programming Internship Program CFRC will recruit four youth between the ages of 16 and 30 for paid internships. Two youth will serve consecutively as coordinators of local news programming; another will coordinate focus programming in celebration of Black History Month and the fourth will coordinate focus programming for International Women's Day. The goals of this project include developing CFRC's local news offerings, increasing volunteer participation, and providing youth with opportunities for meaningful and gainful work experiences that focus on personal growth, empowerment, community-building and skill-based learning.	Wages Travel Expenses Training Technical Expenses	\$4,400 120 440 300 \$5,260
CHOW Amos, QC Stage 2011 - Animateur-journaliste For the summer of 2011, Radio Boréale will hire a student intern in the field of journalism or communications to host its morning show, prepare news broadcasts, and produce advertising content. The goal of this initiative is to enable the intern to learn the basics of radio hosting and journalism in a real-life work environment, under the supervision of industry veterans, including a journalist with 40 years of experience and a well-known host and advertising expert.	Wages Employer costs	\$4,000 600 \$4,600

Recipient	Expenses	Total
<p>CHRY Toronto, ON</p> <p>Mic'd Up - Community Connect Program</p> <p>Mic'd Up will connect with young people aged 12-17 years with skill sets used to deliver community broadcasting and work to develop youth-targeted public service announcement segments and full-length youth-led shows for broadcast on-air and through CHRY new-media outlets. This initiative will encourage participants to critically dissect relevant local topics and voice thoughtful opinion from a youth perspective. Their work will establish an ongoing platform for young people in the community to publicly voice their perspective, which is traditionally marginalized in other media outlets.</p>	<p>Program Facilitator \$788</p> <p>Support Staff 1,968</p> <p>Employer Benefits 317</p> <p>H1 Handy recorders and accessory packs 300</p> <p>Promotions 375</p> <p>Program Supplies 640</p> <p>Facility & Event Costs 700</p> <p>\$5,088</p>	
<p>CICK Smithers, BC</p> <p>CICK Youth Programming Initiative</p> <p>The CICK Youth Programming Initiative is about reaching out to youth in Smithers and encouraging students from Smithers Secondary School to get involved in radio. CICK will provide youth with the skills and knowledge necessary to: interview and collect stories and music, establish a relationships with local community organizations, cover stories that reflect the local community, and create live radio programming. The intern will produce and present these stories weekly, for twelve weeks, on CICK's NorthWest at Noon program.</p>	<p>SD memory cards, batteries, portable recorder \$250</p> <p>Wages (training) 2,800</p> <p>Internship honoraria 3,000</p> <p>Travel expenses 600</p> <p>\$6,650</p>	
<p>CIEU Carleton-sur-Mer, QC</p> <p>Relève en information régionale</p> <p>Diffusion Communautaire Baie-des-Chaleurs will provide an internship to a student completing his or her studies in communications. The intern will be able to put into use the training and knowledge acquired through their studies. This new journalist will work under the watchful supervision of two veteran journalists and will prepare daily reports on local and regional issues, cover events in person and attend press conferences. The intern will also host live news broadcasts.</p>	<p>Wages <u>\$10,000</u></p> <p>\$10,000</p>	
<p>CIVL Abbotsford, BC</p> <p>Community News Editor</p> <p>CIVL's Community News Editor will be trained in reviewing, selecting, writing, producing, and scheduling different lengths and volumes of appropriate news programming for consistent airing of local and relevant international news content. The purpose would be to serve the Fraser Valley with unbiased, relevant local news content that focuses on environmental, academic, municipal/regional political, and community issues and events that are otherwise non-existent on the FM band in the area.</p>	<p>Salary <u>\$5,883</u></p> <p>\$5,883</p>	
<p>CJLO Montreal, QC</p> <p>CJLO After School Broadcast Training & Mentoring Program</p> <p>CJLO will seek up to ten high school students in the community between the ages of 16 and 18 for a training and mentorship program. This program will immerse them in a hands-on, technical environment; teaching them the skills and motivation necessary to achieve success in the field of broadcasting. The students will work closely on a weekly basis with CJLO staff in different departments to learn all of the different elements in creating a radio program with the end goal of producing a two-hour show that will air at the end of the program.</p>	<p>Project Coordinator Training Fees \$63</p> <p>Project Coordinator Wages 938</p> <p>Mentor & Workshop Leader 2,025</p> <p>Mentor & Program Leader 2,625</p> <p>Program Leader 338</p> <p>Snacks and Drinks 200</p> <p>Blank CDs and Printing 200</p> <p>\$6,389</p>	

Recipient	Expenses	Total
<p>CJSF Burnaby BC</p> <p>Aboriginal People in Relation to the Law in Canada</p> <p>The project will see the production of ten hours of programming that provides a review of the history, the impact of law, and the sovereignty arguments with respect to Aboriginal relationship to the lands. A local Haida-Kootenay elder and programmer will train a small group of Aboriginal interns as they become involved in project planning, interviewing, editing and post-production aspects of the radio content produced, and will emerge with a strong working knowledge of spoken word radio production as well as content and historical knowledge.</p>	<p>Project Coordinator \$3,200</p> <p>Intern Coordinator 2,400</p> <p>Youth Intern 1,750</p> <p>Youth Intern 1,750</p> <p>Training and workshops 600</p> <p>Zoom portable recorder 200</p> <p>Travel 100</p> <p>\$10,000</p>	
<p>CKJM Chéticamp, NS</p> <p>Formation de jeunes pour la relève</p> <p>Coopérative Radio Chéticamp will train a university student to take over some hosting duties during the holiday and summer employee vacations. CKJM also wishes to give its programming a more dynamic youth orientation. The university student will therefore train and supervise school-aged volunteers from the region.</p>	<p>Wages \$7,350</p> <p>MERCs 1,000</p> <p>\$8,350</p>	
<p>CKOA Glace Bay, NS</p> <p>Cape Breton's Next Wave</p> <p>This project will produce a radio series with emphasis on the spoken word. The concept is to examine the young community leaders of Cape Breton. Much has been made in news reports and several economic studies regarding our community's aging and declining population. However, CKOA would like to shed light on the number of young professionals staying or returning to Cape Breton. Two youth interns will help coordinate and produce this radio series over the course of sixteen weeks.</p>	<p>Intern wages \$9,600</p> <p>Employer costs 400</p> <p>\$10,000</p>	
<p>CKRH Halifax, NS</p> <p>Producteur délégué / animateur</p> <p>CKRH will hire and train a youth intern to work as an associate producer and host. The intern will acquire relevant experience as a radio producer and will considerably increase his or her production and editing skills. The intern will also have an opportunity to improve or expand his or her radio hosting abilities.</p>	<p>Wages \$8,379</p> <p>\$8,379</p>	
<p>CKUT Montreal, QC</p> <p>Homelessness Marathon Outreach and Production Coordinator</p> <p>In February 2012, CKUT and stations across the country will create the tenth annual Homelessness Marathon. A youth intern will be hired as the Homelessness Marathon Outreach and Production Coordinator to coordinate the national broadcast, with a specific focus on outreach to stations, encouraging stations to take on producing and hosting one to two hours of the broadcast live in their cities, and improving the news capacities of sister stations by providing tools for producing homelessness radio.</p>	<p>Intern Wages \$6,592</p> <p>Employer costs 923</p> <p>\$7,515</p>	

Year 2 Recipients

The CRFC awarded funding to 21 campus and community radio stations in the 2009-2010 fiscal year. Their first payments were issued during that year, with the final reports processed in the 2010-2011 year.

