



Community Radio Fund of Canada
Fonds canadien de la radio communautaire

2011 - 2012 Annual Report



Community Radio Fund of Canada

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INTRODUCTION

The Community Radio Fund of Canada (CRFC) is pleased to present our 2011-2012 Annual Report. It's been a year filled with growth and change. Mostly, we are thrilled for the stations we helped support and the communities they serve.

Campus and community radio plays a huge, if often under-acknowledged, role in the Canadian media landscape. These stations are charged with providing direct access to the airwaves and serving the needs of Canadians as engaged listeners, creators and local citizens.

Collectively, these engines of local economic development employ more than 800 people, provide hands-on training and skills development for approximately 10,000 volunteers of all ages, backgrounds, and experiences, and each year broadcast nearly one million hours of programming that is local, participatory, and as diverse as the communities they serve.

The CRFC was founded to help grow and sustain the campus and community radio sector. Since we were certified by the CRTC in 2008, we have:

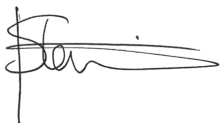
- Distributed more than \$1.75 Million to 82 campus and community radio stations in nine provinces and all three territories
- Funded 101 different projects under the *Radio Talent Development Program* and *Youth Internship Program*
- Launched *Radiometres: Measuring the development, participation and sustainability of campus and community radio stations*, a new program using an outcomes-based approach

We are so excited at reaching this last milestone that, while these recipients were announced on November 1, we are including them in this report.

The CRFC is grateful for the contributions from Canada's satellite and commercial radio broadcasters that make these programs possible.

We believe Canadian Content Development funding, with its focus on supporting the promotion, training, and development of Canadian musical and spoken word talent is brought to life through the work of the CRFC, from the stations that receive contributions, to the staff and volunteers who do the work, to the listeners tuning in to hear the sounds of their neighbours and neighbourhoods reflected.

This is a great place to be as we move forward, seeking to increase and diversify our sources of revenue, and beginning a new year of measuring our impact on campus and community radio as well as stations' impact on their communities.



John Harris Stevenson
President



Melissa Kaestner
Executive Director

About the CRFC

The CRFC's mandate is to provide support to the more than 170 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 CRTC under Public Notices CRTC 2000-12, 2000-13, or 2010-499, as well as to associations that represent these licenced stations. 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 21, 2012), it has 89 members. The complete up-to-date list is always available on the CRFC website.

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, one of whom is a representative of commercial radio broadcasters.¹ Additionally, there are three non-voting *ex officio* directors from the three founding campus and community radio associations.

As noted in the CRFC by-laws, voting directors cannot be directly 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.

2011-2012 Board of Directors and Staff

Pierre-Louis Smith was nominated by the commercial radio broadcasters as their representative and appointed to the board as an *ex officio* director in February 2012. Currently, the terms of the *ex officio* directors (**Martin Bougie**, **François Coté**, and **Shelley Robinson**) are indefinite.

The terms are ending this November for all six elected directors. Three of these directors are standing for re-election: **Jean-François Côté**, **Roger Ouellette**, and **Anderson Rouse**. They, along with four other candidates, will go through the election process at the November 2012 AGM. The other three are not seeking re-election: **Jean Léger**, **Leslie Regan Shade**, and **John Harris Stevenson**. At this time the CRFC would like to thank them for their time and efforts serving on the board. Jean came onto the board as part of the first elected group of directors. Since then, he has served as vice-president and has been a member of the program committee. Leslie was elected in 2010. She has been the secretary and also a program committee member. John also was elected in 2010 and was one of the founding members in 2007. He has been president since he was elected. **Thank you Jean, Leslie, and John. Your contributions have made the CRFC stronger! We wish you all the best.**



From left to right:
Pierre-Louis Smith, Anderson Rouse (treasurer),
Melissa Kaestner (executive director), Shelley
Robinson, John Harris Stevenson (president), Marie-
Ève Laramée-Gauvreau (program officer), Jean-
François Côté, Martin Bougie, Roger Ouellette, and
François Coté. Absent: Jean Léger (vice-president)
and Leslie Regan Shade (secretary).

¹ 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>.

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 September 2012 to review its strategic plan and discuss development research and activities.

Annual General Meeting and the Canada Not-For Profit Corporations Act

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 the membership is national in scope and the fund does not have the funding to support members' travel costs.

The fifth AGM will be held on November 30, 2012 at 11:00 am at the CRFC office in Ottawa. It will focus on the presentation of this annual report, the CRFC's audited financial statements, and board elections. Additionally, this AGM will also see the presentation of several by-law amendments. The new **Canada Not-for-profit Corporations Act (NFP Act)** establishes a new set of rules for federally incorporated not-for-profit corporations in Canada. These new rules will replace Part II of the *Canada Corporations Act*, the law that has governed federal corporations for nearly a century. The rules under the NFP Act are modern, flexible, and more suited to the needs of the not-for-profit sector. All not-for-profit corporations must make the transition by October 17, 2014. While most of the CRFC's by-laws are compliant with the NFP Act, there are a few changes the membership will need to approve.

The major change is with respect to the membership structure and rights. Under the NFP Act, the CRFC will no longer be allowed to have *ex officio* directors – referring to those directors that are appointed because of who they represent, specifically the directors representing the three community radio associations and commercial broadcasters. After consulting with Corporations Canada and a lawyer, the CRFC will now have three classes of members: stations, associations, and the collective of commercial broadcasters:

1. Stations have all regular rights of members, and full normal voting power. They nominate and vote for most of the directors.
2. Associations have all of these same rights, plus one additional right of nominating and voting on three positions that represent the associations, and they are the only members with this right.
3. The collective of commercial broadcasters is one member, and their rights are limited to nominating and voting for a person that represents them (a CRTC requirement). This member is the only member with this right. They will still receive notice of member meetings and be invited to attend and review related documentation, but they will have no other voting power other than electing their representative. Additionally, their \$20 fee is waived, but they will also not be included in member listings or member-only discussions/activities.

This structure allows us to meet our obligations around representation, but makes the process more transparent and, of course, in line with the NFP Act.

Development

2012 was the first year that the CRFC could start to devote energy toward developing other sources of revenue. Until April 2012, the CRFC was focused on operationalizing the CRTC-approved *Structural and Operational Plan*, developing a new funding program with the newly-received funding, and hiring its first program officer.

The summer was geared toward research as well as creating a development framework, case for support, and brand identity. This was done by the executive director with training and expertise provided by the International Fundraising Consultancy, a global fundraising and management consultancy. The brand identity work was done in conjunction with a local design firm, GLS deSign.

The board discussed the results at its September 2012 meeting. After considering the current workload and capacity of staff and the organization, it was decided that the CRFC will employ a government relations/development director position to carry out the necessary focused work.

Human Resources

The CRFC Board continues to employ Melissa Kaestner as its executive director. She has been with the organization since it opened its doors in April 2008 and also helped develop the fund from 2003-2007.

Marie-Ève Laramée-Gauvreau was welcomed as the first program officer in February 2012. After only one week in the position, she helped launch a call for applications for the programs the fund has been running since 2009, and she hasn't stopped since.

Policy Work

In January 2012, the CRFC Board approved a comprehensive *Human Resources Policy*. It applies to all permanent and contract full-time, part-time, and casual employees as well as contractors, board directors, and volunteers. Additionally, it approved a *Workplace Safety Plan*, which outlines emergency procedures for situations occurring at the CRFC office as well as its commitment to providing a harassment-free environment.

The board also approved a *Conflict of Interest Policy* and terms of reference documents for the executive and nominations committees.

What's Ahead

2013 is going to be another busy year.

In the area of human resources, as mentioned above, the CRFC will add a new person to the team in the area of government relations and development.

With respect to available programs, CRFC staff will be conducting a needs assessment and feedback process with the campus and community radio sector in the coming months. The new annual *Radiometres* program will be launched again in Spring 2013.

The CRFC will be unveiling a new website in the coming weeks as part of its branding exercise. The new site will not only have a fresher and updated look, it will also be compatible with mobile devices.

Finally, after only one year in its new office, the CRFC will be moving. The building has been sold and most tenants will be leaving by the summer of 2013. The CRFC invites readers to "stay tuned," or, better yet, subscribe to, the fund's newsletter, *InfoFund*, to stay up-to-date on all of the latest news.

Commercial Radio Broadcasters

The following commercial radio broadcasters have contributed both voluntary and mandatory Canadian Content Development (CCD) contributions to the CRFC. First, the CRFC receives at least 0.5% of tangible benefits when there is a transfer of ownership or control of commercial radio undertakings.² Second, the CRFC receives at least 15% of commercial radio licensees' basic annual contributions to Canadian Content Development (CCD).³



Astral Media Radio

Total commitments to date: \$1,766,695

2007: The CRTC approved Astral Media's application to acquire Standard Radio Inc.⁴ Arising from that decision, Astral is contributing a total of \$1,400,000 over seven years to the CRFC. This contribution resulted in the creation of our first two funding programs. 2009: Astral made a \$300,000 contribution to the CRFC as part of an amended CCD contribution.⁵ 2012: The CRFC is receiving tangible benefits of \$66,965 over seven years from Astral's acquisition of CHHR-FM in Vancouver.



Bell Media (BCE Inc.)

Total commitments to date: \$1,599,871

2010: The CRFC is receiving \$137,871 in tangible benefits from CHUM Radio's (now Bell Media's) acquisition of CFXJ-FM in Toronto.⁶ 2011: The CRFC is receiving tangible benefits of \$1,458,000 over eight years from BCE Inc.'s acquisition of CTVglobemedia.⁷



COGECO

Total commitments to date: \$840,000

2010: 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.⁸



Golden West Broadcasting

Total commitments to date: \$19,707

2010: The CRFC is receiving \$7,497 in tangible benefits over seven years from a transfer of ownership of CKQV-FM in Vermillion Bay to Golden West

² Broadcasting Regulatory Policy CRTC 2010-499, *Campus and Community Radio Policy*, 22 July 2010, paragraphs 106-110, www.crtc.gc.ca/eng/archive/2010/2010-499.htm.

³ CRTC 2010-499, paragraphs 93-99, www.crtc.gc.ca/eng/archive/2010/2010-499.htm; Broadcasting Regulatory Policy CRTC 2011-431, *Community Radio Fund of Canada's Structural and Operational Plan*, 20 July 2011, www.crtc.gc.ca/eng/archive/2011/2011-431.htm.

⁴ Broadcasting Decision CRTC 2007-359, 28 September 2007, www.crtc.gc.ca/eng/archive/2007/db2007-359.htm.

⁵ Broadcasting Decision CRTC 2009-794, 22 December 2009, www.crtc.gc.ca/eng/archive/2009/2009-794.htm.

⁶ Broadcasting Decision CRTC 2010-964, 23 December 2010, www.crtc.gc.ca/eng/archive/2010/2010-964.htm.

⁷ Broadcasting Decision CRTC 2011-163, 7 March 2011, www.crtc.gc.ca/eng/archive/2011/2011-163.htm.

⁸ Broadcasting Decision CRTC 2010-942, 17 December 2010, www.crtc.gc.ca/eng/archive/2010/2010-942.htm.

Broadcasting.⁹ 2011: The CRFC is receiving \$12,210 in tangible benefits over seven years from a transfer of ownership of CFIT-FM in Airdrie to Golden West.¹⁰



Harvard Broadcasting

Total commitments to date: \$42,500

2012: The CRFC is receiving tangible benefits of \$42,500 over seven years from Harvard Broadcasting's acquisition of CJNW-FM in Alberta.¹¹



Médias Nord-Côtiers

Total commitments to date: \$3,151

2012: The CRFC is receiving tangible benefits of \$3,151 over seven years from Médias Nord-Côtiers's acquisition of CKCN-FM in Sept-Îles.¹²



Newcap

Total commitments to date: \$26,646

2012: The CRFC is receiving tangible benefits of \$26,646 over seven years from Newcap Inc.'s acquisition of CKKO-FM in Kelowna.¹³



Rogers Broadcasting

Total commitments to date: \$270,000

2010: The CRFC is receiving \$110,000 in tangible benefits arising from the transfer of ownership of CHBN-FM in Edmonton to Rogers Broadcasting.¹⁴ 2010: The CRFC is receiving \$160,000 in tangible benefits, including an \$80,000 voluntary contribution, arising from the transfer of ownership of CHST-FM in London to Rogers Broadcasting.¹⁵



Vista Broadcast Group

Total commitments to date: \$217,625

2010: The CRFC is receiving \$745 in tangible benefits over seven years from a transfer of ownership of CJJM-FM in Espanola to the Haliburton Broadcasting Group¹⁶ (now owned by Vista). 2011: The CRFC is receiving \$19,056 in tangible benefits over seven years from a transfer of ownership of CJCS-FM and CHGK-FM in Stratford to Haliburton¹⁷ (now owned by Vista). 2011: The CRFC

⁹ Broadcasting Information Bulletin CRTC 2010-855, 18 November 2010, Appendix 1, item 3, www.crtc.gc.ca/eng/archive/2010/2010-855.htm.

¹⁰ Broadcasting Information Bulletin CRTC 2011-340, 20 May 2011, www.crtc.gc.ca/eng/archive/2011/2011-340.htm.

¹¹ Broadcasting Information Bulletin CRTC 2012-109, 20 February 2012, www.crtc.gc.ca/eng/archive/2012/2012-109.htm.

¹² Broadcasting Decision CRTC 2012-593, 26 October 2012, www.crtc.gc.ca/eng/archive/2012/2012-593.htm.

¹³ Broadcasting Decision CRTC 2012-108, 20 February 2012, www.crtc.gc.ca/eng/archive/2012/2012-108.htm.

¹⁴ Broadcasting Decision CRTC 2010-972, 23 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-972.htm>.

¹⁵ Broadcasting Decision CRTC 2010-953, 22 December 2010, <http://www.crtc.gc.ca/eng/archive/2010/2010-953.htm>.

¹⁶ Broadcasting Decision CRTC 2010-565, 12 August 2010, www.crtc.gc.ca/eng/archive/2010/2010-565.htm.

¹⁷ Broadcasting Decision CRTC 2011-110, 21 February 2011, www.crtc.gc.ca/eng/archive/2011/2011-110.htm.

is receiving \$2,500 in tangible benefits over seven years from a transfer of ownership of CFSF-FM in Sturgeon Falls to Haliburton¹⁸ (now owned by Vista). 2011: The CRFC is receiving \$27,500 in tangible benefits over seven years from a transfer of ownership of CFLZ-FM in Niagara Falls and CKEY-FM in Fort Erie to Haliburton¹⁹ (now owned by Vista). 2012: The CRFC is receiving \$1,424 in tangible benefits over seven years from a transfer of ownership of CJFB-FM in Bolton and CFGM-FM in Caledon to Haliburton²⁰ (now owned by Vista). 2012: The CRFC is receiving \$166,400 in tangible benefits over seven years from a transfer of ownership of Haliburton Broadcasting to Vista.²¹

Canada's Private Radio Broadcasters

Total commitments to date: \$610,597

All commercial broadcasters, including those listed above, with revenues of \$1,250,000 or more contribute at least 15% of their required basic annual contributions to Canadian Content Development to the CRFC.