Radio Talent Development Program

Recipient and Assessment	Approved Budget	Approved Actuals
<p>CFIM Cap-aux-Meules, QC</p> <p>Nous écouter, c'est vous entendre</p> <p>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.</p> <ul style="list-style-type: none"> CFIM accomplished all of its goals. The CRFC issued the final payment in full. 	<p>Salary</p> <p>\$6,647</p>	<p><u>\$6,647</u></p> <p>\$6,647</p>
<p>CFRC Kingston, ON</p> <p>Below the Line: Stories of Poverty and Struggle</p> <p>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.</p> <ul style="list-style-type: none"> CFRC accomplished all of its goals. Budget reallocations were approved. CFRC spent \$555 less than the approved budget. As the CRFC retained 10%, or \$340, CFRC returned the remaining \$215. 	<p>Workshop Facilitator Honoraria</p> <p>Food/beverages for workshops</p> <p>Printing</p> <p>Workshop supplies</p> <p>Bus fares for participants</p> <p>Zoom H2 recorders</p> <p>Participant honoraria</p> <p>Distribution costs</p> <p><u>50</u></p> <p>\$3,400</p>	<p>\$150</p> <p>120</p> <p>30</p> <p>30</p> <p>270</p> <p>250</p> <p>2,500</p> <p><u>14</u></p> <p>\$2,485</p>
<p>CHES Erin, ON</p> <p>Erin History Project</p> <p>Volunteers trained to produce 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.</p> <ul style="list-style-type: none"> CHES accomplished all of its goals. The station extended the project by three weeks without informing the CRFC. It is noted that all of the expenses were incurred during the approved project period, they just needed extra time to wrap it up. The CRFC accepted report and approved final payment; however, this will be taken into account when evaluating their next application. CHES spent \$71 less than the approved budget. As the CRFC retained 10%, or \$1,000, a reduced final payment of \$929 was issued to CHES. 	<p>Project Co-ordinator</p> <p>Website Development</p> <p>Production Expenses</p> <p><u>100</u></p> <p>\$10,000</p>	<p>\$8,400</p> <p>1,500</p> <p><u>35</u></p> <p>\$9,929</p>
<p>CHLY Nanaimo, BC</p> <p>CHLY News Program Development Project</p> <p>A regional news program and training of local and regional volunteers as correspondents and contributors.</p> <ul style="list-style-type: none"> CHLY accomplished all of its goals. CHLY spent \$492 less than the approved budget. As the CRFC retained 10%, or \$902, a reduced final payment of \$410 was issued to CHLY. 	<p>Wages</p> <p>Recorders and software</p> <p>Instructors</p> <p>Course Materials</p> <p>Web Expenses</p> <p><u>500</u></p> <p>\$9,016</p>	<p>\$6,516</p> <p>300</p> <p>1,214</p> <p>100</p> <p><u>500</u></p> <p>\$8,524</p>

Recipient and Assessment	Approved Budget	Approved Actuals
CHRW London, ON London Social Cultural Project 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. <ul style="list-style-type: none"> • CHRW accomplished all of its goals. • CHRW spent \$550 less than the approved budget. As the CRFC retained 10%, or \$495, CHRW returned the remaining \$55. 	Project Coordinator \$3,200 Web Developer fee 750 Volunteer honourarium <u>1,000</u> \$4,950	\$2,650 750 <u>1,000</u> \$4,400
CHUO Ottawa, ON Jambo Ottawa 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. <ul style="list-style-type: none"> • This project has met many of its intended goals. • There was a significant change in staff, which led to less-than-ideal supervision of the project. • As to financial reporting, there were issues with respect to getting adequate and accountable information. Also, the request for re-allocation of funds was incomplete and so was only approved in part. • CHUO spent \$300 less than the approved budget. As the CRFC retained 10%, or \$628, a reduced final payment of \$328 was issued to CHUO. 	Program Coordinator \$3,311 Community Coordinator 2,670 Recorder <u>300</u> \$6,281	\$3,575 2,406 <u>0</u> \$5,981
CIVR Yellowknife, NT Promotion des arts et de la culture à Yellowknife 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. <ul style="list-style-type: none"> • CIVR accomplished all of its goals. • Due to a significant change in staff, the report was submitted three months late. • The CRFC issued the final payment in full. 	Salary <u>\$8,200</u> \$8,200	<u>\$8,200</u> \$8,200
CJHQ Nakusp, BC Valley of Water: The Arrow Lakes & Columbia River Treaty 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. <ul style="list-style-type: none"> • CJHQ accomplished all of its goals. • CJHQ spent \$532 less than the approved budget. As the CRFC retained 10%, or \$802, a reduced final payment of \$270 was issued to CJHQ. 	Youth trainee wages \$6,720 Youth trainee benefits 941 Materials 200 Travel to CJLY <u>155</u> \$8,016	\$6,720 471 200 <u>69</u> \$7,460
CKBN Wôlinak, Qué. 10 émissions intitulées les Loco Local 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. <ul style="list-style-type: none"> • CKBN accomplished all of its goals. • The CRFC issued the final payment in full. 	Project Coordinator \$4,125 Program Director 1,400 Travel of staff and equipment 1,140 Materials 200 Travel for invited guests <u>600</u> \$7,465	\$4,125 1,400 1,140 200 <u>600</u> \$7,465

Recipient and Assessment	Approved Budget	Approved Actuals
CKDU Halifax, NS Birthing an Ancient Practice: A Place for Midwifery in Nova Scotia 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. <ul style="list-style-type: none"> • CKDU accomplished all of its goals. • CKDU did not handle the reporting very well, nor the supervision of the project coordinator. In the end, a written request was submitted and approved for an extension. Upon review of the final report, the explanations provided do not all coincide with each other. This does seem to be an issue more with the project coordinator rather than the station, but in future, the station must be able to show how they will be able to manage and supervise projects and staff. • CKDU spent \$6 less than the approved budget. As the CRFC retained 10%, or \$202, a reduced final payment of \$196 was issued CKDU. 	Labour, editing & production Design of web & cd package CD production and materials CDs, USB flash drive Transportation \$1,224 300 300 150 50 \$2,024	\$1,224 300 294 150 50 \$2,024
CKIA Québec, QC Égalité : Genre Féminin A program reflecting the lives and status of immigrant women addressing such issues as gender equality, social integration, culture, fairness, health and career opportunities. <ul style="list-style-type: none"> • CKIA accomplished all of its goals. • The CRFC issued the final payment in full. 	Researcher Training \$1,800 5,000 \$6,800	\$1,800 5,000 \$6,800
CKOA Glace Bay, NS First Nations, First Music A radio documentary tracing the history and evolution of aboriginal music on Cape Breton Island, especially of the Mi'kmaq people. <ul style="list-style-type: none"> • CKOA accomplished all of its goals. • CKOA spent \$703 less than the approved budget. As the CRFC retained 10%, or \$1,000, a reduced final payment of \$297 was issued CKOA. 	Participant 1 Wages Participant 2 Wages Employer Costs \$4,500 4,500 1,000 \$10,000	\$4,500 3,895 902 \$9,297
CKUT Montréal, QC Youth Radio Camp 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. <ul style="list-style-type: none"> • This project has met many of its intended goals. • The CRFC issued the final payment in full. 	Camp Facilitator Wages Camper Registration Fee Production Coordinator \$1,120 2,540 1,200 \$4,860	\$1,120 2,540 1,200 \$4,860

Youth Internship Program

Recipient and Assessment	Approved Budget	Approved Actuals
<p>CFBX Kamloops, BC</p> <p>Youth Internship Program</p> <p>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.</p> <ul style="list-style-type: none"> • CFBX accomplished all of its goals. • The CRFC issued the final payment in full. 	<p>Wages</p> <p>Employer costs</p>	<p>\$5,760</p> <p><u>749</u></p> <p>\$6,509</p>
<p>CFMH Saint John, NB</p> <p>Saint John Youth Radio</p> <p>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.</p> <ul style="list-style-type: none"> • CFMH accomplished all of its goals. • Budget reallocations were approved. • The CRFC issued the final payment in full. 	<p>Transportation (cards)</p> <p>Program Intern</p> <p>Honoraria - students</p> <p>Digital Field Recorders</p> <p>Materials for interns</p>	<p>\$350</p> <p>5,150</p> <p>3,987</p> <p>220</p> <p><u>143</u></p> <p>\$9,850</p>
<p>CFRT Iqaluit, NU</p> <p>Radio Iqaluit, reflet de la communautés</p> <p>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.</p> <ul style="list-style-type: none"> • CFRT did not undertake this project. • After the CRFC issued the first payment of \$9,000, CFRT determined it was no longer able to complete the project due to other funding setbacks. CFRT returned the \$9,000. 	<p>Salary</p>	<p><u>\$10,000</u></p> <p>\$10,000</p> <p><u>\$0</u></p> <p>\$0</p>
<p>CFUV Victoria, BC</p> <p>Women's Collective Coordinator - Summer Position</p> <p>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.</p> <ul style="list-style-type: none"> • CFUV accomplished all of its goals. • The CRFC issued the final payment in full. 	<p>Wages</p> <p>Employer costs</p>	<p>\$7,000</p> <p><u>560</u></p> <p>\$7,560</p> <p>\$7,560</p>
<p>CIBL Montréal, QC</p> <p>Stage diversité</p> <p>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.</p> <ul style="list-style-type: none"> • CIBL accomplished all of its goals. • The CRFC issued the final payment in full. 	<p>Intern wages</p> <p>Trainer</p> <p>Equipment</p> <p>Project coordinator</p>	<p>\$5,000</p> <p>1,050</p> <p>300</p> <p><u>3,000</u></p> <p>\$9,350</p> <p>\$9,350</p>

Recipient and Assessment	Approved Budget	Approved Actuals
<p>CITR Vancouver, BC Live Summer Broadcast Coordinator 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.</p> <ul style="list-style-type: none"> • CITR accomplished all of its goals. • Budget reallocations were approved. • The CRFC issued the final payment in full. 	<p>Wages \$7,840 Employer costs 605 Transportation 350 <u>\$8,795</u></p>	<p>\$7,840 811 144 <u>\$8,795</u></p>
<p>CJLO Montréal, QC CJLO After School Broadcast Training & Mentoring Program 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.</p> <ul style="list-style-type: none"> • CJLO accomplished all of its goals. • CJLO spent \$281 less than the approved budget. As the CRFC retained 10%, or \$673, a reduced final payment of \$392 was issued CJLO. 	<p>Training Fees \$3,600 Wages 2,280 Snacks & Drinks 350 Printing of Training 300 Documents CDs and recorder 200 <u>\$6,730</u></p>	<p>\$3,600 2,280 343 26 200 <u>\$6,449</u></p>
<p>CKDU Halifax, NS New Roots Radio Project 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.</p> <ul style="list-style-type: none"> • CKDU accomplished all of its goals. • Budget reallocations were approved. • CKDU spent \$54 less than the approved budget. As the CRFC retained 10%, or \$968, a reduced final payment of \$914 was issued CKDU. 	<p>Project mentor salary \$6,080 Intern honoraria 3,000 Travel and communications 300 Technical expenses 300 <u>\$9,680</u></p>	<p>\$6,100 3,000 238 288 <u>\$9,626</u></p>
<p>CKOA Glace Bay, NS Future Broadcasters of Cape Breton 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.</p> <ul style="list-style-type: none"> • CKOA accomplished all of its goals. • Budget reallocations were approved after the final report was submitted. • CKOA spent \$45 less than the approved budget. As the CRFC retained 10%, or \$838, a reduced final payment of \$793 was issued CKOA. 	<p>Summer Radio Camp intern (1) \$1,050 Summer Radio Camp intern (2) 1,050 Afterschool Program intern (1) 2,700 Afterschool Program intern (2) 2,700 Employer costs 879 <u>\$8,379</u></p>	<p>\$0 0 3,750 3,750 834 <u>\$8,334</u></p>

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.

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. Each month, the treasurer signs 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.

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 provided 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.

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 \$20,000 limit

Audited Financial Statements

Please see Appendix 7 for the 2010-2011 audited financial statements. Once again, the CRFC engaged Marcil Lavallée to conduct the audit. The following notes offer further explanation.

Overview of Revenues**Canadian Content Development Contributions:**

1. Programs: As noted in the audit, the CRFC uses the deferral method of accounting, which means that revenue is recognized when the related expenditures are incurred. Funding that has not been awarded is deferred to the following year. This year, a total of \$168,445 of funding from Astral Media Radio was distributed to Year 2 and

Year 3 recipients (\$80,447 for the Radio Talent Development Program and \$87,998 for the Youth Internship Program).

2. **Operations:** As per an agreement with the Commission, the CRFC retained 20% of the first \$200,000 of funding received through Canadian Content Development Contributions (CCD) for operations. Additionally, the Commission approved the use of an additional \$40,000 from a 2009-2010 contribution from Astral Media Radio. Other operational funding derived from CCD contributions comes from various transactions involving tangible benefits and conditions of licence.

In-kind contributions reflects services offered by various contributors, including ARC du Canada (office space, Internet, fax, office supplies), the NCRA (office supplies), and Microsoft (software).

Interest: The CRFC received approximately \$400 each month in interest from the Desjardins savings account. 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 improve.

Membership Fees: CRFC members pay \$20 per year in membership fees. In 2010-11, there were 95 members.

Overview of Expenses

Programs: This is the funding that is distributed to the sector. Please see Appendices 8 and 9 for the detailed breakdown of payments for Year 2 and Year 3 recipients of the annual Astral Media contribution as of August 31, 2010.

Salaries and Benefits reflect the costs associated with having our executive director.

Meeting Expenses: This included the 2010 AGM, two board of directors in-person meetings (October and May), honoraria and expenses for this year's selection committee, attendance by staff and directors at the annual conferences of ARC du Canada, ARCQ, and the NCRA, as well as other meetings attended by the executive director in Toronto and Ottawa.

Professional Fees include accountants, consultants, the annual audit, and professional development (such as training for staff). The 2009-10 audit represents nearly half of the years fees, totalling \$5,085. \$6,305 was spent on two consultants that contributed research and content for the *2010 Structural and Operational Plan*. The remaining \$1,000 is ARC du Canada's financial consultant (see in-kind contributions).

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 2010-11, this also included all materials and submissions related to the *2010 Structural and Operational Plan*.

Office expenses include rent (see in-kind contributions) annual fees, bank charges, office supplies, printing and photocopying, postage, and our annual memberships with Volunteer Canada, the Ontario Nonprofit Network, Imagine Canada, and Capacity Builders.

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.

Website: This includes hosting charges through DreamHost and annual domain renewals.

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

Overview of Assets

Cash: As of August 31, 2011, the CRFC had \$18,267.13 in the chequing account and \$598,331.18 in the savings account.

Accounts Receivable: Most of the following amounts were received by August 31 but were not processed until September.

- Radio Fredericton: \$714 (amount of unused funding that was to be returned, processed September 9, 2011)
- Bell Media: \$19,695.86 (processed September 9, 2011)
- BCE: \$83,300.00 (processed September 9, 2011)
- Haliburton Broadcasting Group: \$2,884.92 (processed September 9, 2011)
- Rogers Broadcasting: \$38,571.43 (processed September 9, 2011)
- GoldenWest Broadcasting: \$2,815.32 (processed October 20, 2011)
- COGECO: \$120,000.00 (not yet received as of November 11, 2011)

The CRFC also received \$250,000.00 from SIRIUS Canada as part of their 2010-2011 commitments. However, this was not received until September 15, 2011, and the CRFC was not aware that this voluntary contribution was being given. Therefore, it is not reflected in the 2010-2011 audited statements but will be reflected in 2011-2012.