2011-2012: \$610,597

Satellite Radio and Other Service Distribution Companies

The following service providers have contributed voluntary CCD contributions to the CRFC.



SiriusXM Canada (formerly Sirius Satellite Radio)

Total commitments to date: \$600,000

2010: SiriusXM Canada gave a voluntary contribution of \$200,000 to the CRFC as part of its conditions of licence. 2011: SiriusXM Canada provided an additional voluntary contribution of \$250,000. 2012: SiriusXM Canada provided an additional voluntary contribution of \$150,000.



Stingray Digital Group

Total commitments to date: \$150,000

2012: Stingray Digital Group gave a voluntary contribution of \$100,000 over four years to the CRFC as part of its conditions of licence arising from a transaction involving Galaxie and the CBC/Radio-Canada. 2012: Stingray Digital Group gave a voluntary contribution of \$50,000 over four years to the CRFC arising from the transfer of ownership of MaxTraxx to Stingray.

¹⁸ Broadcasting Decision CRTC 2011-111, 21 February 2011, www.crtc.gc.ca/eng/archive/2011/2011-111.htm.

¹⁹ Broadcasting Decision CRTC 2011-364, 8 June 2011, www.crtc.gc.ca/eng/archive/2011/2011-364.htm.

²⁰ Broadcasting Decision CRTC 2012-148, 14 March 2012, www.crtc.gc.ca/eng/archive/2012/2012-148.htm.

²¹ Broadcasting Decision CRTC 2012-577, 19 October 2012, www.crtc.gc.ca/eng/archive/2012/2012-577.htm.

FUNDING DISTRIBUTION: RADIOMETRES

2011-2012 marks a milestone in the distribution of funding by the CRFC. On July 3, 2012, the Fund launched a new program titled ***Radiometres: Measuring the development, participation and sustainability of campus and community radio stations***. The funding for *Radiometres* is provided by Canada's private radio broadcasters through a portion of their Canadian Content Development (CCD) contributions, a funding mechanism established by the Canadian Radio-television and Telecommunications Commission (CRTC). For this first round of funding, the CRFC offered one million dollars to the sector.

Radiometres is an outcomes-based approach program. This approach is focused on funding what the stations need and then measuring how successful they are in getting there. Under *Radiometres*, three outcomes have been established to reflect some of the key goals of the campus and community radio sector, the CRTC, and the Canadian broadcasting system. So long as a station's request fits under CRFC priority areas, CRTC requirements, and at least one of the following three outcomes, this program is flexible when it comes to the activities that are undertaken by the station.

In order to determine whether *Radiometres* truly meets sector expectations, the CRFC held a consultation with the three community radio associations (Alliance des radios communautaires du Canada, Association des radiodiffuseurs communautaires du Québec and the National Campus and Community Radio Association) as well as five interested member stations. From June 6 to 20, 2012, representatives from these stations and associations reviewed the proposed program guidelines and application form and then made recommendations for improvement. The CRFC revised the documents accordingly prior to formally launching *Radiometres*. The guidelines and application form are provided as Appendix 1.

Call for Applications

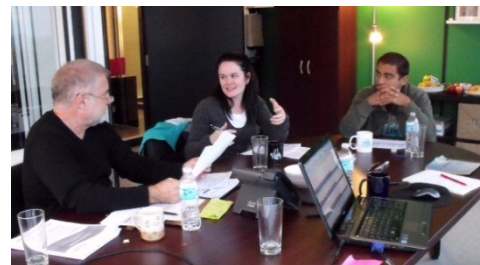
The call for applications for this new program was identical to the other programs managed by the CRFC. In addition to filling out the application form (see Appendix 2), applicants had to provide copies of the first page of their letters patent and CRTC licence as proof of eligibility. They also had to attach their operating budget for the current year, their latest financial statements, a list of board members and station employees, and any other relevant station information. Since this was a new program, applicants were strongly encouraged to contact the CRFC to discuss their project proposal. The CRFC program officer answered questions and assisted nearly 60 stations before the application deadline of August 21, 2012. A total of 63 applications were received by that date.

Assessment

The program officer did a preliminary analysis of all applications received to ensure that applicants are eligible and that applications are complete, comprehensible and adhere to the terms and conditions of the program. She also contacted applicants to request additional information or details, when required.

An independent selection committee was struck to evaluate the applications and make recommendations. The committee was made up of (from left to right):

- **Claude Charbonneau**, Culture and Communications Consultant
- **Geneviève A. Bonin**, Assistant Professor and Coordinator, Journalism program, University of Ottawa
- **Omar Dabaghi-Pacheco**, Video journalist, CBC/SRC



Before assessing the applications, an orientation session was offered to committee members in order to give them the tools and documents necessary to fulfill their mandate, in addition to answering their questions and/or concerns. Applications were then divided equally between each member of the selection committee. The committee had three weeks to undertake a thorough analysis of their applications. In order to facilitate their discussions during the final evaluation meeting, committee members also familiarized themselves with the applications not specifically assigned to them.

Applications are judged on their merit, subject to the availability of funds, by the selection committee. Each application is assessed by using an assessment grid and applying scores in the following areas:

- Value and Relevance of the Proposal (30 %)
- Contribution to the Outcome (15 %)
- Strength and Measurability of the Outputs (15 %)
- Timeline (10 %)
- Budget (10 %)
- Capacity of the Station to Manage the Project, Budget and Timeline (10 %)
- Financial Needs (10 %)

The final in-person meeting was held on October 12, 2012. During this meeting, committee members discussed funding applications, compared their results, justified the not-funded applications and presented their final recommendations. The program officer 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 and programs.

The committee recommended a total of \$998,847 to 57 recipients. The CRFC Board ratified the jury decisions on October 16. Notification was then sent to all applicants. Finally, on November 1st, the CRFC announced the recipients through a press release.

The CRFC and funding recipients enter into a funding agreement (Appendix 3). This agreement outlines the terms, responsibilities, approved activities, approved expenses, deliverables, and reporting mechanisms of both parties.

The funding is issued throughout the term in the following manner:

- 75% is issued once the CRFC receives two signed copies of the contribution agreement.
- 10% is issued following the assessment of a mid-term report on all projects lasting three months or more, which is due half-way through the project.
- The final 15% is issued following the assessment of a final report, which is due thirty days after the completion of the project.

Radiometres Year 1 Recipients

The following tables outline each project with its approved budget. A schedule detailing all disbursements and payables as of November 16, 2012 is included with the financial report.

CFBO 90.7 FM Dieppe, N.B.

Le BO guide

CFBO Radio Beauséjour will prepare a general guide on volunteering at the station. The guide will include training information, a user guide, a list of relevant resources, information on the volunteer recognition program, and a template for internal communications. All of Radio Beauséjour's policies, including those regarding labour, will be included. The guide will be thorough and have a long shelf life. The project manager will also provide training to 40 active station volunteers.

Budget

Salary for Project Manager	\$7,500
	<u>\$7,500</u>

CFFF 92.7 FM Peterborough, Ont.

Local Content Project

CFFF wishes to establish and activate standardized and improved methods to better gather, promote, and promulgate music and spoken word materials supporting local artists and the aural arts across the community. These procedures have come about through disparate and diverging volunteer and related efforts. The project is to create the organisational infrastructure to bring former and future efforts together to enhance local music and spoken resources.

Budget

Salary for Local Content Project Manager	\$16,845
Orientation & Training	2,155
Job Posting & Outreach Publicity	500
Transportation	250
Technical Costs	250
	<u>\$20,000</u>

CFID 103.7 FM Acton Vale, Que.

Émission Info Mag

CFID will broadcast a late-day news show recapping local and regional news. This will help the station increase its local programming hours and meet the CRTC's spoken word programming requirements. The show will feature a major news segment, interviews with local newsmakers, and coverage of local and national sports.

Budget

Salaries and Honorarium for Journalists	\$15,000
Technical Equipment	500
Publicity and Promotional Material	1,000
Transportation	1,500
	<u>\$18,000</u>

CFMH 107.3 FM Saint John, N.B.

A Production Director for Volunteer Support and Production Improvements

Campus Radio Saint John will hire a Production Director to help better support volunteers and improve training and production. The Production Director would work with the Programming Director to create additional training opportunities for DJs beyond the standard orientation. This would include hosting production seminars, creating training documents, creating a DJ handbook, developing and improving best practices, and better informing volunteers. This project is directly related to improving the content created by the volunteers (both news and music), the implementation of new technologies (and the related training), as well as developing skills and capacities for the future. It will help with station management, programming, volunteer support, and development.

Budget

Salary for Production Director	\$17,000
Salary for Programming Director	3,000
	<u>\$20,000</u>

CFRC 101.9 FM Kingston, Ont.***Independent Music Archiving Project***

CFRC's Independent Music Archiving Project will support the recording, distribution, cataloguing, and archiving of local music artists, through the development of a comprehensive catalog of CFRC music library holdings, digitization and distribution of out-of-print local music recordings, completion and distribution of a documentary on Kingston's local music scene, and recording of current and emerging local music artists for inclusion in a compilation album to be distributed as a CD and digital download.

Budget

Wages for Music Coordinator	\$2,200
Wages for Database Developer	5,000
Wages for Recording and Mastering Engineer	3,500
Honorarium for Music Programming Manager	250
Honorarium for Graphic Designer	250
Honorarium for Documentary Production	500
Technical expenses	500
Advertising and Promotion	2,250
Refreshments and Thank-yous	300
Office Supplies	250
Project Coordination	500
	<hr/>
	\$15,500

CFRH 88.1 FM Penetanguishene, Ont.***Revitalisation de Vague FM par l'action bénévole***

Project goals are to recruit, train and support volunteers from Simcoe County and to develop community outreach tools. Specifically, the station will create a daily live noon hour show called "Les midis communautaires", hosted by members of local organizations. The station will also add more volunteer-produced shows to its programming, increase the number of visitors to its website by adding a calendar of local activities, events and conferences, and establish a database of potential members.

Budget

Salary	\$3,050
Transportation	2,120
Salary for Website Developer	750
Consultant Fee	9,072
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	\$15,622

CFRO 102.7 FM Vancouver, C.-B.***People Power: Reinigorating Volunteerism at Co-op Radio***

"People Power" will focus on improving the experiences of volunteers at Co-op Radio by more effectively engaging new and current volunteers in the work of the station. A Volunteer Coordinator will help the station to improve how they recruit, orient, train, communicate with, involve, and appreciate volunteers. They will create and develop systems that will be sustainable in the long-term, which will help Co-op Radio achieve its mission as a volunteer-run co-operative community station.

Budget

Wages for Volunteer Coordinator	\$6,336
Membership Fee	109
Consultant Fee (training)	550
Outreach	500
	<hr/>
	\$7,495

CFRT 107.3 FM Iqaluit, Nun.***Renaissance de CFRT 107,3 FM Nunavut***

CFRT will recruit community members in order to fill various volunteer roles: hosts, technicians, producers, webmasters, etc. The station will also work with the French-language school to provide students with a stimulating introduction to radio. The project will include training and support for all involved community members. CFRT will rework a training manual and provide information sessions and radio workshops.

Budget

Salary for Product Director	\$20,000
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	\$20,000

CFRU 93.3 FM Guelph, Ont.***EduRadio***

EduRadio will consist of a series of three initiatives which will enrich the relationship of CFRU with educators and students in Guelph. First, the station will formally collaborate with students and professors at the University of Guelph regarding for-credit academic radio projects, for which the station will provide a paid Production Assistant. This Production Assistant will also work with on-campus media organisations to design radio outlets for their articles. Second, the station will design and implement a pilot Day Camp program. This will be offered to three different age groups over the course of three 5-day camps. This will be staffed by a Day Camp Coordinator and two Day Camp Assistants. Lastly, CFRU will design a workshop about media literacy, alternative media, and campus and community radio to present at area high schools, at the University, and at the day camp.

Budget

Salary for Producer	\$9,500
Salary for Media Literacy Workshop Author	1,750
Salary for Day Camp Coordinator	4,250
Salary for Day Camp Assistants	3,500
Day Camp Supplies	1,000
	<u>\$20,000</u>

CFUV 101.9 FM Victoria, B.C.***Community News & Affairs Director***

The Community News & Affairs Director will be a full-time position that will support and coordinate the recruitment, training and production of local news and community affairs programming. This person will present workshops for the many third-language programmers in interview skills, news production, and reading to improve the quality and extent of news.

Budget

Community News & Affairs Director	\$19,200
	<u>\$19,200</u>

CFYT 106.9 FM Dawson, Yuk.***Year-Round Station Manager***

CFYT will hire an individual to manage the station in order to make progress on the radio's long term vision and allow needed consistency to fulfill some areas of station's vision and expand the reach of the station.

Budget

Salary for Station Manager	\$20,000
	<u>\$20,000</u>

CHBB 95.9 FM Norris Point, N.L.***VOBB Community Use Survey***

VOBB does not have a comprehensive view of listener preferences, stakeholder/business preferences, stakeholders to best promote their services to, visitor and community opportunities available in the Bonne Bay area, mechanisms for revenue generation for VOBB, or community involvement preferences. Without this critical information, VOBB risks becoming irrelevant to the community at large by not reflecting the tastes and interests of the community, nor providing a valued service to local partners and stakeholders. In turn, community participation in the governance, programming, and content development of the station will be diminished. This can be avoided by conducting an extensive in-depth survey in which respondents can let us know exactly how they feel VOBB should serve the communities of Bonne Bay.

Budget

Survey Administrator Wages	\$5,696
Printing	500
Survey Dissemination	500
Travel	500
Consultant fee	5,000
Advertising	200
	<u>\$12,396</u>

CHIP 101.7 FM Fort-Coulonge, Que.***Production de bulletins d'informations locales anglophones et de capsules à contenu culturel en français***

CHIP intends to provide local news broadcasts reflective of the needs and realities of Pontiac's English-language community. These news bulletins will feature various reports as well as interviews with regional political and business leaders. In addition, CHIP will improve its cultural offerings in French by presenting information clips on art- and culture-related themes (features on local musicians, stage actors, visual artists, etc.), and by covering album releases and exhibits.

Budget

Salary for News Reporters	\$5,000
Salary for Trainers	1,000
Salary for arts and culture information clips	5,000
Travel and Accommodation	1,000
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	\$12,000

CHLY 101.7 FM Nanaimo, B.C.***Overcoming Barriers to Live Local Content via Effective Utilization of Emerging Technologies***

Overcoming Barriers will research and develop the technology, methodology, and equipment necessary to enable low barrier entry to the production of quality broadcasts from a variety of live events. This includes regularly scheduled radio shows, live music from indoor and outdoor venues, spoken word performances, lectures, and political or news coverage. Overcoming Barriers will develop the training materials and curriculum to assist with continued training of volunteers who will deploy these technologies. CHLY-FM will hold training sessions to train volunteers and interested persons in rural or remote communities to use the remote broadcast technology. A key component of the project is the regular broadcasting and recording of live events. The content will then be archived for future distribution on a variety of platforms. Live broadcasts and the artists they feature will be extensively promoted prior to the broadcast event - benefitting both performer and venue.

Budget

Project Coordination	\$9,000
Technical Training	5,000
Studio Training	800
Remote Crew Training	800
Specialized Training	1,000
Software	500
Advertising and Promotion	1,000
Travel	1,500
	<hr/>
	\$19,600

CHMA 106.9 FM Sackville, N.B.***The Word Project***

The station wants to prepare an action plan to increase high quality, locally-reflective spoken word programming through: the hiring of two part-time spoken word coordinators; the development of training and operations manuals for all aspects of spoken word production and broadcast; the creation of new locally-reflective spoken word programming; the creation and delivery of spoken word workshops; the creation of a spoken word artist program which would invite spoken word artists, and artists interested in the spoken word, all of which would have some connection to Sackville, to perform on-air or to offer workshops to local residents.

Budget

Salary Spoken Word Director 1	\$9,200
Salary Spoken Word Director 2	9,200
Speaking Fees	500
Spoken Artist Fees	500
Printing Costs	250
Technical Expenses	350
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	\$20,000

CHOD 92.1 FM Cornwall, Ont.**Formation d'un journaliste-animateur**

CHOD will hire a reporter/host and provide initial training in journalism, hosting, and radio editing. Initially, this new staff member will work with the morning show's host and prepare and deliver regional and national news on air. The reporter/host will conduct live and pre-recorded interviews and prepare news stories. After this introductory period, the employee will prepare and host the drive home show, from 3 p.m. to 6 p.m., Monday to Friday, and will write local, regional, and provincial news stories. Interviews and reports will be broadcasted in the afternoon and again in the morning show the following day. Spoken word programming will have a strong emphasis on regional and provincial news, and on community, social, cultural, and leisure activities throughout Eastern Ontario.

Budget

Salary for Reporter/host	\$14,135
Salary for Trainer	5,865
	<u>\$20,000</u>

CHOQ 105.1 FM Toronto, Ont.**Bénévoles branchés**

The station aims to bolster and sustain the involvement of skilled Francophone community members in its broadcasting and Web programming activities. Citizen involvement will lead to more abundant and higher quality spoken word programming, and to a more complete representation of Toronto's cultural diversity. Specifically, CHOQ will recruit a larger number of qualified volunteers and involve them in its programming; offer more support to current volunteers; launch a volunteer training initiative; increase the amount and the quality of local spoken word programming; and make the station's website more interactive.

Budget

Honorarium for Volunteer Coordinator	\$20,000
	<u>\$20,000</u>

CHOW 105.3 FM Amos, Que.**Radio Boréale : une radio qui s'ouvre à ses auditeurs**

Radio Boréale will conduct market research to determine its ratings and to evaluate listener satisfaction. The data will help station management evaluate the possibility of establishing a satellite broadcast team in Val-d'Or.

Budget

Honorarium for Market Research	\$12,000
Transportation	2,000
Project Coordination	6,000
	<u>\$20,000</u>

CHRW 94.9 FM London, Ont.**Radio Western Website Program Director & Assistant Website Program Director**

A Website Program Director and Assistant Website Program Director will develop a Website Programming Strategy, Social Media Strategy, and create training documentation with regards to the use of these new and emerging distribution technologies and how they can best be integrated with Broadcast media. They will conduct training sessions and with feedback from users, recommend changes to existing and additions of new website features to the website designer responsible for chrwradio.ca. They will also create documentation which will be used to train the volunteers required to sustain and expand website programming and development once the project is completed.

Budget

Wages for Website Program Director	\$8,400
Wages for Assistant Website Program Director	9,152
Software (Report-IT Mobile Apps)	500
Honorarium for Speaker	500
Honorarium for Speaker Event Coordinator	300
Advertising for Speaker Event	300
Advertising of Website project	500
	<u>\$19,652</u>

CHSR 97.9 FM Fredericton, N.B.***Integrating with the Community: Finding New Roots Back in the Community***

The project will improve volunteer recruitment and retention as well as engage in community events and with the community by hiring a Community Volunteer Coordinator. This will generate more awareness of CHSR through partnering with local campus/community organizations. CHSR is in a unique climate of being the only alternative broadcast source with a long rooted history in the University of New Brunswick, St. Thomas University and the Fredericton community. This is a great opportunity for the station to reintegrate itself in the university and community culture by becoming the number one source for information on local arts and cultural content, campus and regional athletics, and community issues. By building a strong group of volunteers to actively participate in on and off campus events for broadcast, CHSR will be seen as an active supportive hub essential to the life in the region.

Budget

Salary for Project Supervision	\$2,100
Salary for Community Coordinator	14,400
Promotional/Recruitment Materials	2,000
Portable Equipment	500
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	\$19,000

CHYZ 94.3 FM Québec, Que.***Revitalisation de la participation des bénévoles à CHYZ***

CHYZ will hire a Volunteer Coordinator to bolster and sustain volunteer involvement in day-to-day station operations. Volunteers will also benefit from various training opportunities. This initiative targets university students in a participatory and cooperative spirit. Students will broaden their horizons by getting involved in governance, programming, and content development activities.

Budget

Salary for Volunteer Coordinator	\$11,275
Intranet Fees	1,500
Costs for Videos	1,500
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	\$14,275

CICK 93.9 FM Smithers, B.C.***Volunteer Participation Project***

CICK will create and develop the Volunteer Participation Project. This will include supporting wages for a part-time position at the station and for short-term positions. The primary position (Volunteer Support Coordinator) will contribute to the essential leadership and organization that will drive CICK's outreach efforts, ensuring that the work of our volunteers is organized, coordinated, efficient, and, most importantly, achieves necessary goals. This project will provide the station with the means to enlist more volunteers to create and deliver local content and keep their volunteers engaged on a long-term basis.

Budget

Volunteer Support Coordinator Wages	\$12,500
Orientation Manual	2,000
Public Workshops	600
Advertising/Promotion	1,500
Project Coordination	1,000
Printing Costs and Editorial Honorarium for SIC magazine	1,800
Wages for Technician	600
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	\$20,000

CIDI 99.1 FM Knowlton, Que.***A stronger community with CIDI***

The station will organise and supervise a major recruitment campaign for new members and volunteers, reach out for new listeners, partner with different organisms and municipalities, and find sponsors to support the new programming on "Changes" for the development of the community.

Budget

Wages for Supervisor	\$2,300
Wages for Coordinator	5,850
Communication Delegate (Honoraria and Travel Expenses)	10,000
Wages for Technician	1,000
Equipment	500
Communication material	350
	<u>\$20,000</u>

CIEU 94.9 and 106.1 FM Carleton-sur-Mer, Que.***Nouvel Horizon***

A new radio host position will be created to enhance succession planning and to improve and increase the station's spoken word programming.

Budget

Salary for Radio Host	<u>\$20,000</u>
	\$20,000

CILU 102.7 FM Thunder Bay, Ont.***Local News Director***

The station will hire a full time Local News Director to create and broadcast a regular, two-hour local-only news and arts show every week in order to create awareness of issues and situations within our community and to bring more of our fantastic local music and arts scene to our community.

Budget

Salary for Local News Director	\$17,918
Wages for Production Manager	642
	<u>\$18,560</u>

CINQ 102.3 FM Montreal, Que.***Montréal Pluriel***

Montréal Pluriel, a 60-minute weekly show, will feature interviews, analyses, and reports on current events seen through the eyes of Montreal's diverse cultural communities. The show will facilitate dialogue between members of these groups and will be a discussion forum for community-specific news as well as general news in Montreal.

Budget

Salary for Coordinator	<u>\$20,000</u>
	\$20,000

CITR 101.9 FM Vancouver, B.C.***Programming Quality Initiative***

CITR plans to hire two individuals, a New Systems Coordinator and Training Coordinator, to improve the quality and representation of content at the station. These two individuals will be responsible for: a) implementing a new logging tracking system that will integrate with their new digital library; b) educating programmers about CRTC regulation and what it means to be compliant; c) developing training materials and training CITR's 100+ programmers to use the new digital library, the new on-air software (SAM broadcaster), and the new tracking system for compliance with CRTC regulation; and d) creating training and resources for the spoken word programmers to increase the local spoken word percentage and diversity of CITR's program grid.

Budget

Salary for New Systems Coordinator	\$14,784
Salary for Training Coordinator	4,704
Training Materials	300
Workshop Honoraria	200
	<u>19 988 \$</u>

CITU 104.1 FM Petit-de-Grat, N.S.***CITU s'envole : Renforcer la capacité et assurer la pérennité de Radio Richmond***

Radio Richmond intends to bring together and actively involve members of every community it serves in its governance and programming. The station also aims to increase the number of local artists featured on air.

Budget

Salary	\$13,693
Office Supplies	403
Technical Equipment	500
Publicity	460
Transportation	1,944
Facility Rental	3,000
	<u>\$20,000</u>

CIVL 101.7 FM Abbotsford, B.C.***Fundraising Drive Research and Development Coordination***

The station will hire a full time Fundraising Drive Coordinator to research, coordinate, and run a one or two week on air community membership and fundraising drive in conjunction with station staff management and volunteers, as well as CIVL's community partners.

Budget

Salary for Coordinator	\$20,000
	<u>\$20,000</u>

CIVR 103.5 FM Yellowknife, N.W.T.***Taïga Territoriale***

CIVR plans to actively involve its listeners in its work by holding turnkey radio production workshops in four northern communities. Broadcast live and through webcasts, these workshops will reach out to Francophones and pique their interest for the production of local radio shows. Each of the four communities is unique and provides its own perspective, which will serve to broaden the horizons of the station's programming. In addition to generating excitement for French language community radio in these communities, it aims to recruit community members and involve them in local radio production.

Budget

Transportation	\$4,100
Salary for Hosts	4,200
Equipment	500
Promotional Material	1,600
Supplementary Fees for 125 GB Internet	1,645
	<u>\$12,045</u>

CIWS 102.7 FM Stouffville, Ont.***Expansion of Current Affairs Programming***

Whistle Radio wants to improve and increase its current affairs coverage. This involves three related programmes: a) to introduce a twice weekly 30-minute current affairs show, tentatively entitled Stouffville Now; b) to produce a documentary series (tentatively 13 shows) on the Oak-Ridges Moraine; and c) once #1 and #2 are running smoothly, the station would like to increase the frequency of its existing show called Fresh from once a week to twice and even three times a week.

Budget

Wages for Production Assistant / Current Affairs Coordinator	\$18,445
Equipment	500
Travel Allowance	1,000
	<u>\$19,945</u>

CJAM 99.1 FM Windsor, Ont.***News Department Creation Project***

This funding will be used to build and grow a proper CJAM news department to better access various voices in the community that remain under-represented. The news department will respond to the need for news in the city not covered by mainstream media. It will better access Francophone communities, campus communities, the newcomer population, and other marginalized communities. CJAM will have one main coordinator to build and create the structure needed for this project. The ensuing leadership will then recruit new volunteers and programmers to host news shows.

Budget

Salary for News Director	\$16,000
Training	3,500
Equipment	500
	<u>\$20,000</u>

CJAS 93.5 FM St. Augustine, Que.***Keeping the quality of Local News and Preserving Local Musicians' Music***

The station will increase quality news programming, preserve and increase a part of its local music, and provide the listening audience with quantity and quality news segments, especially at the local level, by subsidizing the salary of the Journalist at CJAS Radio.

Budget

Salary for Journalist	\$11,550
	<u>\$11,550</u>

CJLO 1690 AM Montréal, Que.***CJLO's Community Recording Project***

CJLO will establish a program that will work with local artists who have the content but may not have the financial means or technical skill to produce their content in a radio acceptable format. CJLO will have bands apply for the program and then the station will record, mix, and master an EP for digital and CD format distribution. CJLO will work with 5 bands over the 10 months. With this project CJLO aims to provide a stepping stone for local artists in the community to learn about how to get their music played on the radio and create a physical product that they can use to achieve this goal.

Budget

Salary for Artist Liaison	\$900
Salary for Audio Engineer	12,900
CDs	500
Promotional posters	200
	<u>\$14,500</u>

CJLY 93.5 FM Nelson, B.C.***Over the Mountains and Through the Valleys - Developing a Sustainable Spoken Word Department***

This project will address the change in structure in the station while responding to a demonstrated demand in the community for locally-produced spoken word programming. The project will establish a spoken word volunteer recruitment and training structure simple enough to be executed by a volunteer committee. It will also start a targeted outreach program among local community groups, on college campuses, in outlying rural and remote areas, and within third language minority communities.

Budget

Wages for Project Coordinator	\$11,826
Printing Costs	300
Design Costs	400
Travel Costs	700
Facilitators Honoraria (training workshop)	600
Equipment	404
Technical/Studio Trainer	3,209
Travel Accommodations	600
Bookkeeper Fees	300
Refreshments and Snacks (Info Sessions)	250
Spoken Word Website Update	500
	<u>\$19,089</u>

CJMD 96.9 FM Lévis, Que.***Lévis en direct***

The station will broadcast local news live and on location. CJMD volunteer reporters will receive training and financial assistance to cover their research and other operational expenses.

Budget

Equipment	\$500
Salary (training plan)	1,250
Salary (training)	1,250
Publicity	500
Office Supplies and Printing	500
Transportation	1,000
Research Fees	1,500
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	\$6,500

CJMQ 88.9 FM Sherbrooke, Que.***Local News Production, reporter***

The project is to hire a reporter to produce local news and disseminate it to the community. As the only English-language locally produced broadcaster in the region, the community needs a source of locally produced news in their language.

Budget

Salary for Journalist	\$19,600
Equipment	400
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	\$20,000

CJRG 94.5 FM Gaspé, Que.***Le membership au coeur de notre dynamisme***

The station's goals are to renew and increase its membership and to improve member relations, in order to receive more detailed feedback from listeners and to adjust programming to community needs. Radio Gaspésie will use electronic communications tools and a member satisfaction survey, among other means, to gauge member satisfaction regarding its programming and services.

Budget

Honorarium (plan and tools)	\$6,500
Honorarium (calls)	2,500
Honorarium (database)	5,175
Equipment	500
Promotional Material	1,500
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	\$14,675

CJRM 97.3 FM Labrador City, N.L.***Des oreilles au micro !***

CJRM's project aims to build a better understanding of community radio within its broadcast area. What are the inner workings of a radio station? How does it ensure its development? The station will hire an employee to manage public awareness and communications activities, build a network of contacts, and coordinate activities on the ground. CJRM will make itself as open as possible to its members and to local residents, whether it be through public information about its services, airtime, employment opportunities, or volunteer involvement in station governance.

Budget

Transportation	\$1,950
Accommodation	3,800
Communication / Promotion	1,100
Salary for Coordinator	11,000
Office Supplies and Other Related Fees	1,000
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	\$18,850

CJSE 89.5 FM Shédiac, N.B.**Opération numérisation**

CJSE Radio Beauséjour will undertake large-scale digitization of works from Southeastern New Brunswick artists. Since the 1980s, an impressive number of artists have left a profound mark on the francophone music scene in the region. Radio Beauséjour has digitized a large number of its most popular musical selections. However, a significant part of the station's music holdings has yet to be converted to an electronic format. In order to continue its promotion of up-and-coming talents, CJSE will digitize most of its remaining holdings. The station's volunteer broadcasters will benefit from an easier access to these works and will be able to further diversify their music lineup.