Pre-paid Expenses: In July 2011, the CRFC registered to attend a conference in November 2011, the National Summit for the Charitable and Nonprofit Sector.

Capital Assets: This represents the current value of the CRFC's laptop computer.

Overview of Liabilities

Accounts payable and accrued liabilities: \$5,085 of this amount is the 2010-2011 audit, an accrued liability that is paid upon completion of the audit. The remainder reflects expenses paid with the CRFC's VISA card, which is always paid automatically in the following month.

Deferred Revenue: This is the current cash received and accounts payable amounts that is available for distribution and operations in subsequent years. This year's deferred CCD for distribution is \$866,921.15, with \$704.15 available for operations.

Net assets: This is the CRFC's accumulated surplus. The excess of revenue over expenses for 2010-2011 was \$6,231, which is equal to the total received in bank interest and memberships.

OVERVIEW

Campus and community radio serves Canadians, in all their diversity. It is local, grassroots, and participatory. It employs more than 800 people and provides hands-on training and skills development for approximately 10,000 volunteers of all ages, backgrounds, and experiences.

The Community Radio Fund of Canada/Fonds canadien de la radio communautaire (CRFC) is an independent not-for-profit funding organization. Our mandate is to provide support to the more than 150 campus and community radio stations in Canada and to foster a well-resourced, dynamic, and accessible sector that delivers strong local community radio broadcasting.

The CRFC provides this support through programs developed under these areas:

1. Local Community News and Access: Local reflection in news, public affairs, and arts and culture as well as community access and outreach programming, including training and production.
2. Community Music and Expression: Programming and projects that highlight and promote local music and emerging artists.
3. Emerging Distribution Technologies: Planning and implementation of systems to support new program delivery technologies.
4. Sustainability and Capacity Building: Skills and knowledge central to the ability of community radio stations to effectively serve their local communities

Vision

The CRFC is a meaningful financial tool for the development and sustainability of campus and community radio in Canada. We create programs that respond to the needs and realities of stations, increasing their capacity and allowing them to fulfill their mandate of serving local communities.

By funding the sector in this way, the CRFC supports Canada's social economic development, volunteerism, and the continued production of high-quality locally-reflective programming for audiences in urban, rural, and remote areas.

Three-year Goals

This plan describes key objectives and activities under the following three goals:

1. Increase and diversify funding revenue.
2. Develop new and responsive funding opportunities for the sector with efficient, impartial, fair, and equitable processes.
3. Maintain and strengthen CRFC governing and operational effectiveness and efficiency.

ORGANIZATIONAL PROFILE

About the CRFC

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

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

- a. Membership is open to licenced Canadian campus and community radio stations and their representative associations. Membership is not an eligibility criterion to receive funding.
- b. The CRFC Board of Directors is made up of five to nine directors that are elected by the membership at an annual general meeting. They are the primary decision-makers for the CRFC, and cannot be affiliated with any potential recipient, meaning they cannot be a director, officer, staff member, or active volunteer of any campus or community radio station or related association. We currently have seven elected directors on the CRFC Board.
- c. Additionally, there are three non-voting appointed directors from the founding campus and community radio associations. Their participation and insight help the CRFC make effective and relevant decisions. However, they are not involved in any part of our funding processes or decisions.

Current Revenue

In February 2008, the CRFC launched its first call for applications under two programs: the Radio Talent Development Program and the Youth Internship Program. The goal of both programs is to develop innovative local interest programming while providing mentorship, education, and training for community broadcasters. These programs were made possible by a contribution from Astral Media Radio through the CRTC's mechanism known as Canadian Content Development (CCD). The total contribution is \$1.4 million over seven years and the CRFC distributes \$160,000 to the campus and community radio sector each year.¹

To date, seven of Canada's commercial radio broadcasters have committed approximately \$4.6 million in total through various short-term voluntary and mandatory contributions to CCD.² By August 2012, the CRFC will also be receiving more than \$700,000 each year from commercial broadcasters through their basic annual contributions to CCD.³

¹ This agreement will end in the 2013-2014 broadcast year. [Broadcasting Decision CRTC 2007-359](#), 28 December 2007, www.crtc.gc.ca/eng/archive/2007/db2007-359.htm.

² The CRFC receives 0.5% of tangible benefits when there is a transfer of ownership or control of commercial radio undertakings. [Broadcasting Regulatory Policy CRTC 2010-499, Campus and Community Radio Policy](#), 22 July 2010, www.crtc.gc.ca/eng/archive/2010/2010-499.htm, paragraphs 106-110.

³ As of September 1, 2011, the CRFC receives 15% of commercial radio licensees' basic annual contributions to CCD (all commercial radio stations, including ethnic and spoken word stations, with revenues greater than \$1.25 million in the preceding broadcast year). [CRTC 2010-499](#), paragraph 98.

Funding for the Sector

Over its first three years, the CRFC awarded \$480,000 to 46 recipients through its two current programs. Funded initiatives include:

- News features and news department development
- Local history, arts, cultural, and youth programming projects
- Hiring employees, summer interns, and youth interns, including news directors, reporters, program directors, and dedicated project coordinators
- Educational programming like "Aboriginal Language Learning Programming Mentorship" and "Afterschool Broadcast Training Program"
- Investigative and in-depth documentaries like "Below the Line: Stories of Poverty and Struggle" and "The Boat People: Refugee Laws, Human Smuggling and a History of Boat Migrants in Atlantic Canada"

Funding decisions are made by independent selection committees. Each committee is comprised of three members, who cannot be a board member, employee, officer, or active volunteer with any potential grant recipient, nor can they be a CRFC director or employee. Additionally, the CRFC aims to have little or no repetition in committee membership from year to year so that the selection committee is not influenced by previous successful and unsuccessful applications. Each committee assesses applications using a standardized scoring grid to aid their final deliberations and then submits its final recommendations to the CRFC Board for approval.

Key Stakeholders

The following entities are perceived to have an interest in the CRFC's work and/or the degree to which it meets its strategic goals:

- Licenced campus and community radio stations and their representative associations
- Station and association employees and volunteers, including community and student programmers
- All communities currently served by community radio broadcasting services
- The CRTC
- Federal departments, agencies, representatives, and employees related to arts, culture, and community development, including Canadian Heritage and social economic development agencies and organizations
- The Canadian broadcasting and telecommunications industry
- Current and potential funders

CURRENT ENVIRONMENT

CRFC Revenue

The CRFC has had one funder for its first three years, Astral Media Radio. This funding partnership was an excellent kick-start – it allowed us to establish an office, hire an executive director, elect a board of directors, and distribute funding to the sector. We were also able to participate in the CRTC's 2009-2010 review of campus and community radio and play our part in securing mandatory industry revenue. By the end of August 2012, the CRFC will have approximately \$1.4 million in annual revenue⁴ coming from Canada's commercial radio broadcasters. However, this is still only one type of revenue for us as it is all related to the CRTC's CCD benefits mechanism.

While the first three years of operation have been successful, we have not had the capacity to develop a solid plan of action for resource development and carry out an active fundraising mission. Now that the CRTC has approved the CRFC's structural and operational plan, we will be receiving annual contributions from commercial broadcasters at a level that will allow for more staff and resources to be devoted to development.

It should be noted that the CRFC does not have charitable status, as it would not be possible for us to then distribute funding to the largely non-charitable community radio sector. Changes would need to be made to federal charitable status rules and regulations in order for this change. Therefore, it is a challenge for us to secure revenue from foundations and other charitable organizations.

General Funding Landscape

The CRFC needs to look beyond CCD revenue as it is only one source of funding, and it represents approximately 10 percent of our overall mid-term goal of \$10.2 million.⁵

In addition to capacity and other challenges that have been noted above, there are other factors the CRFC needs to keep in mind as we move forward. First, Canada is still recovering from the 2008-2009 recession. Second, there is decreased giving by both citizens (number of donations down, although average donation is up, as is mobile giving) and governments (current government spending freeze). And finally, every nonprofit sector is in need of funding, creating a competitive environment. All of this creates significant challenges for us in securing new revenue.