Budget

Salary for Project Manager	\$14,131
	<u>\$14,131</u>

CJSW 90.9 FM Calgary, Alta.**Fulltime Production Coordinator**

CJSW has always relied on its volunteer base for all pre-produced materials such as spoken word interviews, live in-studio performances, station identifications, and advertisements. With this project, CJSW will be able to hire a full time Production Coordinator. The Production Coordinator portfolio will reach beyond solely molding the sound of our station; the position will have a positive, immediate, and measurable impact on the news and spoken word programming, on-air performance of programmers, national syndication systems, volunteer support, and more. The position will have the most significant impact on helping to create skilled and sustainable volunteer participation in local content creation and operations as it will truly benefit the membership and listenership of CJSW.

Budget

Salary for Production Coordinator	\$20,000
	<u>\$20,000</u>

CJUM 101.5 FM Winnipeg, Man.**CJUM Radio Skills Development 101**

CJUM has a plan to revolutionize its training program by bringing a wide range of expertise into the studio to help educate our volunteers — and in the process, build capacity at the station for years to come. CJUM will improve the quality of its broadcasts, better serve its listeners and the local musical community, and build a sustainable volunteer training base for years to come. The station will be able to offer a brand new training stream to volunteers - both new and existing - taught by industry certified engineers by hiring a dedicated volunteer training coordinator and bringing in production experts to further facilitate.

Budget

Salary for Production Trainers	\$6,000
Honoraria for Training Sessions	6,000
Salary for Volunteer Coordinator	4,500
Equipment	500
	<u>\$17,000</u>

CKDU 88.1 FM Halifax, N.S.**CKDU Production Coordinator**

CKDU would like to integrate a part-time position into the current staff collective that specializes in facilitating, maintaining, and coordinating news and spoken word audio production, specifically for the purpose of broadcast. The goals of the position are to increase news and spoken word content for broadcast while supporting CKDU Programmers in meeting their weekly quota for on-air spoken word content. Furthermore, the Production Coordinator will be working on building infrastructure for the CKDU Spoken Word Department in the format of documentation, training manuals, training sessions, and outreach materials with the currently active CKDU News Collective. The Production Coordinator can offer the listener a deeper access into Halifax's local news, public affairs, arts and culture, while providing production and reporting training to CKDU Members, who will in turn become more confident and fruitful broadcasters, and overall raise the quality and profile of CKDU 88.1FM in Halifax.

Budget

Wages for Production Coordinator	\$14,030
Technical Expenses	500
Mentorship	1,000
Promotional Materials	430
	<u>\$15,960</u>

CKGI 98.7 FM Gabriola Island, B.C.***Ramping up to 'On Air Start-Up'***

CKGI is looking to develop the essential ingredients of its spoken word and music departments, including annotated training demonstration discs, mentor/volunteer manuals, suitable digital recorders, program scheduling, emergency broadcast protocols, recruitment of mentors and volunteer programmers, and supporting the mentor/volunteer training program.

Budget

Consulting Fees	\$16,500
Equipment	500
Printing Manual	500
Travel Expenses	250
Program Schedule	100
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	\$17,850

CKHA 100.9 FM Haliburton, Ont.***The Canoe FM Volunteer Management Program***

The Canoe FM Volunteer Management Program will serve to create, implement, and evaluate a comprehensive volunteer program that will be consistent and sustainable over time. Central to the project will be the creation of print materials: volunteer handbook, orientation manual, volunteer training modules and volunteer records, feedback and evaluation data. The project will also include volunteer training sessions designed to meet the unique needs of administrative/office, on air broadcast, fundraiser, committee, programmers, remote broadcaster, promotional/marketing, accounting, and volunteers serving as members of the Board of Directors in leadership roles. Finally, the project will include innovative and regularly planned radio and community activities designed to support, recognize, and appreciate volunteers.

Budget

Project Coordinator	\$8,000
Training Presenters/Experts Fees	3,900
Training Session - Refreshments	500
Office Supplies	500
Professional Printing Costs	500
Advertising Costs	1,100
Equipment	300
Website Updates	2,000
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	\$16,800

CKJM 106.1 FM Chéticamp, N.B.***Place à nos artistes***

Coopérative Radio Chéticamp will produce its third music compilation featuring artists from the local area. A committee will select the featured artists, and an artistic director will work one-on-one with each artist to produce musical arrangements. The goal is to provide a uniform quality product that is equally satisfactory for the artists. CDs will be made available for sale in local shops and through the station's online store.

Budget

Salary for Music Director	\$5,000
Salary for Producer	2,000
Salary for Technician	2,000
Salary for Musicians	6,000
Artists Fees	3,600
CD	500
Design	900
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	\$20,000

CKLU 96.7 FM Sudbury, Ont.**Community Involvement and Program Director**

CKLU is looking to fund the wages of one individual who will communicate with clients and volunteers regarding ongoing, new, and upcoming station endeavors. The new employee will be trained to understand and utilize station policies and procedures, studio equipment, and office software. S/He will become equipped with the skills to properly train new volunteers and to schedule our on-air programming. The hired individual will be expected to maintain and gain station business contacts within the Sudbury and Laurentian University community. S/He will also be encouraged to draft new and creative ideas for CKLU events, ventures, and/or projects. The purpose of this grant is to greatly expand the diversity of our community participation and to ensure our relevance within the City of Greater Sudbury and Laurentian University community through governance, programming, and content focus.

Budget

Salary for Community Involvement	\$20,000
	<u>\$20,000</u>

CKMA 93.7 FM Miramichi, N.B.**La Voix de l'Acadie d'ici... une voix qui rayonne!**

MirAcadie will focus its activities on cultural and community development, and will improve its programming by presenting a wide slate of content well suited to the needs and interests of the Francophone community in the Northumberland area. MirAcadie will hold an important fundraising campaign to ensure its own sustainability and to enhance community development. The station will also train volunteers in order to cast a broader net and involve more community members in management, hosting, technical and governance activities.

Budget

Salaries	\$11,200
Honorarium for Trainers	1,000
Publicity and Promotional Material	900
Honorarium (cultural programs, news and local development)	3,500
CD Production	3,200
Transportation	200
	<u>\$20,000</u>

CKMS 100.3 FM Waterloo, Ont.**Creating Collaborative Community News**

The project will create a daily news/culture show by Waterloo region residents for Waterloo region residents. This project will help re-establish CKMS as the "go-to" place for a critical reflection on the local, national, and international news and events that impact all the communities in the region, with specific attention towards youth, student, and new Canadian communities. It will also establish new links to the artistic and cultural communities in the region through collaboration opportunities, and build the capacity for a more informed local population with the tools to create and broadcast their stories as they want them told. This project will bring together students, front-line community workers, and other volunteers and seeks to stretch across cultural boundaries and generational divides.

Budget

Recording Equipment	\$500
Salary for Project Coordinator	6,480
Salary for Production Editor	4,320
Salary for Production Assistant	4,320
Honorarium for Workshop Presenter	1,350
Wages for Web Application	1,000
Promotional Material	30
	<u>\$18,000</u>

CKOA 89.7 FM Glace Bay, N.S.***Improving Local News and Spoken Word Programming***

The station is looking to improve and expand upon its local news and spoken word coverage. Under the new community radio regulations, CKOA would like to strive to improve and expand upon its local news and spoken word programming produced by the station to meet or exceed the 15% locally produced spoken word requirement. This would allow the station to become less reliant on acquired spoken word programming which in some cases has little to no local flavour. The main goal is to produce additional and better quality local newscasts and public affairs programming. The plan is to provide mentoring and training to the news and programming staff and volunteers to enable them to become more focused and efficient in producing better quality newscasts and spoken word programming with emphasis on local content.

Budget

Salary for Trainer	\$7,946
Salary for Staff Coordinator 1	4,330
Salary for Staff Coordinator 2	7,724
	<hr/>
	\$20,000

CKRH 98.5 FM Halifax, N.S.***Nouvelles locales : le cœur du succès à long terme***

CKRH will hire a full-time producer/researcher to establish high quality programming in three areas: local news, public affairs, and special broadcasts. This new employee will build a strong network on behalf of the station within the Halifax metropolitan area, which will ensure the long-term viability and cost-effectiveness of the producer/researcher position.

Budget

Salary for Producer/Researcher	\$19,596
Software	404
	<hr/>
	\$20,000

CKRP 95.7 FM Falher, Alta.***Réactualisation de CKRP-FM***

The station intends to enhance its community involvement through staff and volunteer training, with an aim to increase its listener base. CKRP will establish a committee, overseen by the board of directors, to manage and promote the station's activities with the assistance of employees. Training will also be provided to volunteers in order to organize and update all station files, to create new programming and to ensure proper equipment operation. In addition, the station plans to hold musically themed evening broadcasts and to promote itself by attending various local events.

Budget

Training	\$930
Travel Expenses and Publicity	2,480
Musical Events	6,200
	<hr/>
	\$9,610

CKUT 90.3 FM Montreal, Que.***Digitalization Development and Coordination***

Radio CKUT wishes to implement a digitalization system in order to facilitate the intake of new digital submissions and create a database and system management program in order to digitalize the newest releases received by the station.

Budget

Salary for Digitalization Development Coordinator	\$13,780
Equipment	500
Promotional Materials and Instruction Manual	300
	<hr/>
	\$14,580

CKUW 95.9 FM Winnipeg, Man.**Training 2.0**

The goal of this project is to update CKUW's training program to include web-based resources and short instructional videos. Revising the training would include porting the materials to a web-ready format so that trainees could access the manuals on their smart phones, tablets, and other devices. This would allow trainees to come to the workshops well prepared and volunteers could refer to training materials at any time. The station also wants to create high-quality training videos that cover some of the key areas of radio production.

Budget

Training Videos	\$11,000
PDF Manual Design in eBook Format	4,000
Project Coordination	5,000
	<u>\$14,580</u>

CKVI 91.9 FM Kingston, Ont.**Youth Radio Feature Exchange Project**

This collaborative project will team up youth from Kingston's "The Cave" with Toronto's Radio Regent. Both stations will empower diverse youth to create and produce radio documentaries & PSAs around art, culture, and social justice themes that are relevant to their lives and reflective of their communities. This project will enable youth from diverse backgrounds to develop core competencies related to programming and development; this will occur through training and mentorship opportunities related to the creation and broadcast of radio features and spoken word programming.

Budget

Salary for Project Coordinator 1	\$9,936
Salary for Project Coordinator 2	9,936
	<u>\$19,872</u>

CKVL 100.1 FM LaSalle, Que.**Démarrage d'un nouveau poste de journaliste et d'agent de développement**

CKVL will hire a student to work as a reporter/webmaster and development officer. The student will prepare informational spots regarding community events and will contribute to audience development by establishing partnerships with local organizations.

Budget

Salaries	\$17,802
Travel Expenses	600
Technical Expenses	500
Training Expenses	200
	<u>\$19,102</u>

CKXL 91.1 FM Winnipeg, Man.**Amélioration de la programmation**

Envol, the only French language community station in its broadcast area, will improve its programming through a four-part project. First, the station will hire a music director, who will improve the playlist and better match it to listener preferences and interests. Second, the station will prepare an introduction for each musical selection. Third, podcasts will be uploaded to the station website and made available to all listeners, thereby widening the reach of CKXL's music programming. Finally, the station will undertake a number of production and editing activities to not only provide new discoveries to music lovers, but also improve the overall quality of music broadcasting.

Budget

Salary Music Director	\$19,500
Software	500
	<u>\$20,000</u>

FUNDING DISTRIBUTION: RADIO TALENT DEVELOPMENT PROGRAM AND YOUTH INTERNSHIP PROGRAM

Since 2008, the CRFC also manages two programs that were originally to be administered by Astral Media – 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.

Call For Funding

The CRFC launched its fourth call for applications on February 29, 2012. As in the previous years, applicants were required to submit: a completed application form, a copy of their letters patent, the 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 April 11, 2012, the CRFC received a total of 44 applications from 38 applicants. 35 applications were approved.

Assessment

Project proposals under the *Radio Talent Development Program* and the *Youth Internship Program* were evaluated by an independent selection committee comprised of (from left to right):

- **Heather Gilberts**, PhD Candidate and Research Associate, Carleton University
- **Jerri Southcott**, Manager, Video Services, Health Canada
- **Natalie Bernardin**, Executive Director, Association des professionnels de la chanson et de la musique
- With **Marie-Ève Laramée-Gauvreau**, CRFC Program Officer



The evaluation process was generally the same as in previous years. A two-hour orientation session was held on May 3, 2012. This meeting was offered to committee members in order to give them the tools and documents necessary to fulfill their mandate, in addition to answering their questions and/or concerns. Applications were then divided equally between each member of the selection committee. The committee had three weeks to undertake a thorough analysis of their applications. In order to facilitate their discussions when evaluating proposals, committee members also familiarized themselves with the applications not specifically assigned to them. A private interactive online space to facilitate the assessment process where all of the applications and relevant material were posted was also made available the committee members.

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

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

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.

On May 21, 2012, the selection committee met in person for a day-long meeting to discuss and finalize its decisions. The program officer 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 \$267,742 to 35 recipients. Initially, the CRFC planned to distribute a total of \$160,000. However, after hiring its program officer, the Fund increased its capacity to manage more recipients and so chose to distribute funding left over from earlier contributions it had received. In the end, \$108,358 was awarded to 16 recipients under the *Radio Talent Development Program* and \$159,384 was provided to 19 recipients under the *Youth Internship Program*. The CRFC Board ratified the jury decisions on May 22. Notification was then sent to all applicants. Finally, on June 5, the CRFC announced the recipients through a press release.

The funding is issued throughout the term in the following manner:

- 90% is issued once the CRFC receives two signed copies of the funding agreement.
- The final 10% is issued following the assessment of a final report, which is due thirty days after the completion of the initiative.

Changes In Policy And Procedure

This year, no significant changes were made to the funding distribution procedure. However, the CRFC's new program officer read all applications before forwarding them to the selection committee. She also contacted some applicants early on in the decision process to request additional details as required. To facilitate the selection committee's work, the program officer was able to provide summary information (such as the applicant names and project descriptions) in the assessment grid.

Changes In Year 4 Recipients

Radio Anticosti (Quebec) had to turn down the CRFC's funding offered through the *Youth Internship Program*, citing a lack of available accommodation on Anticosti Island. The station was unable to find appropriate accommodation for an intern.

Year 4 Recipients

The following tables outline each initiative with its approved budget. A schedule detailing all disbursements and payables as of November 16, 2012 is included with the financial report.

Radio Talent Development Program

CFMH 107.3 FM Saint John, N.B.