Distribution of Funding and Program Design

The CRFC has a strong mandate, mission, and range of program priorities. As well, we have developed an efficient proposal process (from call to proposals, to decisions, to contribution management). While there are still questions to be answered in the coming year about our new outcomes-based approach, there is general support because it will bring the necessary flexibility while still meeting CRFC funder requirements.

In general, as the CRFC develops new funding opportunities, we will ensure that our outcomes are in-line with the needs and realities of the campus and community radio sector.

⁴ Combined voluntary and mandatory tangible benefits and basic annual contributions to CCD.

⁵ Roughly five to ten years.

Communications

The CRFC has basic communication tools but could do more, including producing brochures, expanding our newsletter, and using social media.

We have fostered a good working relationship with the CRTC, and our profile is increasing within the industry. Here again, better communication tools could help raise our profile and secure additional revenue. Even with those government agencies and representatives that we have worked with in the past, such as Canadian Heritage, there is a lack of current and/or sufficient information.

It should be noted that the CRFC is a non-partisan organization – we do not ally ourselves to any one particular political party, and it is our intention that our communications reflect that. The CRFC will always look to create funding partnerships with the federal government, and work with all parties and Members of Parliament.

In terms of social media, the CRFC has a Facebook page and Twitter account, but they have been difficult to keep updated given that we currently have one employee. As our resources grow, so will our media presence and overall public profile.

We have also noted that there is interest internationally and in academia about community media. The CRFC could look at potential relationships with similar community radio organizations, funds, and funding mechanisms in other countries.

Community Radio and the Canadian Broadcasting Industry

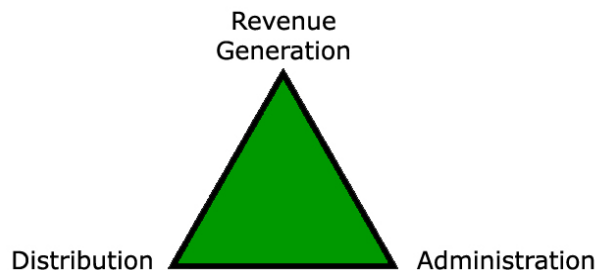
As the choice and scope of media become more global and centralized, people are more aware that they want and need local community media to stay informed about what is happening around them.

Even though radio in its current form is experiencing a decline in listenership, especially among youth, it has staying power – reaching out to local and diverse communities, participating on new platforms, and providing emergency broadcasting services. But with greater choice in methods of consumption and distribution, there is a greater need for stations to stay relevant and accessible. This is a challenge for the sector due to limited capacity, expertise, and funding. It needs to develop more technical capabilities than they can currently manage, afford, and implement. Failure to do so will lead to a decline in relevance of the sector.

The CRFC continues to monitor regulatory and industry trends in relation to sector compliance, technological convergence, community media, and overall changes in policy as these all relate directly to the needs and realities of those we support.

CRFC GOALS AND HOW TO REACH THEM

The raison d'être of the CRFC is to financially support the campus and community radio sector. We have three main areas of interest.



By making each of these elements strong, the CRFC will develop into a healthy financial tool for the sector. In order to achieve our mission and realize our vision, the CRFC must pursue the following goals. Key objectives and activities are described under each goal.

Goal 1: Increase and diversify funding revenue.

As has been noted in other CRFC documents, the campus and community radio sector has identified that it needs approximately \$20 million annually to address its immediate capacity needs.⁶ The mid-term goal of the CRFC is to help the sector reach at least half of this.

Objectives

Given the current environment outlined above, the CRFC has the following two objectives for the next three years:

1. Secure \$3-5 million from at least two other funding sources/methods.
2. Secure funding that will see support for all stations, big and small, as well as the associations.

Key Activities

1. Establish a CRFC Development Committee, comprised of CRFC directors and employees as well as outside experts, including those with strategic fundraising experience and relevant contacts. The primary mandate of the committee will be to generate and implement strategies regarding revenue generation.
2. Formalize a development plan that outlines key potential sources of revenue as well as a timeline-based action plan. Key source areas include the federal government, foundations, and Canada's private sector.
3. Ensure that potential and present funders (as well as policy makers) have a clear and consistent understanding of the function, benefits, and needs of Canadian community radio as well as ways they can help.
4. Develop a marketing and communications plan.
5. Assist the associations and stations to raise the sector's public profile.
6. Develop relationships with organizations that share similar goals and/or mandates, such as FACTOR and MUSICACTION.

⁶ Most notably, the CRFC's written submission on October 15, 2009, to the CRTC for its review of its campus and community radio policies, paragraph 23.

Goal 2: Develop new and responsive funding opportunities for the sector with efficient, impartial, fair, and equitable processes.

The CRFC is developing an outcomes-based approach to funding and evaluation. It will allow us, our funders, and other stakeholders to concretely assess the success of funding and measure immediate changes and long-term impact. Planning, monitoring, and evaluating will be based on expected and attained measurable results. This method is also flexible enough to allow the funding of a variety of activities. It provides the best balance between meeting the needs of the sector and its funders.

In all of its application, distribution, and reporting documents and procedures, the CRFC strives for transparency, simplicity, and efficiency. We will maintain clear and regular communications with the stations, sector associations, and funders to ensure that policies, processes, and outcomes remain relevant.

Objectives

The CRFC has the following objectives for the next three years:

1. Develop and implement our outcomes-based model for distribution and evaluation.
2. Formalize and implement a needs assessment process with the sector.
3. Recruit outside experts to the CRFC's Program Committee (not to be confused with the annual independent selection committees).

Key Activities

1. Prior to launching the new "CCD Program: Developing Canadian Local Content" (currently planned for late Summer 2012), the CRFC will establish a sector focus group and launch a "mock-run" application process in Fall 2011.
2. Prior to developing any additional programs, the CRFC will formalize our outcome and program design practices, and ensure they reflect the requirements of sector needs, balancing sustainability and development.
3. Review CRFC processes against best practices in grants and contributions management on a regular basis.
4. Ensure all guidelines and forms are maintained and developed in accessible English and French with consistent layout and design.
5. Actively seek sector feedback on needs and processes.
6. Consult with sector associations prior to instituting any significant changes to any related policies and procedures.

Goal 3: Maintain and strengthen CRFC governing and operational effectiveness and efficiency.

The CRFC is committed to transparent and accountable governance and operations. We aim to limit our operational expenses and maximize funding to the sector while maintaining effective and efficient operational and organizational structure.

The CRFC board is currently made up of seven volunteer elected directors, out of a possible nine directors, and three non-voting advisory ex officio directors from the associations representing campus and community radio. We currently have one full-time executive director. As of July 6, 2011, the CRFC has 96 members from the sector.

As most of the CRFC's time and resources have been dedicated to start-up, managing our current programs, and building a funding partnership with the CRTC and commercial radio broadcasters, there has not been a lot of focus on creating policy. Now that the CRFC will

have more operational resources, we can fortify our current governance, management, and administration.

Objectives

The CRFC has the following objectives for the next three years:

1. Establish a new CRFC office with additional staff.
2. Formalize board recruitment practices and expand the board to its full capacity.
3. Review existing policies and procedures and amend and develop as necessary.
4. Establish and hold an annual industry consultation between commercial and community broadcasting representatives.
5. Recruit new members from the campus and community radio sector.