Knowledge Hall – Community Lecture Series

This project seeks to bring the radio station out into its community through a series of public lectures held once a week for one to two months this summer. The lecturers will be drawn from the community and will be asked to deliver a 20 minute talk about a subject which they have some level of expertise in, but which is not necessarily their vocation. Examples would include asking a local musician to talk about their passion for comic books, or a local sommelier about his love of jazz, or a heart surgeon about how they make the world's best apple pie. The 20 minute talks will be followed by Q&A, the highlights of which will also be included in the radio program produced from each lecture.

Budget

Salary	\$7,200
Transportation	500
CD	50
Postal Fees	50
Equipment Location	200
	<u>\$8,000</u>

CFRO 102.7 FM Vancouver, B.C.

Good Morning Vancouver! Strengthening Independent Public Affairs Programming

This project will provide support, training and mentorship to the morning program, as well as to the more than 200 volunteers who regularly produce the 32 unique public affairs programs that air on Co-op Radio. The station will create opportunities whereby current public affairs programmers are able to share their content material, skills and resources with each other. As an alternative to the mainstream stations, CFRO wants to produce and air a regular, local and independent news broadcast. They will hire a Public Affairs Coordinator to oversee this project and coordinate this work.

Budget

Wages for Morning Show and Training Coordinator	\$6,337
Wages for Programming Coordinator	1,500
Wages for Technician	1,500
Wages for Financial Administrator	650
	<u>\$9,987</u>

CFUT 91.1 FM Shawinigan, Que.

Radiodiffusion de la 47e finale des Jeux du Québec à Shawinigan

From July 26 to August 3, 2012, Shawinigan will host the 47th finals of the Jeux du Québec. The station will broadcast the finals and produce informative and descriptive radio segments on a variety of themes, such as athlete training regimens. Above all, this project aims to provide listeners with the very best information available before, during, and after the games.

Budget

Salary for Hosts	\$9,800
Transportation	50
Equipment	100
	<u>\$10,000</u>

CHMA 106.9 FM Sackville, N.B.**CHMA Summer Quest Radio Camp**

The station will provide a daily radio workshop component to the existing summer-long camp programs being offered by Mount Allison University. Youth aged 7 to 12 years old as well as those aged 12 to 17 will learn all about radio and how to produce spoken word programming. The programming will then be aired on CHMA.

Budget

Salary	\$7,350
Printing Costs	300
Equipment	300
	<u>\$7,950</u>

CHOW 105.3 FM Amos, Que.**L'été dans ma MRC!**

CHOW plans to hire a summer intern who has an interest in radio broadcasting. The station will provide coaching to help the intern explore this interest through historical research on the Regional County Municipality's 16 small towns (excluding Amos itself). The intern will focus on summer attractions and events as well as conducting interviews.

Budget

Salary	<u>\$4,600</u>
	\$4,600

CHRW 94.9 FM London, Ont.**Women in Sports Documentaries**

A team of 6 volunteers from the community and the university working on a series of twenty five-to-seven minute-long documentaries examining former Female Western Athletes, such as Marnie McBean Olympian Rower, and Michelle Mommersteeg from the Mustang basketball team. The documentaries will look into what these women accomplished as athletes, the challenges of being a woman in sports and how their time as Mustang Athletes shaped these women as people.

Budget

Honorarium for Documentary Maker	\$1,800
Wages for Documentary Maker Coordinator	2,047
Wages for Staff Supervisor	1,431
	<u>\$5,278</u>

CHUO 89.1 FM Ottawa, Ont.**Specialty Programming Content Development**

This bilingual project focuses on specialty programming related to various local and national days of observance and commemoration such as International Women's Day, Franco-Ontarian Day and Black History Month as well as community radio specific events such as the yearly Homelessness Marathon organized by CKUT in Montreal and the newly minted International Radio Day. This content would come in the form of interviews, vox pops, and short audio pieces.

Budget

Wages for Production Coordinator	\$1,000
Stipends for Trainers	1,000
Training Resources	200
Translation	250
	<u>\$2,450</u>

CIDI 99.1 FM Ville de Lac Brome, Que.**Démarrage d'un nouveau poste de chercheuse-coordonnatrice pour la programmation**

The station will hire a researcher/coordinator who will work on audience development, seek out local talent, coordinate interviews on behalf of radio hosts, conduct interviews, and provide media coverage. This person will also coordinate social and cultural events for all ages. The station will broadcast this content throughout the Brome-Missisquoi region.

Budget

Salary	<u>\$10,000</u>
	\$10,000

CIVR 103.5 FM Yellowknife, N.W.T***Le Nord inusité et spectaculaire***

This project will lead to the creation of three radio documentaries on themes related to the exotic and spectacular nature of Canada's Far North, featuring subjects such as the region's fragile natural environment and tourist attractions. The station will work in partnership with reporters from *L'Aquilon* newspaper. Participants will also be trained in radio production.

Budget

Salary For Coordinator	\$1,100
Honorarium for Journalists	3,000
Honorarium for Survey	500
Office Supplies	200
Transportation	300
	<hr/>
	\$5,100

CJJJ 106.5 FM Brandon, Man.***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 coordinator will include the arranging, sourcing, recording, and editing of spoken word shows for broadcast on CJ-106 that highlights the growth of youth sub-cultures in Brandon.

Budget

Salary for Spoken Word Coordinator	\$3,000
	<hr/>
	\$3,000

CJLY 93.5 FM Nelson, B.C.***Documentaries on cooperatives***

2012 is the International Year of Cooperatives and the West Kootenay region is a hotbed of cooperatives - there are 11 in Nelson alone, a town of 10,000 people. In this project, the station will profile 8-10 of the most interesting co-ops in the area by creating a series of five half-hour documentaries.

Budget

Producer Contract for Production	\$5,000
Office Supplies	100
Salary for the Administration of the Project	220
	<hr/>
	\$5,320

CJPN 90.5 FM Fredericton, N.B.***Initiation à la radiophonie***

Forty-eight Grade 6 students from École Sainte-Anne will receive an introduction to radio broadcasting. They will learn how to research topics, write stories, and read them on-air, as well as the basics of hosting a radio show.

Budget

Salary	\$1,000
	<hr/>
	\$1,000

CJRG 94.5 FM Gaspé, Que.***Sur la route gaspésienne***

"Sur la route gaspésienne" will be a series of one-hour broadcasts, from noon to 1 p.m. every weekday, that will provide information on tourist attractions and the history of the Côte-de-Gaspé and Rocher-Percé region. This unique spoken word show will help tourists get acquainted with the region and will allow the local population to get reacquainted with their history and local attractions.

Budget

Salary	\$9,240
	<hr/>
	\$9,240

CKOA 89.7 FM Glace Bay, N.S.***I am Acadian***

This project will produce a radio documentary with emphasis on the spoken word. The concept is to explore the history of the Acadian population and the vibrant Acadian communities of Cape Breton. Many know of the expulsion of the Acadians in 1755 here in Nova Scotia, but the journey and story of how the Acadian people and their culture have survived and the many contributions they've made to our communities will be explored throughout this documentary. The station plans to examine the Acadian language which is French but has evolved into quite a unique language to the Acadian people and varies somewhat from the French spoken in Quebec and France. Their music has also been passed down through generations and some of our island's finest young musicians come from our Acadian communities.

Budget

Salaries	\$10,000
	<u>\$10,000</u>

CKUW 95.9 FM Winnipeg, Man.***Find Your Voice Radio***

In 2011, Find Your Voice and the Winnipeg Millennium Library published *The Past is Another Country*, an anthology of stories by New Canadians. The collection represents the experiences of writers from China, Ethiopia, India, Kenya, Korea, Macedonia, Nigeria, the Philippines, Poland, Taiwan, and Uzbekistan. The aim of Find Your Voice Radio is to bring to the airwaves a series of 16, pre-recorded 30 minute episodes that feature stories, experiences, issues and challenges of New Canadians.

Budget

Salary for Coordinator	\$5,400
Salary for Consultant	1,050
	<u>\$6,450</u>

CKVL 100.1 FM LaSalle, Que.***Escouade Connexion Radio 2012***

The project goals are to train the broadcasters of tomorrow, produce original content, enhance local development and community involvement, and promote LaSalle's community radio station through local community outreach.

Budget

Salaries	\$9,108
Transportation	400
Equipment	300
Training Costs	175
	<u>\$9,983</u>

Youth Internship Program

CFBX 92.5 FM Kamloops, B.C.**Youth Internship Program**

This funding will be used to create a 15-hour-per-week position allowing 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 expanding the radio show Locally Produced that is now in its second year, or by developing a new program that is still in line with these goals. Duties of the intern would be assisting in the music library, helping out at station events, learning to use production software, conducting interviews for and producing those shows, and hopefully making this programming available to other sector stations.

Budget

Salary	<u>\$6,509</u>
	\$6,509

CFFF 92.7 FM Peterborough, Ont.**Summer Events Intern Correspondent**

The SEIC 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 members/groups and organisations within Trent Radio's broadcast range. The SEIC will also produce a 5-part series featuring the Peterborough Folk Festival, its history, members and current successes.

Budget

Salary	<u>\$5,445</u>
	\$5,445

CFIM 32.7 FM Cap-aux-Meules, Que.**Stagiaire journaliste**

The station will hire a news reporter in order to enhance the on-location news coverage already provided by its other journalists. The intern will also learn CFIM's work methods and will receive assistance in preparing and hosting public affairs shows or documentaries.

Budget

Salary	<u>\$10,000</u>
	\$10,000

CFRC 101.9 FM Kingston, Ont.**CFRC Youth Programming Internships**

CFRC's Youth Programming Internships will recruit, train and mentor 5 youth between the ages of 16 and 30 for specialized, broadcast content-oriented, internships in the areas of Sports, Youth, News, Arts and Outreach programming.

Budget

Salary for Sports Programming Coordinator	\$1,650
Salary for Youth Programming Coordinator	1,760
Salary for News Programming Coordinator	2,816
Salary for Arts Programming Coordinator	1,485
Salary for Outreach Programming Coordinator	2,200
Technical Expenses	<u>89</u>
	\$10,000

CFRU 93.3 FM Guelph, Ont.***Spoken Word Programming Assistant***

This project will improve the quality of spoken word programming by increasing the support and training offered to volunteers (and to new volunteers in particular) in the area of spoken word programming. This will be accomplished through the work done over the course of a 6 month Spoken Word Programming Assistant internship position.

Budget

Salary for Spoken Word Programming Assistant	\$9,635
Software	<u>300</u>
	\$9,935

CFUV 101.9 FM Victoria, B.C.***Women's Collective Coordinator***

The Women's Collective Coordinator's job will be to help in the recruitment, training and empowerment of female volunteers. The Coordinator will organize monthly meetings for the Women's Collective, which includes any and all women within the station to help produce the weekly hour-long Public Affairs program *Women On Air*.

Budget

Salary for Women's Collective Coordinator	<u>\$9,440</u>
	\$9,440

CHAA 103.3 FM Longueuil, Que.***Concours radiophonique sous les feux de la rampe***

The station will hold the fourth edition of the "Sous les feux de la rampe" radio contest. Young up-and-coming singer-songwriters from Montréal's South Shore will have the opportunity to showcase their talent on air. Thirty-five one-hour radio shows featuring the contest finalists will be produced and broadcast by young people ages 16 to 30. Listeners will be able to vote for their favourite performers. Every week, a finalist will be selected. The winner is to be crowned during the grand finale gala, broadcast live on 103.3 FM.

Budget

Salary	<u>\$5,250</u>
	\$5,250

CHOD 92.1 FM Cornwall, Ont.***Stage de formation en animation et en production audio***

The intern(s) will host a live three-hour daily weekday show featuring the music of Canadian artists, with a special emphasis on artists from Eastern Ontario. The program will also provide coverage of large-scale community events as well as interviews with community members. The intern or interns will be trained in research, writing, speaking, interview techniques, and radio hosting.

Budget

Salaries	<u>\$9,449</u>
	\$9,449

CHQC 105.7 FM Saint John, N.B.***Stage programmation CHQC***

The project's main goal is to hire an intern who will provide support to the station's day-to-day operations. In addition to providing relevant work experience to a young intern in a linguistic minority setting, this initiative will improve regular news coverage of the local francophone community. CHQC also intends to increase its public profile and its presence at cultural or sports events.

Budget

Salary	<u>\$10,000</u>
	\$10,000

CIBL 101.5 FM Montréal, Que.***La radio comme extension des médias sociaux***

The project aims to further the integration of social media within radio programming and to enhance listener involvement and interaction. The station will hire an intern to work as a journalist and reach out to listeners through social media, which will enhance citizen participation before, during, and after CIBL's shows. This means the station will also be reaching out to younger listeners by using new communication platforms. The intern will go on-air throughout the day with messages, questions, and ideas in ways that will increase the exchange between the station and its listeners.

Budget

Salary	\$9,000
Manual Production	200
Design	300
	<hr/>
	\$9,500

CICK 93.9 FM Smithers, B.C.***CICK Youth Programming Initiative 2012***

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.

Budget

Technical Equipment	\$280
Salary	3,600
Transportation	50
Honoraria	2,400
	<hr/>
	\$6,330

CITR 101.9 FM Vancouver, B.C.***Cancon Coordinator***

The goal of this project is to provide career development and opportunity for one intern interested in music broadcasting and the music industry, and to support and create programming featuring local musicians. CITR will hire a Cancon Coordinator to support the activities of our music department, support the local music community through programming, and support programmers and local artists by organizing workshops. The station wants to build capacity to improve the quality and quantity of our Canadian content.

Budget

Wages for Cancon Coordinator	\$7,053
Wages for Music Department Manager	1,383
Workshops	800
Backline Rental or Purchase	300
	<hr/>
	\$9,536

CIWS 102.7 FM Stouffville, Ont.***Paid Student Intern***

The station will hire an intern for a period of 6 months to work 35 hours a week to develop additional radio programmes which require a coordinator. In addition there are editing duties which need to be done, especially the preparation of repeats of shows that were broadcast live. Entering new music into the computers also needs help. There are a huge variety of jobs that could be done by an intern and this would release existing volunteers to do more.

Budget

Salary	\$9,000
Travel	500
	<hr/>
	\$9,536

CJBE 90.5 FM Port-Menier, Que.***Stage en production***

Radio Anticosti will produce documentary-type programming on the stories, legends, and places to see on Anticosti Island. The show will be pre-recorded and broadcasted twice per week. The station will also produce a cultural show that introduces listeners to francophone music from all regions of Canada and will feature interviews and news from the world of arts and entertainment. This will be a weekly live show.

Budget

Salary	\$10,000
	<u>\$10,000</u>

CJLO 1690 AM Montréal, Que.***CJLO After School Broadcast Training & Mentoring Program***

This project would involve eight students from public high schools around the city to come into CJLO and be paired up into groups of two once a week for 10 weeks. These groups will be assigned a mentor who would be responsible for helping them as they develop their show idea throughout the program. An in-depth look at how a radio station runs and how to produce programming themselves would be provided to the groups. The program will culminate in the students producing a show live on-air for the last two weeks of the program.

Budget

Stipends for Coordinators and Mentors	\$5,000
Food and Drinks	200
Materials	100
	<u>\$5,300</u>

CJRM 97.3 FM Labrador City, N.L.***Être entendu et écouté par sa communauté : un savoir-faire radiophonique***

Rafale FM will offer a series of training workshops to young volunteers on an annual basis. These workshops will help the station in its volunteer recruitment efforts and enhance the volunteers' creative spirit. Participants will learn effective communication and listening skills. Throughout the workshops, the volunteers will become increasingly comfortable with the new technologies that are an integral part of modern radio broadcasting.

Budget

Transportation	\$2,995
Accommodation	1,305
Office Supplies	250
Salary for Trainers	4,350
	<u>\$8,900</u>

CKDU 88.1 FM Halifax, N.S.***Young Poets for Change***

The internship will hire one youth intern who has proposed to execute a project in youth engagement at the radio station. The project will tap into a niche community of young spoken word poets who have been requesting such a service be provided, and introduce youth in Halifax to their campus-community station.

Budget

Labour	\$4,675
Internship Positions	1,500
Materials and production of CD package	300
Technical Costs	300
	<u>\$6,775</u>

CKRH 98.5 FM Halifax, N.S.

Un producteur, des milliers d'auditeurs...

CKRH will hire a full-time production youth intern to help ensure the quality of Radio Halifax Métro's radio shows, the dynamism of the station and its credibility in the eyes of advertisers. This person will also support producers and volunteer hosts. The youth intern will benefit from training, mentoring, and learning opportunities. This project will also contribute to the development of the next generation of skilled and energetic members of the francophone community radio sector.

Budget

Salary	\$10,000
	<u>\$10,000</u>

CKUT 90.3 FM Montréal, Que.

Homelessness Marathon Outreach and Production Coordinator

In 2013 CKUT and stations across the country will create the eleventh annual Homelessness Marathon. Last year was the first time that CKUT hired a Homelessness Marathon-specific coordinator. The creation of this coordinator position was instrumental in increasing the quality of the Homelessness Marathon, engaging more volunteers and community members than ever, conducting improved outreach and promotions, and creating a full Homelessness Marathon training guide. The objective of the position is to work with the Community News Coordinator at CKUT 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.

Budget

Salary	\$7,515
	<u>\$7,515</u>

Year 3 Recipients

All of the initiatives from the third year recipients, which were approved in May 2011, have been completed. The following tables outline each initiative with its approved budget and indicate the final approved and reimbursed expenses and assessment. Except where noted, all final payments (10% of the total funding) were issued in full. A schedule detailing all disbursements and payables as of November 16, 2012 is included with the financial report.

Radio Talent Development Program

CFIM 92.7 FM Cap-aux-Meules, Que.

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. **Project Assessment:** CFIM accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Salary	\$4,585	Salary	\$4,585
	<u>\$4,585</u>		<u>\$4,585</u>

CFMH 107.3 FM Saint John, N.B.

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. **Project Assessment:** CFMH accomplished all of its goals. CFMH spent \$1,301 less than the approved budget. As the CRFC retained 10%, or \$723, CFMH returned the remaining \$508 to the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Program Coordinator	\$7,429	Program Coordinator	\$6,128
Transportation	500	Transportation	500
	<u>\$7,929</u>		<u>\$6,628</u>

CFRO 102.7 FM Vancouver, B.C.

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. **Project Assessment:** CFRO accomplished all of its goals. Request for budget changes was approved by the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Venue Costs	\$800	Venue Costs	\$1,469
Intern honorarium	2,500	Intern honorarium	2,500
Honorarium for workshop presenters	2,800	Honorarium for workshop presenters	1,800
Training manual, handouts, promotional posters	500	Training manual, handouts, promotional posters	131
Programming Coordinator	1,000	Programming Coordinator	1,500
Technical Coordinator	500	Technical Coordinator	500
Financial Administrator	375	Financial Administrator	575
	<u>\$8,475</u>		<u>\$8,475</u>

CFRU 93.3 FM Guelph, Ont.**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. **Project Assessment:** Most of the goals of the project were met. Number and diversity of volunteers was lower than expected and the coordinator needed more training than anticipated. Request for changes to the timeline was approved by the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Salary	\$7,200	Salary	\$7,200
	<u>\$7,200</u>		<u>\$7,200</u>

CIBL 101.5 FM Montréal Que.**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.

Project Assessment: CIBL accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Salary - Research & Coord.	\$7,000	Salary - Research & Coord.	\$7,000
Salary - Training	1,800	Salary - Training	1,800
	<u>\$8,800</u>		<u>\$8,800</u>

CITR 101,9 FM Vancouver, C.-B.**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. **Project Assessment:** CITR accomplished all of its goals. Request for budget changes, including a new expense, approved after the submission of final report.

<u>Budget</u>		<u>Final Budget</u>	
Coordinator	\$1,920	Coordinator	\$0
Assistant	1,080	Assistant	2,287
Sports Coordinator	960	Sports Coordinator	1,136
Conf/Culture Coordinator	960	Conf/Culture Coordinator	957
Technical Coordinator	1,080	Technical Coordinator	1,136
Broadcast Producers	1,500	Broadcast Producers	1,674
Volunteer Honoraria	1,500	Volunteer Honoraria	1,200
CITR Program Coordinator	192	CiTR Program Coordinator	349
Travel Costs	480	Travel Costs	168
Accommodation	300	Accommodation	0
		Internet	194
	<u>\$9,972</u>		<u>\$9,972</u>

CJJ 106.5 FM Brandon, Man.**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. **Project Assessment:** CJJJ accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Salary	\$2,500	Salary	\$2,500
	<u>\$2,500</u>		<u>\$2,500</u>

CJMP 90.1 FM Powell River, B.C.**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. **Project Assessment:** CJMP accomplished all of its goals. Following the submission of an incomplete and late final report, some expenses were not approved due to insufficient proof that the money was spent (receipts/invoices). CJMP spent \$982 less than the approved budget. As the CRFC retained 10%, or \$521, CJMP returned the remaining \$461 to the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Researcher	\$500	Researcher	\$500
Producer(s)	640	Producer(s)	640
Technical Supplies	300	Technical Supplies	208
Travel for Guests	250	Travel for Guests	0
Training Workshop	1,600	Training Workshop	1,600
Two Hosts	1,280	Two Hosts	1,280
One part-time host	640	One part-time host	0
	<u>\$5,210</u>		<u>\$4,228</u>

CKDU 88.1 FM Halifax, N.S.**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. **Project Assessment:** CKDU accomplished all of its goals. CKDU spent \$14 less than the approved budget. As the CRFC retained 10%, or \$369, a final payment of \$355 was issued.

<u>Budget</u>		<u>Final Budget</u>	
Labour (Research, Editing and Production)	\$2,488	Labour (Research, Editing and Production)	\$2,488
Design of Web and CD package	300	Design of Web and CD package	300
Materials and Production of CD package	300	Materials and Production of CD package	286
H2 Zoom recorder, 1 pair headphones, USB flash drives	300	H2 Zoom recorder, 1 pair headphones, USB flash drives	300
Mentorship Honoraria	300	Mentorship Honoraria	300
	<u>3,688</u>		<u>\$3,674</u>

CKUW 95.9 FM Winnipeg, Man.**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. **Project Assessment:** CKUW accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Producer	\$5,500	Producer	\$5,500
Performers	1,600	Performers	1,600
Honorarium (program work-shopping & script development)	1,600	Honorarium (program work-shopping & script development)	1,600
Equipment	300	Equipment	300
Website	800	Website	800
	<u>\$9,800</u>		<u>\$9,800</u>

CKVL 100.1 LaSalle, Que.**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. **Project Assessment:** CKVL accomplished all of its goals. The station experienced many delays. Two changes to the project timeline were approved. CKVL sent its final report after the deadline. This report was incomplete. In light of the recipient’s lack of communication, transparency, and collaboration, the CRFC denied a request to reallocate funding between expense categories. As the CRFC retained 10%, or \$655, a final payment of \$355 was issued.

<u>Budget</u>		<u>Final Budget</u>	
Coordinator Honoraria	\$5,250	Coordinator Honoraria	\$5,250
Interview Recording	300	Interview Recording	0
Transportation	200	Transportation	200
Photocopies, USB keys, etc.	50	Photocopies, USB keys, etc.	50
Website Creation	750	Website Creation	750
	<u>\$6,550</u>		<u>\$6,250</u>

CKXL 91.1 FM Winnipeg, Man.**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. **Project Assessment:** CKXL accomplished all of its goals. Request for reallocation of funds was approved by the CRFC at the end of the project.

<u>Budget</u>		<u>Final Budget</u>	
Travel	\$300	Travel	\$300
Printing, stamps, paper	500	Printing, stamps, paper	500
Salary and MERCs	7,700	Salary and MERCs	7,700
	<u>\$8,500</u>		<u>\$8,500</u>

Youth Internship Program

CFBX 92.5 FM Kamloops, B.C.

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. **Project Assessment:** CFBX accomplished all of its goals. CFBX spent \$165 less than the approved budget. As the CRFC retained 10%, or \$651, a final payment of \$486 was issued.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$5,760	Wages (including Employer costs)	\$6,343
Employer costs	748		
	\$6,508		\$6,343

CFFF 92.7 FM Peterborough, Ont.

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. **Project Assessment:** CFFF accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$5,313	Wages	\$5,313
	\$5,313		\$5,313

CFRC 101.9 FM Kingston, Ont.

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. **Project Assessment:** Most of the goals have been met. Participants had varying levels of experience. This made the implementation of training and mentoring plans difficult. CFRC did not produce the planned number of programming hours because of a lack of available airtime. Request for reallocation of funds approved by the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$4,400	Wages	\$4,400
Travel Expenses	120	Travel Expenses	86
Training	440	Training	440
Technical Expenses	300	Technical Expenses	334
	\$5,260		\$5,260

CHOW 105.3 FM Amos, Que.**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. **Project Assessment:** CHOW accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$4,000	Wages (including Employer costs)	\$4,600
Employer costs	600		
	<u>\$4,600</u>		<u>\$4,600</u>

CHRY 105.5 FM Toronto, Ont.**Mic'd Up: Community Connect Program**

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. **Project Assessment:** CHRY accomplished all of its goals. Recipient submitted an incomplete final report 2 months after the deadline. Recipient did not spend funds according to the funding agreement. In the end, the FCRC approved \$4,579 in expenses. As the first payment of 90% issued to CHRY was also \$4,579, no final payment was issued.

<u>Budget</u>		<u>Final Budget</u>	
Program Facilitator	\$788	Program Facilitator	\$789
Support Staff	1,968	Support Staff	1,972
Employer Benefits	317	Employer Benefits	318
H1 Handy recorders and accessories	300	H1 Handy recorders and accessories	258
Promotions	375	Promotions	381
Program Supplies	640	Program Supplies	151
Facility & Event Costs	700	Facility & Event Costs	710
	<u>\$5,088</u>		<u>\$4,579</u>

CICK 93.9 FM Smithers, B.C.**CICK Youth Programming Initiative**

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. **Project Assessment:** CICK accomplished all of its goals. CICK spent \$600 less than the approved budget. As the CRFC retained 10%, or \$655, a final payment of \$65 was issued.

<u>Budget</u>		<u>Final Budget</u>	
SD memory cards, batteries, portable recorder	\$250	SD memory cards, batteries, portable recorder	\$250
Wages (training)	2,800	Wages (training)	2,800
Internship honoraria	3,000	Internship honoraria	3,000
Travel expenses	600	Travel expenses	0
	<u>\$6,650</u>		<u>\$6,050</u>

CIEU 94.9 FM and 106.1 FM Carleton-sur-Mer, Que.**Relève en information régionale**

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. **Project Assessment:** CIEU accomplished all of its goals. However, they intended to offer a job to the intern after the internship, but she declined.

<u>Budget</u>		<u>Final Budget</u>	
Wages	<u>\$10,000</u>	Wages	<u>\$10,000</u>
	\$10,000		\$10,000

CIVL 101.7 FM Abbotsford, B.C.**Community News Editor**

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.

Project Assessment: CIVL accomplished all of its goals. CIVL spent \$489 less than the approved budget. As the CRFC retained 10%, or \$588, a final payment of \$99 was issued.

<u>Budget</u>		<u>Final Budget</u>	
Salary	<u>\$5,883</u>	Salary	<u>\$5,394</u>
	\$5,883		\$5,394

CJLO 1690 AM Montréal, Que.**CJLO After School Broadcast Training & Mentoring Program**

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. **Project Assessment:** CJLO accomplished all of its goals. CJLO spent \$305 less than the approved budget. As the CRFC retained 10%, or \$639, a final payment of \$334 was issued.

<u>Budget</u>		<u>Final Budget</u>	
Project Coordinator Training Fees	\$63	Project Coordinator Training Fees	\$62
Project Coordinator Wages	938	Project Coordinator Wages	938
Mentor & Workshop Leader	2,025	Mentor & Workshop Leader	2,000
Mentor & Program Leader	2,625	Mentor & Program Leader	2,625
Program Leader	338	Program Leader	300
Snacks and Drinks	200	Snacks and Drinks	91
Blank CDs and Printing	<u>200</u>	Blank CDs and Printing	<u>68</u>
	\$6,389		\$6,084

CJSF 90.1 FM Burnaby, B.C.***Aboriginal People in Relation to the Law in Canada***

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. **Project Assessment:** CJSF accomplished all of its goals. Request for budget and timeline changes were approved by the CRFC. Reallocation of funds approved both during the project and after the submission of the final report.

<u>Budget</u>		<u>Final Budget</u>	
Project Coordinator	\$3,200	Project Coordinator	\$3,500
Intern Coordinator	2,400	Intern Coordinator	2,100
Youth Intern	1,750	Youth Intern	3,000
Youth Intern	1,750	Youth Intern	1,400
Training and workshops	600	Training and workshops	0
Zoom portable recorder	200	Zoom portable recorder	0
Travel	100	Travel	0
	<u>\$10,000</u>		<u>\$10,000</u>

CKJM 106.1 FM et 92.5 FM Chéticamp, N.S.***Formation de jeunes pour la relève***

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. **Project Assessment:** CKJM accomplished all of its goals. CKJM spent \$1,279 less than the approved budget. As the CRFC retained 10%, or \$835, CKJM returned the remaining \$444 to the CRFC.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$7,350	Wages (including MERCs)	\$7,071
MERCs	1,000		
	<u>\$8,350</u>		<u>\$7,071</u>

CKOA 89.7 FM Glace Bay, N.S.***Cape Breton's Next Wave***

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. **Project Assessment:** CKOA accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Intern wages	\$9,600	Intern wages (including Employer costs)	\$10,000
Employer costs	400		
	<u>\$10,000</u>		<u>\$10,000</u>

CKRH 98.5 FM Halifax N.S.***Producteur délégué / animateur***

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. **Project Assessment:** CKRH accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Wages	\$8,379	Wages	\$8,379
	<u>\$8,379</u>		<u>\$8,379</u>

CKUT 90.3 FM Montréal, Que.

Homelessness Marathon Outreach and Production Coordinator

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.

Project Assessment: CKUT accomplished all of its goals.