Key activities

1. Secure office space suitable for at least three employees with adequate meeting space.
2. Hire a program officer.
3. Create an employment policy as well as develop and maintain a performance management and evaluation system for staff.
4. Create and incorporate policies for people with disabilities (Ontario provincial requirement).
5. Review existing insurance coverage and by-laws to ensure there is enough protection with respect to board liability and indemnification.
6. Review CRFC by-laws to prepare for implementation of new Canada Not-for-profit Corporations Act.
7. Develop a CRFC operational and procedural handbook that can be used as a succession manual.
8. Establish and implement procedures that will see a CRFC emergency operational expenses reserve.
9. Establish parameters and method for evaluating all CRFC plans.
10. Undertake an annual Strategic Plan review process.
11. Dedicate operational funding for board support and professional development.



MID-TERM REPORT FORM

Thank you for filling out this Mid-term Report Form. This is a chance for us to check in with you about how your funded activities are going. All information is only for internal reporting uses and will be kept confidential. Your answers do not have to be long (*and they can be "yes" or "no"*). Please **use this Mid-term Report Form in Microsoft Word** to report on your project. If you have any questions, please do not hesitate to contact the CRFC at 613-321-3513 or email Melissa at m.kaestner@communityradiofund.org.

1. In general, is everything on track with your initiative?

2. Did you start on time? Are things going according to your timeline/action plan?

3. Is your programming being produced according to your original proposal? Is it as frequent as you planned? Are you meeting the minimum spoken word requirements? Is it locally relevant?

4. Are the relevant staff/interns/volunteers learning according to your original proposal?

5. If you have hired staff, have you had any problems with supervision so far?

6. Are you spending according to your approved budget? Are you thinking about making any requests for reallocating funding from one budget line to another? (Remember, you must do so before your initiative is completed.)

7. Is there anything else you wish to mention?

Don't forget! You will need to submit the following within 30 days of the end of your initiative:

- A completed final report form signed by you and a board member
- Testimonials from those benefiting from the learning component
- Financial statements from your accounting software (or accountant if you have none)
- Copies of receipts, pay stubs/payroll report, invoices, etc.
- Copies of resource materials if you produced any (handbook, training documents, etc.)
- A copy of the produced programming

The CRFC understands that sometimes things do not go according to the original plan. We consider a number of factors when assessing the success of each one of our recipients. We only ask that you communicate the challenges you face, and to do so within your funding term. Do not wait until you submit your final report!

I certify that the information given in this mid-term report is, to the best of my knowledge, true and complete.

Name and position

Date



**CRFC Application Form
February 2011**

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*?

Select one ...

2. Organization name:

3. Complete physical address:

4. Complete mailing address (if different):

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. For collaborative or partnered applications only: Please provide the following information:

Names of collaborative partners:

History of working together:

14. For collaborative or partnered applications only: Are you, as the applicant, prepared to accept responsibility for the management, reporting, supervision, and outcome of your proposal?

INFORMATION ABOUT THE 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? If so, what are they?

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.

FINANCIAL INFORMATION

28. Total project or internship budget:

29. Total funding requested from the CRFC:

30. If there is a difference between questions 28 and 29, how will the rest of your expenses be covered?

31. Please provide your total project or internship budget.

Expenses	Details	Costs paid by CRFC	Costs paid by you/partners	Total Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total		\$	\$	\$

OTHER INFORMATION

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

DECLARATION

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.

I have included:

- A Completed and signed application form
- A resolution from the board of directors authorizing the application
- For partnerships: letter(s) of understanding regarding each associated partner
- A copy of the *first page* of our letters patent, provincial or federal charter, etc.
- A copy of the *first page* of our most recent valid CRTC licence
- Audited financial statements of the last fiscal year
- Our Current operating budget for the current fiscal year
- List of Board members and staff responsible for station direction
- Biographical information

Signature (for print version only)

Date

Print Name and 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: 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 \$**amount** (“Contribution”) to the Recipient for the purpose of carrying out the Project.

1. 90%, or \$**amount** shall be distributed at the beginning of the Project when the CRFC receives two originally-signed copies of this Agreement.
2. The remaining 10%, or \$**amount** shall 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. It also contains the approved expense budget for the Contribution.

The Recipient shall not make any changes to the project, budget, 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) Immediately notify the CRFC in writing of any material change affecting finances or Project activities throughout the Contribution duration.
- 4) Provide the CRFC with such periodic progress reports and other information that may be required from time to time.
- 5) Provide a mid-term progress report on the Project and budget. **This report is due on date.**
- 6) Provide a final report on how the Contribution was used and the impact it had. **This report is due on date.**
- 7) Apply such concepts as equal opportunity and non-discrimination, both as an employer and in the provision and availability of services.
- 8) 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.
- 9) Strive to achieve best practice in the voluntary and community organization sectors, particularly with respect to equality and anti-discriminatory policies.
- 10) Acknowledge the support of the CRFC in relevant printed materials by using the CRFC's approved logo or incorporated name and acronym.
- 11) 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.
- 12) 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.
- 13) 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.

14) 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. Mid-term Report: In order to assess the progress and proper use of funding, the CRFC requires all funded organizations with projects lasting ninety (90) days or more **to file a mid-term report regarding the Funded Project approximately half-way through the Project term, or date**. The CRFC Mid-term Report Form contains all necessary questions to be answered to make the report complete.

2. 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

As well, the CRFC requires a digital copy of the final report form as well as digital copies of as much of the supporting documentation as possible.

3. 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.

AUTHORIZATION

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 Mid-term Report Form **no later than date**.
- **RECIPIENT** will submit the Final Report Form and other necessary documents and programming **no later than date**.

Authorized Signatory for the Recipient

Title

Date

Board Representative for the Recipient

Title

Date

Melissa Kaestner

CRFC
Executive Director

Title

Date

John Harris Stevenson

CRFC
President

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 in Microsoft Word 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

RECIPIENT	Station Name
	Due: (due date)
	Agreement #: CXYZ-11-01

FINAL REPORT DOCUMENTS		
Received	Yes or No	Comments
Received on time		
Any notes from mid-term report		
Completed and signed Form		
Testimonials		
Financial statements		
Receipts, invoices, etc.		
Resources/materials		
Programming		

FINANCIAL INFORMATION				
Approved		Actual		
Expense Items	Amount	Expense Items	Reported	Approved
Expense 1	4,000	Expense 1	3,500	3,500
Expense 2	3,000	Expense 2	2,000	2,000
Total	7,000	Total	5,500	5,500

OTHER COMMENTS

Based on the final report, this project has met its intended goals and has been a success.

FINAL PAYMENT APPROVAL	
Final Payment can be issued in full.	
First payment issued:	6,300
Final payment as per contract:	700
Amount approved:	<u>5,500</u>
Balance	800
Station invoiced (date)	

RECOMMENDATION FOR FUTURE FUNDING

Yes or no, other notes

AUTHORIZATION

CRFC Executive Director

CRFC Board of Directors

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

**FINANCIAL STATEMENTS
ÉTATS FINANCIERS**

**AUGUST 31, 2011
31 AOÛT 2011**

 MARCIL LAVALLÉE

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

TABLE OF CONTENT

TABLE DES MATIÈRES

	PAGE	
Independent Auditor's Report	1	Rapport de l'auditeur indépendant
Financial Statements		États financiers
Statement of Operations	3	État des résultats
Statement of Changes in Net Assets	4	État de l'évolution des actifs nets
Statement of Financial Position	5	État de la situation financière
Notes to the Financial Statements	6	Notes complémentaires

INDEPENDENT AUDITOR'S REPORT

To the Members
Community Radio Fund of Canada Inc.

We have audited the accompanying financial statements of the Community Radio Fund of Canada Inc., which comprise the statement of financial position as at August 31, 2011, the statements of operations and changes in net assets for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

RAPPORT DE L'AUDITEUR INDÉPENDANT

Aux membres
Le Fonds canadien de la radio communautaire Inc.

Nous avons effectué l'audit des états financiers ci-joints du Fonds canadien de la radio communautaire Inc., qui comprennent l'état de la situation financière au 31 août 2011, les états des résultats et de l'évolution des actifs nets pour l'exercice clos à cette date, ainsi qu'un résumé des principales méthodes comptables et d'autres informations explicatives.

Responsabilité de la direction pour les états financiers

La direction est responsable de la préparation et de la présentation fidèle de ces états financiers conformément aux principes comptables généralement reconnus du Canada ainsi que du contrôle interne qu'elle considère comme nécessaire pour permettre la préparation d'états financiers exempts d'anomalies significatives résultant de fraudes ou d'erreurs.

Responsabilité de l'auditeur

Notre responsabilité consiste à exprimer une opinion sur les états financiers, sur la base de notre audit. Nous avons effectué notre audit selon les normes d'audit généralement reconnues du Canada. Ces normes requièrent que nous nous conformions aux règles de déontologie et que nous planifions et réalisons l'audit de façon à obtenir l'assurance raisonnable que les états financiers ne comportent pas d'anomalies significatives.

COMPTABLES AGRÉÉS | CHARTERED ACCOUNTANTS

500-214, chemin Montréal Road,
Ottawa ON K1L 8L8Tel.: 613-745-8387
Fax: 613-745-9584www.marcil-lavallee.ca
info@marcil-lavallee.caNos partenaires canadiens et internationaux
Our Canadian and International Partners**BHD™**
IAPA

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Community Radio Fund of Canada Inc. as at August 31, 2011, as well as the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted principles.



Chartered Accountants, Licensed Public Accountants
Ottawa, Ontario
October 26, 2011

Un audit implique la mise en œuvre de procédures en vue de recueillir des éléments probants concernant les montants et les informations fournis dans les états financiers. Le choix des procédures relève du jugement de l'auditeur, et notamment de son évaluation des risques que les états financiers comportent des anomalies significatives résultant de fraudes ou d'erreurs. Dans l'évaluation de ces risques, l'auditeur prend en considération le contrôle interne de l'organisme portant sur la préparation et la présentation fidèle des états financiers afin de concevoir des procédures d'audit appropriées aux circonstances, et non dans le but d'exprimer une opinion sur l'efficacité du contrôle interne de l'organisme. Un audit comporte également l'appréciation du caractère approprié des méthodes comptables retenues et du caractère raisonnable des estimations comptables faites par la direction, de même que l'appréciation de la présentation d'ensemble des états financiers.

Nous estimons que les éléments probants que nous avons obtenus sont suffisants et appropriés pour fonder notre opinion.

Opinion

À notre avis, les états financiers donnent, dans tous leurs aspects significatifs, une image fidèle de la situation financière du Fonds canadien de la radio communautaire Inc. au 31 août 2011, ainsi que de ses résultats d'activités et de ses flux de trésorerie pour l'exercice clos à cette date, conformément aux principes comptables généralement reconnus du Canada.

Comptables agréés, experts-comptables autorisés
Ottawa (Ontario)
Le 26 octobre 2011

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

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2011

ÉTAT DES RÉSULTATS

EXERCICE CLOS LE 31 AOÛT 2011

3


	2011	2010	
REVENUE			PRODUITS
Canadian Content Development			Contributions au titre du développement du contenu canadien
Contributions			- Programmes
- Programs	\$ 168,445	\$ 159,059	- Opérations
- Operations	102,659	55,000	Contribution en nature
In-kind contribution	9,835	15,539	Intérêts
Interest	4,331	2,356	Cotisations
Membership fees	1,900	1,280	
	287,170	233,234	
EXPENSES			CHARGES
Programs	168,445	159,059	Programmes
Salaries and benefits	56,641	34,186	Salaires et avantages sociaux
Meeting expenses	18,790	9,318	Frais de réunion
Professional fees	12,390	6,085	Honoraires professionnels
Translation	11,139	10,321	Traduction
Office expenses	10,106	9,217	Frais de bureau
Telecommunications	1,807	1,315	Télécommunications
Insurance	1,346	1,213	Assurances
Website	126	134	Site Web
Amortization of capital assets	149	223	Amortissement des immobilisations
	280,939	231,071	
EXCESS OF REVENUE OVER EXPENSES	\$ 6,231	\$ 2,163	EXCÉDENT DES PRODUITS SUR LES CHARGES

 **MARCIL LAVALLÉE**

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, 2011 EXERCICE CLOS LE 31 AOÛT 2011

	2011	2010	
BALANCE, BEGINNING OF YEAR	\$ 6,112	\$ 3,949	SOLDE AU DÉBUT
Excess of revenue over expenses	6,231	2,163	Excédent des produits sur les charges
BALANCE, END OF YEAR	\$ 12,343	\$ 6,112	SOLDE À LA FIN

 **MARCIL LAVALÉE**

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

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2011**

6

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 MÉTHODES 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.

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

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011

NOTES COMPLÉMENTAIRES
31 AOÛT 2011

7

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 MÉTHODES 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 des 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 %.

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

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011

NOTES COMPLÉMENTAIRES
31 AOÛT 2011

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments

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

Loans and receivables

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

Held-for-trading financial assets and liabilities

Cash is 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.

2. PRINCIPALES MÉTHODES COMPTABLES (suite)

Instruments financiers

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

Prêts et créances

Les débiteurs 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 actifs financiers sont présentés à l'état des résultats de l'exercice au cours duquel ils se produisent.

Actifs et passifs financiers détenus à des fins de transaction

L'encaisse est évaluée 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 créditeurs 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.

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

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2011**

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

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 MÉTHODES COMPTABLES (suite)

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 ».

3. CAPITAL ASSETS

	Cost/ Coût	Accumulated Amortization/ Amortissement cumulé
Computer equipment	\$ 1,206	\$ 908
	\$ 298	\$ 447

	\$ 298	\$ 447	Équipement informatique
--	--------	--------	-------------------------

3. IMMOBILISATIONS

4. 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.

4. 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.

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

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2011**

5. COMMITMENTS

The commitments entered into by the Fund under a lease agreement total \$141,004. Payments for the next six years are as follows:

2012	\$ 22,973
2013	\$ 27,568
2014	\$ 28,322
2015	\$ 28,472
2016	\$ 28,848
2017	\$ 4,821

5. ENGAGEMENT CONTRACTUELS

Les engagements pris par le Fonds en vertu d'un bail totalisent 141 004 \$. Les versements pour les six prochains exercices sont les suivants :

2012	\$ 22,973
2013	\$ 27,568
2014	\$ 28,322
2015	\$ 28,472
2016	\$ 28,848
2017	\$ 4,821

6. FINANCIAL INSTRUMENTS

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 88% of the total accounts receivable is to be received from three entities. The Fund considers that no risk arises from that situation.

Fair value

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

6. INSTRUMENTS FINANCIERS

Risque de crédit

Le Fonds établit une provision pour créances douteuses en tenant compte du risque de crédit de clients particuliers, des tendances historiques et d'autres informations. Environ 88 % du total des débiteurs est à recevoir de trois entités. Le Fonds évalue qu'aucun risque important ne découle de cette situation.

Juste valeur

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

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

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2011

NOTES COMPLÉMENTAIRES
31 AOÛT 2011

11

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.

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.