<u>Budget</u>		<u>Final Budget</u>	
Intern Wages	\$6,592	Intern Wages (including Employer	\$7,515
Employer Costs	923	Costs)	
	<u>\$7,515</u>		<u>\$7,515</u>

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. For the most part, all accounting and bookkeeping is done by CRFC staff. In 2012, the CRFC began working with an accountant, Groupe Conseil SL.

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.

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 4 for the 2011-2012 audited financial statements. Once again, the CRFC engaged Marcil Lavallée to conduct the audit. The following notes offer further explanation.

Overview of Statement of Operations

Program Activities:

- **Revenue from Canadian Content Development contributions:** 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. Therefore, the program expenses are equal to the revenues received, and the revenue that has not been awarded is deferred to the following year.
- **Program Expenses:** This is the funding that is distributed to the sector. Please see Appendices 5 and 6 for the detailed breakdown of payments for Year 3 and Year 4 recipients of the annual Astral Media contribution as of August 31, 2012. This year, a total of \$243,929 of funding from Astral Media Radio was distributed to Year 3 and Year 4 recipients (\$102,836 for the Radio Talent Development Program and \$141,093 for the Youth Internship Program).

Operations Activities:

- **Revenue from Canadian Content Development contributions:** As per an agreement with the CRTC, the CRFC retained 15% of the first \$1,500,000 of funding received through Canadian Content Development Contributions (CCD) for operations. The CRFC retained 5% for operations on all amounts above \$1.5 Million. Unused portions are not deferred, however, the CRFC tracks these amounts to ensure that all CCD-related operational revenue is used only for approved expenses.

- Operating Expenses
 - Salaries and Benefits reflect the costs associated with having the executive director and program director.
 - Rent: this is for the CRFC office at 325 Dalhousie from November 2011 to August 2012.
 - Meeting Expenses: This included the 2011 AGM, honoraria and expenses for this year's two selection committees, 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.
 - Professional Fees include a lawyer (for policy and by-law work), accountant, the annual audit, and professional development (such as training for staff).
 - Translation of all 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.
 - Office expenses include 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. In 2011-2012, the CRFC also furnished its new office.
 - Telecommunications includes monthly telephone costs, a teleconferencing service, and internet.
 - Insurance: The CRFC has Directors' and Officers' Liability Insurance and General Liability Insurance for its office through The Co-operators.
 - 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 computers and major office furniture.

Other Revenue:

- Interest: The CRFC received approximately \$650 each month in interest from the Desjardins savings account.
- Membership Fees: CRFC members pay \$20 per year in membership fees. In 2011-12, there were 80 members.
- In-kind contributions: These reflect services offered at no monetary cost by various contributors. In 2011-12, ARC du Canada donated two months of office space

Overview of Statement of Financial Operation

Assets

- Cash:
 - As of August 31, 2012, the CRFC had \$28,877.13 in the chequing account and \$2,041,146.30 in the savings account.
 - Most of the cash received in 2011-2012 was from the broadcasting industry. \$1,036,752.28 was related to tangible benefits, and \$610,597.04 came from annual contributions to CCD. As annual contributions to CCD are based on the revenues of the commercial radio broadcasters, the details are not included in this report and instead are filed separately with the CRTC.
- Accounts Receivable: As of August 31, 2012, two commercial radio broadcasters had amounts outstanding related to both tangible benefits and annual contributions to CCD. For reasons of confidentiality, these amounts are not disclosed here.
- Pre-paid Expenses: This includes the last month of rent paid in advance to Union du Canada as well as rent and employee benefits for September 2012.
- Capital Assets: This represents the current value of the CRFC's computers and major office furniture.

Liabilities

- Accounts payable and accrued liabilities: Most of this amount is the 2011-2012 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 in subsequent years.
- Net assets: This is the CRFC's accumulated surplus. The excess of revenue over expenses for 2011-2012 was \$73,152, with \$54,615 in CCD-related operational revenue. The remainder is related to interest and membership fees as well as accumulated surpluses from previous years.



Community Radio Fund of Canada
Fonds canadien de la radio communautaire

GUIDELINES

RADIOMETRES

*Measuring the development, participation and sustainability
of campus and community radio stations*

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SECTION 1 – INTRODUCTION

About the CRFC

The Community Radio Fund of Canada (CRFC) is an independent not-for-profit funding organization. Its mandate is to provide support to the 175 licensed 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 CRFC is to provide this support under the following program priority areas:

1. Local Community News and Access

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

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

2. Community Music and Expression

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

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

3. Emerging Distribution Technologies

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

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

4. Sustainability and Capacity-Building

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

- Assistance to stations in core competency areas like governance, management, programming, volunteer support, community relations, and development.
- Support for stations in communities underserved by other media, including rural areas.

About the program

The CRFC is pleased to launch its first call for funding applications for *Radiometres*, a program for the development, participation, and sustainability of campus and community radio stations in Canada.

In July 2010, the Canadian Radio-television and Telecommunications Commission (CRTC) published its new *Campus and Community Radio Policy* (CRTC 2010-499), which included funding from Canada's private radio broadcasters through a portion of their Canadian Content Development (CCD) contributions. These contributions are intended to fund initiatives that help create and promote quality audio content for broadcasting. The funding distributed under *Radiometres* comes from these CCD contributions.

CCD initiatives are geared toward the support, promotion, training, and development of Canadian musical and spoken word talent. The *Campus and Community Radio Policy* recognizes that CCD should strengthen volunteerism, programming, and community participation, and that it should be directed primarily at enhancing programming and volunteer training.

To meet both the requirements of the CRTC and the needs of campus and community radio sector, the CRFC has established *Radiometres*, an outcomes-based approach program. This approach is focused on funding what the stations need and then measuring how successful they are in getting there. Under *Radiometres*, three outcomes have been established to reflect some of the key goals of the campus and community radio sector, the CRTC, and the Canadian broadcasting system.

So long as a station's request fits under CRFC priority areas (page 3), CRTC requirements, and at least one of the following three outcomes, this program is flexible when it comes to the activities that are undertaken by the station.

Here are the three outcomes of the *Radiometres* program:

1. High-quality, locally-reflective music and spoken word programming.
2. Skilled and sustainable volunteer participation in local content creation and operations.
3. Diverse community participation in governance, programming, and content.

Under this program, the CRFC will support projects submitted by campus and community radio stations that aim to achieve these outcomes in the long term. This will lead to stronger and more vibrant local community broadcasting in Canada.

SECTION 2 – ELIGIBILITY

Who is eligible?

Eligible recipients are not-for-profit stations who hold a CRTC-issued campus, community-based campus, campus instructional, or community (type A or B) radio broadcasting licence in Canada (as set out in Public Notices CRTC 2000-12, 2000-13, or 2010-499).

The CRFC accepts collaborative applications. However, one of the applicants must be designated as the lead and legal partner and must be eligible for funding. This partner must sign and submit the application and will be responsible for all communications with the CRFC. A letter of understanding that indicates the roles and responsibilities of each partner is required.

Any previous recipient with outstanding reports or amounts owed to the CRFC will not be eligible for any new funding until the previous file is closed and all monies have been paid out or received.

Which projects are eligible?

Applicants can submit a funding application for a project that addresses the program outcomes in a way that is also in line with at least one the CRFC program priority areas (page 3). Each application must include the steps to follow in order to achieve these results as well as a way to measure its progress. The CRFC has provided an application form to help applicants provide the requested information.

What amount is eligible?

Applicants can submit proposals up to \$20,000. Total funding available under the program is \$1,000,000.

What expenses are eligible?

Eligible expenses include direct project expenditures. This means that all requested expenses to be covered by the CRFC in the funding application must be directly related to your project. The expenses do not need to be new and unique to your station's budget, but you must be able to show how each expense contributes to your proposed activities, and in turn, your proposed goals.

The CRFC reserves the right to accept or reject any expense not compliant with the goals and objectives of the program or with CRTC CCD-related policies.

If your application is approved, any expense not included in your funding agreement will not be reimbursed by the CRFC.

Examples of eligible expenditures related to a project or activity:

- Wages and honoraria, including mandatory employment-related costs (MERCs);
- Project coordination costs;
- External training fees;
- Technical expenses up to \$500 (portable recorders, USB keys, CDs, editing software, etc.);
- Advertising and promotional material about the project;
- Travel expenses, if relevant to the project;
- Website costs related directly to the project activities (this cannot include hosting or domain fees, or regular maintenance or upgrading of the existing website);
- Applicable sales taxes that the recipient has to pay on eligible expenses of the project.

Examples of expenses that are not eligible:

- Capital equipment (computers, office software, furniture, soundboards, transmitters, etc.);
- General administrative fees or overhead fees (indirect costs, often a percentage of the total project budget);
- Existing studio or equipment rental or maintenance
- Advertising and promotional material about the station;
- Technical briefs submitted as part of any Industry Canada/CRTC licencing process;
- Registrations, travel, or accommodations associated with attending conferences;
- Expenses incurred in preparing this application;
- Auditing fees, legal fees, or fines;
- Recoverable taxes, tuitions, or related fees;
- Interest fees on late payments.

What is the eligible funding period?

Funding term can start at the earliest on November 5, 2012 and at the latest on January 7, 2013. The end date of the project must be on or before August 31, 2013.

Applications spanning more than one funding term will not be accepted. Applicants can be funded for the same project two years in a row or more as long as there are measurable goals for each year. If submitting applications that are similar to your previously funded applications, applicants are encouraged to demonstrate that they are not creating a dependency on the CRFC for the future continuation of the project.

SECTION 3 – HOW THE APPLICATION PROCESS WORKS

Before starting an application for funding, it is suggested that you:

1. Communicate with the CRFC to discuss your proposal.
2. Read the guidelines, especially Annex A titled *Tips for writing your application*.
3. Compile the required mandatory documentation.

Application deadline

The CRFC will accept applications until **August 21, 2012** at midnight in your time zone.

1. **By post:** send one complete paper copy of your signed application. Your envelope must be clearly postmarked on or before **August 21** and sent to the following address:

Community Radio Fund of Canada
325 Dalhousie Street, suite 903
Ottawa, Ontario K1N 7G2

2. **By email:** ALSO send the Word version of your application form and as much of your supporting documentation as possible on or before **August 21** to:

applications@communityradiofund.org

It is your responsibility to keep a proof of the date your application was sent. The CRFC will not accept applications sent by fax.

You must submit all documents required for the assessment of the application. It should also be noted that the CRFC will not search for or provide any material that is not included with your application, such as your CRTC licence or station information. The CRFC reserves the right to reject any applications that it deems incomplete.

For previous applicants, please resubmit all the required documentation. The CRFC will not access any previously submitted documents in the assessment of your current application.

You will receive an email confirmation that your application has been received. All funding applications will be pre-screened and assessed. You may be asked to provide clarifications on your application. You will have one week to provide your answers.

Number of applications

- Each station may submit one application per call for funding.
- In the case of collaborative applications, the same project can only be presented once and by one station.
- Applicants may apply for funding under the program even if they currently are recipients of other programs administered by the CRFC.

Required documentation

In addition to the signed application form, applicants must submit all of the following documents:

- A resolution from the board of directors authorizing the application and project as well as identifying the official signer who will be responsible for the project.
- A copy of the *first page* of your letters patent, provincial or federal charter, etc.
- A copy of the *first page* of your most recent valid CRTC licence (and NOT the Industry Canada certificate).
- Audited financial statements of the last fiscal year. If you do not have audited statements, you may submit statements that have been reviewed by an accountant outside of your organization.
- Current operating budget of your station for the current fiscal year.
- List of board members and employees.
- General information on your station such as an annual report, an organizational chart, or other informational documents.

If you are unable to provide all required documents, please contact the CRFC as soon as possible.

CONTACT PERSON:

Marie-Ève Laramée-Gauvreau
Program Officer
325 Dalhousie St., suite 903
Ottawa, Ontario K1N 7G2

Phone: (613) 325-3513
Toll free: (888) 583-1163
Fax: (613) 482-5162

Email: marie-eve@communityradiofund.org

SECTION 4 – HOW THE EVALUATION PROCESS WORKS

The CRFC will only assess applications submitted:

- By eligible applicants and for eligible projects.
- On or before the application deadline of August 21, 2012.
- As per application form and including the required mandatory documentation.

Selection criteria

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

- The value, relevance, and strength of the application in relation to the CRFC's outcomes and program priorities as well as CCD objectives.
- How the application benefits the station and those it serves.
- The originality and innovative elements of the application.
- A realistic budget and timeline.
- The capacity of the station to manage the project, budget, and timeline.
- The financial need of the station.
- The quality of the presentation.

Application approval

The CRFC will advise applicants as to whether or not their application has been successful. The CRFC plans to announce the list of recipients in October 2012.

The CRFC will enter into a funding agreement with successful applicants that outlines the terms, responsibilities, approved activities and expenses, activities and approved expenses, and reporting mechanisms of both parties. The agreement will also outline the expected results of the funding contribution along with measurable performance targets for the project.

Recipient obligations

The projects will be monitored to ensure that funds are spent in accordance with the agreement. They will also be assessed to ensure that they effectively achieve their objectives.

During the funding period, recipients should immediately contact the CRFC in the event of any changes to the project, as described in the funding agreement (content, staff, budget, schedule, etc.). The CRFC will be able to offer support and provide guidance to recipients throughout the project.

In addition, all recipients are required to submit at least one report on the project. The due dates will be specified in the funding agreement.

1. Mid-term report: Recipients receiving funding over a period of three months or more will be required to submit a report halfway through the funding term, based on a format provided by the CRFC. This will include an update of activities, a summary of progress on achieving goals, explanation of any significant challenges or delays, and a financial summary. The report will be assessed by the CRFC.
2. Final report: All recipients must submit a final report no later than 30 days following the end date indicated in the funding agreement. The final report includes:
 - A final report form.
 - A station budget-versus-actual report that verifies the proper accounting of related expenses.
 - Copies of all receipts, invoices, pay stubs/payroll report, etc.
 - A copy of any completed resources/materials that may have been produced.
 - A copy of any related programming.

Payment schedule

If your application is successful, a first installment of 75% of the total contribution will be paid when the CRFC receives two signed copies of the funding agreement.

For projects receiving funding over a period of three months, a second installment of 10% will be paid when the CRFC receives and approves the mid-term report. The remaining 15% will be paid when the CRFC receives and approves your final report.

For project covering a period of less than three months, the final 25% of the contribution will be paid when the CRFC receives and approves your final report.

If the planned percentage of funding allocated throughout your project jeopardizes its completion, you will be invited to contact the CRFC and submit a written request explaining why you should receive a higher percentage of the contribution before the end of your project.

ANNEX A – TIPS ON HOW TO COMPLETE THE APPLICATION FORM

APPLICANT INFORMATION

1. The legal name refers to the name of your organization, as indicated on your legal documents (letters patent, provincial or federal charter, etc.).
2. The address should include the following: street, city, province / territory, and postal code.
3. Please include a mailing address only if it differs from the physical address.
4. Please include the URL of your website. If your station does not have a website, simply indicate N/A.