**Community Radio Fund of Canada
Schedule B: Summary of Contributions: Owing vs Paid
Funding Year 2
COMPLETED**

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	6,647		5,982 21-Jun-10	214 <i>cr</i>	665 9-Sep-10	249 <i>cr</i>		6,647	100%	
Radio Queen's University	3,400		3,060 12-Jul-10	223 <i>cr</i>			340	2,845	84%	
Eirin Community Radio	10,000		9,000 7-Jun-10	213 <i>cr</i>	929 10-Nov-10	279 <i>cr</i>	71	9,929	99%	
Radio Malaspina Society	9,017		8,115 2-Aug-10	236 <i>cr</i>	410 9-Feb-11	310 <i>cr</i>		8,525	95%	
Radio Western	4,950		4,455 16-Aug-10	240 <i>cr</i>			55	4,400	89%	
Radio Ottawa Inc.	6,281		5,653 16-Aug-10	242 <i>cr</i>	328 9-Mar-11	317 <i>cr</i>	300	5,981	95%	
L'Association franco-culturelle de Yellowknife	8,200		7,380 24-May-10	215 <i>cr</i>	820 25-Jan-11	304 <i>cr</i>		8,200	100%	
Nakusp Roots Music Society	8,016		7,214 2-Aug-10	237 <i>cr</i>	270 12-Jan-11	300 <i>cr</i>	532	7,484	93%	
Coop. de solidarité radio communautaire Nicolel-	7,465		6,718 1-Jun-10	208 <i>cr</i>	747 28-Sep-10	255 <i>cr</i>		7,465	100%	
CKDU FM Society	2,024		1,822 1-Jul-10	222 <i>cr</i>	196 12-Jan-11	302 <i>cr</i>	6	2,018	100%	
Radio Basse-Ville Inc.	6,800		6,120 15-Aug-10	238 <i>cr</i>	680 12-Jan-11	299 <i>cr</i>		6,800	100%	
Coastal Community Radio Cooperative Ltd.	10,000		9,000 16-Aug-10	239 <i>cr</i>	297 25-Jan-11	303 <i>cr</i>	703	9,297	93%	
Radio CKUT	4,860		4,374 24-May-10	209 <i>cr</i>	486 30-Sep-10	256 <i>cr</i>		4,860	100%	
Totals	87,660	0	78,893		5,828	270	2,939	84,451	96%	
Youth Internship Program (YIP)										
Kamloops Campus/Community Radio Society	6,509		5,858 16-Aug-10	241 <i>cr</i>	651 30-May-11	343		6,509	100%	
Campus Radio Saint-John Inc.	9,850		8,865 7-Jun-10	211 <i>cr</i>	985 15-Mar-11	319 <i>cr</i>		9,850	100%	
CFRT Radio Iqaluit	10,000		9,000 1-Jul-10	221 <i>cr</i>			9,000	0	0%	
University of Victoria Student Radio Society	7,560		6,804 25-May-10	219 <i>cr</i>	756 4-Oct-10	259 <i>cr</i>		7,560	100%	
Radio communautaire francophone de Montréal	9,350		8,415 1-Jun-10	217 <i>cr</i>	935 12-Jan-11	298 <i>cr</i>		9,350	100%	
Student Radio Society of UBC	8,795		7,915 14-Jun-10	210 <i>cr</i>	880 9-Nov-10	278 <i>cr</i>		8,795	100%	
Concordia University Radio	6,730		6,057 25-May-10	216 <i>cr</i>	392 12-Jan-11	301 <i>cr</i>	281	6,449	96%	
CKDU FM Society	9,680		8,712 1-Jun-10	212 <i>cr</i>	914 16-Mar-11	320 <i>cr</i>	54	9,626	99%	
Coastal Community Radio Cooperative Ltd.	8,379		7,541 12-Jul-10	224 <i>cr</i>	793 25-Jan-11	307 <i>cr</i>	45	8,334	99%	
Totals	76,853	0	69,167		6,306	9,000	1,380	66,473	86%	

Summary	Radio Talent Development Program	Youth Internship Program	Total
Available funding	87,660	86,112	173,772
Current Payable	0	0	0
Total Paid	84,721	75,473	160,194
Total Year 2 Distributed			160,194
To Be Returned	270	9,000	9,270
Adjusted Year 1 Commitments	84,451	66,473	150,924
Withheld	2,939	1,380	4,319
Year 2 Commitments not used	0	9,259	9,259
Total to be redistributed	3,209	19,639	22,848

**Community Radio Fund of Canada
Schedule C: Summary of Contributions: Owing vs Paid
Funding Year 3**
as of August 31, 2011

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	4,585		362 dr	4,127	29-Jun-11		458	26-Aug-11	0%	
Campus Radio Saint John Inc.	7,929		347 dr	7,136	20-Jun-11		793	28-Oct-11	0%	
Vancouver Co-operative Radio	8,475		368 dr	7,628	22-Aug-11		847	10-Dec-11	0%	
CFRU 93.5FM	7,200		382 dr	6,480	22-Jul-11		720	11-Sep-11	0%	
Radio communautaire francophone de Montréal	8,800		363 dr	7,920	10-Aug-11		880	30-Nov-11	0%	
Student Radio Society of UBC	9,972		358 dr	8,975	14-Jun-11		997	8-Aug-11	0%	
Assiniboine Campus-Community Radio Society	2,500		385 dr	2,250	22-Aug-11		250	9-Dec-11	0%	
Powell River Community Radio Society	5,210		364 dr	4,689	13-Aug-11		521	26-Nov-11	0%	
CKDU FM Society	3,688		375 dr	3,319	13-Jul-11		369	21-Oct-11	0%	
CKUW 95.9 FM	9,800		386 dr	8,820	22-Jul-11		980	15-Sep-11	0%	
Radio communautaire de LaSalle	6,550		383 dr	5,895	22-Aug-11		655	29-Oct-11	0%	
La Radio communautaire du Manitoba inc.	8,500		389 dr	7,650	22-Aug-11		850	9-Dec-11	0%	
Totals	83,209	0	74,889				8,320	0	0%	
Youth Internship Program (YIP)										
Kamloops Campus/Community Radio Society	6,508		369 dr	5,857	22-Aug-11		651	20-Apr-12	0%	
Trent Radio	5,313		346 dr	4,782	30-May-11		531	26-Aug-11	0%	
Radio Queen's University	5,260		367 dr	4,734	20-Aug-11		526	20-Apr-12	0%	
Radio Boréale CHOW FM 105.3	4,600		376 dr	4,140	13-Jul-11		460	31-Aug-11	0%	
CHRY Community Radio Inc.	5,088		345 dr	4,579	20-Jun-11		509	2-Sep-11	0%	
Smithers Community Radio Society	6,650		357 dr	5,985	14-Jun-11		665	17-Sep-11	0%	
Diffusion Communautaire Baie-des-Chaleurs inc.	10,000		351 dr	9,000	19-Jun-11		1,000	17-Dec-11	0%	
UFV Campus and Community Radio Society (Civ	5,883		377 dr	5,295	22-Aug-11		588	22-Apr-12	0%	
Concordia University Radio	6,389		362 dr	5,750	1-Aug-11		639	31-Mar-12	0%	
CJSF Radio	10,000		384 dr	9,000	22-Jul-11		1,000	30-Jan-12	0%	
Coopérative Radio Chélicamp Ltée	8,350		344 dr	7,515	30-May-11		835	26-Aug-11	0%	
Coastal Community Radio Cooperative Ltd.	8,379		366 dr	9,000	22-Aug-11		1,000	9-Dec-11	0%	
Coopérative Radio Halifax Métro Limitée	7,515		392 dr	7,541	31-Aug-11		838	9-Dec-11	0%	
Radio CKUT	99,935	0	365 dr	6,764	15-Aug-11		751	15-Mar-12	0%	
Totals	99,935	0	89,942				9,993	0	0%	

Summary	Radio Talent Development Program	Youth Internship Program	Total
Available funding	83,209	99,639	182,848
Current Payable	8,320	9,983	18,313
Total Paid	74,889	89,942	164,831
Total Year 2 Distributed	83,209	99,935	183,144
To Be Returned	0	0	0
Adjusted Year 1 Commitments	83,209	99,935	183,144
Withheld	0	0	0
Commitments not used	0	-296	-296
Total to be redistributed	0	-296	-296
Balance	0	0	0