Questions 5 to 7: Only answer these questions if you are collaborating with others with respect to administering your project. If this is your case, you will need to send a letter of understanding from each partner. A collaborative application would involve sharing workload, material and financial resources, supervising staff and/or volunteers, sharing administrative tasks, etc.

CONTACT INFORMATION

Questions 8 to 12: Please indicate the name and title of the person in charge of the project and their contact information. This person must be authorized to act as such by your board.

STATION OVERVIEW

13. Please provide the basic information about your station in order to give an overall picture of your situation (in a few paragraphs). It is suggested to include the following: brief history, mandate, organizational structure, number and function of employees (full-time, part time, contract or casual), number of volunteers, and financial and material resources. Do not assume that members of our selection committee know your station.
14. Please provide, in a few sentences, information that will help us understand which community (and communities) your station serves (rural or urban, population size, diversity, nature of your listeners, number of listeners, etc.).

PROJECT OVERVIEW

15. The CRFC will use this title to identify your project in its communications (press releases, website, etc.). Your title can be either creative or descriptive.
16. There is no limit to the length of your response, but it is best to describe the project clearly and concisely. In addition to your summary, you should make connections with the program priorities of the CRFC (refer to pages 3 of this document). Your text may be reproduced in whole or in part, on the CRFC website and in your funding agreement, if approved.

17. Remember, your project must begin no earlier than November 5, 2012 and no later than January 7, 2013 and it must end no later than August 31, 2013.
18. This amount cannot exceed \$20,000.
19. This amount includes all estimated expenditures required to complete your project (funds requested from the CRFC, in addition to any amount invested by your station, partners or other funders for the project for which you are requesting funding). Your total budget can be the same as the amount requested from the CRFC.

DETAILED DESCRIPTION OF THE PROPOSED PROJECT

20. Of the three outcomes of the program, please choose one outcome you want to achieve through the implementation of your project. If more than one outcome can be achieved, select the most appropriate.
21. Please provide, in a few paragraphs, a description of the starting point of your project.
22. Please describe, in a few paragraphs, what you want to achieve through this project or, in other words, the changes that will occur at your station. But be careful, we want you to have reasonable outcomes for your project! Examples include local music featured on air or the contribution of volunteers to the station activities. This information will be included in the funding agreements.
23. Your project must be measurable quantitatively and/or qualitatively and this is how you will know how you have achieved success. This should be a simple answer, such as a number, a percentage, or a short phrase. Examples include increasing the amount of your local news coverage by 30 minutes, having five different communities represented on-air, or receiving positive listeners' feedback regarding the quality of spoken word programming. This information will be included in the funding agreements.
24. Indicate what you will do during this project, particularly with the funding requested from the CRFC. Examples include holding a training session, hiring a volunteer coordinator, or writing an orientation manual for volunteers.
25. This should include how employees and/or volunteers will be involved in the project and the estimated number of hours that they will work. Please add a short description for each item (for example, which tasks will be accomplished by the program director of the station). This does not necessarily mean you are requesting funding for these resources. We just want to know how other station people are involved and what kinds of hours they are contributing.
26. It may be money, time, partners, equipment, facilities, or expertise. Please add a short description for each item. As above, this does not necessarily mean you are requesting funding for these items. But this gives us a greater overall picture.
27. Specify the different milestones of your project and explain how your monitoring plan is adequate to achieve them. If you are hiring staff, describe in detail your supervision plan.

- 28. Risks are elements that could compromise the success of your project. This may be, for example, a lower participation in your activities, a hardware failure, the higher cost of material, delays, etc. Also indicate what you plan on doing to resolve these problems.
- 29. You should describe any prior relevant experience in managing financial contributions and/or station projects (including a timeline and a budget). If you don't have any prior experience, you can talk about activities that have involved have an action plan and spending money as well as how you were able to track progress.
- 30. This question is an opportunity for you to tell us why your project is important for your station and the community it serves. Show that the project is feasible, realistic, and effective. It's time to sell yourself!
- 31. Demonstrate how your project will be effective in the long term. Put forward the project's ability to have a lasting impact within your station and the community. This question is important as it will help the jurors to see the value of your project.

TIMELINE

- 32. We want to clearly see your action plan and the feasibility of your project in a given period of time. Be as precise as you can. Don't forget, your project must take place between November 5, 2012 and August 31, 2013 inclusively. It must also start no later than January 7, 2013.

Example:

Activity	Date
Hire a volunteer coordinator	Week of Nov. 26
Production of an orientation guide	Dec. 3 to Jan. 4
Holding a two-day orientation session	Jan. 19-20

DETAILED BUDGET

- 33. List all expenses of your project in the first column of the budget (e.g. wages) and include a short description and/or comment in the second column (e.g. \$12/hour, 30 hours/week for 12 weeks). You must be clear on which expenses will be covered by the CRFC. If your application is approved, this information will be used in your funding agreement. All costs must be related to the CRFC's program priorities, the program you are applying to, and to your project.
- 34. Additional contributions could come from your station, other funders or sponsors, partners, in-kind donations, etc. Please indicate whether the proposed amounts are secured or if they are to be confirmed (e.g., an amount is to be confirmed if you are still waiting for a response from another funding program that would be a partner in this project).

OTHER INFORMATION

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

DECLARATION

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

ANNEX B - DEFINITIONS

Activity: Action performed using an input. This is what you will do with CRFC funds.

Financial Statements: Typically, financial statements include at least the following three statements: balance sheet or statement of financial position, income statement or statement of activities, and a statement of cash flows. Audited financial statements include a notice to reader, review engagement, or auditor's report.

In-kind Contributions: Goods or services that are provided without charge by a third party or by the applicant. An in-kind contribution is considered a real contribution to the total expenses of the project.

Input: Resource used to carry out an activity. This is what you need to carry out the project and what the CRFC will fund.

Operating Budget: Document that lists the planned revenues and expenditures of a station for the year(s).

Outcome: The long-term end result. It reflects changes and new situations brought about by the funding. It is also a result of the outputs and activities made possible by funding and other inputs. They are measured over a longer period of time.

Outcome-based Management: Management approach that focuses on achieving outcomes, implementing performance measurement, learning, adaptation, and reporting.

Output: The direct products and results of the activities carried out. Outputs are clearly defined and measurable. Measurement of outputs contributes to the assessment of activities and evaluation of outcomes. Outputs are the concrete results that recipients will create or produce with CRFC support.

Performance Indicator: Quantitative or qualitative measures of the actual result of a project. Quantitative indicators include numbers and percentages (e.g. the number of hours of local programming broadcast per week or number of volunteers who received training). Qualitative indicators include measures of judgment or perceptions of a person or group with respect to something (e.g. the listeners' opinion regarding the quality of spoken word compiled in a survey).

Project: The CRFC no longer administers its programs under a project-based model. In the context of the application, a project is a planned set of activities to be executed over a funding term.

ANNEX C – EXAMPLES

The following table provides a few examples of outputs, activities, and inputs under each of the three program outcomes.

Outcome	Outputs and Performance Indicators	Activities	CRFC-funded Inputs
High-quality, locally-reflective music and spoken word programming	1. Local news and public affairs coverage <u>Indicator:</u> Number of hours of programming; type and range of issues covered	Journalistic training for volunteers to cover municipal issues and elections	Trainer(s), staff time for coordination, training materials, transportation costs
	2. Local music featured on-air <u>Indicator:</u> Number of minutes of local creative content aired; number of local artist interviews	Launching a call for demos from local artists as part of a “local culture month”	Staff time for coordination, promotional materials
Skilled and sustainable volunteer participation in local content creation and operations	1. Skilled Production Volunteers <u>Indicator:</u> Number of volunteer hours logged; number of interviews/stories aired	Training for volunteers in story-based interviewing techniques and technical production	Trainer(s), staff time for coordination, training materials
	2. Voluntary contributions to programming and operations <u>Indicator:</u> Number of volunteers; Number of volunteer hours in non-programming positions/functions	Launching a volunteer recruitment campaign and providing orientation for volunteers	Staff time for coordination and training, promotional materials, venue and equipment rental for public event, transportation costs, training materials
Diverse community participation in governance, programming, and content	1. Community-access programming <u>Indicator:</u> Number of communities represented on-air; number of hours of programming	Launching an outreach campaign as well as providing orientation and training for community groups	Staff time for coordination and training, promotional materials, training materials, translation
	2. Community representatives involved in operations and governance <u>Indicator:</u> Number of representatives; number of hours of community contribution	Training for community representatives in operations and governance	Staff time for coordination and training

Application Form

RADIOMETRES

*Measuring the development, participation and sustainability
of campus and community radio stations*

IMPORTANT!

Before completing the application form, please read the program guidelines. It includes important information on the program and useful tips that will help you fill in the application form and submit a good application.

All sections of this application form must be completed in order for your application to be considered for funding. The CRFC reserves the right to ask for additional information in support of your application and to reject incomplete applications.

Please note that your answers must be clear, detailed, and easily understandable since the CRFC will rely on them to assess applications and award funding.

Prior to submitting an application, it is recommended that you contact the CRFC to discuss your project and application, either by phone at (613) 321-3513, toll free at (888) 583-1163, or by email at: marie-eve@communityradiofund.org.

The application form has been created using the forms function in Microsoft Word. Simply click on a field to type in your answers. If you have difficulties completing the form, please contact the CRFC.

APPLICANT INFORMATION

1. Applicant legal name:
2. Complete physical address:
3. Complete mailing address (if different):
4. Website address:

Answer questions 5-7 only if you are submitting a collaborative application:

5. Name of partner(s):
6. History of working together:
7. As the applicant, are you prepared to accept the responsibility for the management, reporting, supervision, and outcome of the project? Select one:

CONTACT INFORMATION

8. Name and title of contact person:
9. Phone:
10. Fax:
11. Email:
12. Preferred language of communication: Select one:

STATION OVERVIEW

13. Description of your station:
14. Description of your community:

PROJECT OVERVIEW

15. Name of the proposed project:

16. Project summary:

17. Anticipated project duration (DD/MM/YY): Start End

18. Amount requested from the CRFC:

19. Total project budget:

DETAILED PROJECT DESCRIPTION

In this section, you should make it clear the outcome you will be contributing to, the outputs that will be produced at the end of the funding term along with the relevant measurable performance indicators, the activities that the funding will be supporting, and the inputs that require CRFC support. [Annex B – Definitions](#) and [Annex C – Examples](#) are useful resources that will help you complete this section.

Outcome

20. Select one outcome you want achieve with the completion of your project:

- High-quality, locally-reflective music and spoken word programming.
- Skilled and sustainable volunteer participation in local content creation and operations.
- Diverse community participation in governance, programming, and content.

Outputs and indicators

21. Describe the current areas of what you want to improve:

22. Indicate the end result:

23. Indicate how you will measure the changes that will occur at the end of your project:

Activities

24. Name and describe the activities you will undertake throughout the project:

DECLARATION

As a legal signing authority of my station, 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, my station 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 and project
- 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
- An audited financial statements of the last fiscal year
- The current operating budget for the current fiscal year
- A list of board members and staff responsible for station direction
- General information about your station
- Other (please specify):

Authorized 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, possibly including a brief summary of each project and approved expenditures. Should this application receive funding, some or all of the information you provide here may be reported to the CRTC and/or included in CRFC annual reports.



CONTRIBUTION AGREEMENT: number

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

COMMUNITY RADIO FUND OF CANADA (“CRFC”)

and

RECIPIENT (“Recipient”)

WHEREAS the CRFC distributes funds geared toward the development and sustainability of local community radio broadcasting in Canada in order to provide the campus and community sector with the necessary resources to continue to offer local programming and community access, as well as to develop and enrich this vital component of the Canadian broadcasting system;

WHEREAS the CRFC is responsible for the program entitled “Radiometres: Measuring the development, participation and sustainability of campus and community radio stations” (“Program”);

WHEREAS the objective of the Program is to assist campus and community radio stations in conducting activities aimed at supporting: a) high-quality, locally-reflective music and spoken word programming; b) skilled and sustainable volunteer participation in local content creation and operations; or c) diverse community participation in governance, programming, and content;

WHEREAS the Recipient has submitted to the CRFC an application for the funding of a project entitled **Name of Project** (“Project”);

And WHEREAS the CRFC wishes to make a contribution to the Recipient toward the implementation of the Project;

THEREFORE, in consideration of their respective obligations set out below, the parties agree as follows:

1. PURPOSE AND MAXIMUM AMOUNT OF CONTRIBUTION

The CRFC hereby makes a contribution to the Recipient solely for the implementation of **Name of Project**, in accordance with the terms and conditions specified in this Agreement.

Subject to all conditions set out in this Agreement, the CRFC shall provide up to **\$amount** (“Contribution”) to the Recipient for the purpose of carrying out the Project. Amounts are subject to satisfactory proof that the expenditures have been incurred.

2. DURATION

Subject to termination, this Agreement covers the eligible activities described below for the period commencing on **Start Date** and ending on **End Date**. Only goods and services rendered within the prescribed time period shall be considered as eligible expenditures.

3. PROJECT DESCRIPTION

Project Description

Project Outputs

Performance Indicators

4. APPROVED EXPENSES

The following constitutes the approved eligible expenses for the Project:

Expenses	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 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.

5. PAYMENT

1. 75%, 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 25%, or \$amount, shall be issued upon receipt and approval of the Final Report.
or
3. 10%, or \$amount, shall be issued upon receipt and approval of the Mid-term Report.
4. The remaining 15%, or \$amount, shall be issued upon receipt and approval 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 no obligation to report on or remit any portion of said revenue to the CRFC. This Agreement pertains solely to the funding specified herein.

6. REPORTING AND EVALUATION

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. The CRFC Mid-term Report Form contains all necessary questions to be answered to make the report complete. **This report is due on date.**

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. The CRFC Final Report Form contains all necessary questions to be answered and lists supporting documents required to make the final report complete. **This report is due on date.**

Before the final payment of the 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.

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

7. EXPECTATIONS AND REQUIREMENTS

The Recipient shall fulfill and complete the outputs and activities indicated in the Project application.

The CRFC acknowledges that actual delivery may vary from the outputs described in the application. 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.

8. NOTICE

Either party may change the contact information shown in this Agreement by informing the other party in writing.

All notices must be sent to the following addresses:

To the CRFC:

Community Radio Fund of Canada
325 Dalhousie Street, Suite 903
Ottawa, Ontario K1N 7G2
Tel.: 613-321-3513 / 1-888-583-1163

To the Recipient:

Name of official contact
Title
Address
Email:
Tel.:

9. AUTHORIZATION

This Agreement, including the following “CRFC’s Standard Expectations and Requirements” and subsequent amendments, constitute the entire agreement between the parties with respect to the Project.

The Recipient shall not make any changes to the Project, Budget, or Agreement without prior consent of the CRFC. All amendments require the signatures of both parties and will be appended to this Agreement.

The Recipient will submit a Mid-term Report no later than **date** and a Final Report no later than **date**.

By signing this Agreement, the parties acknowledge that they have read, understood and agree to the terms and conditions.

IN WITNESS WHEREOF the parties have executed the Agreement, in duplicate, through duly authorized representatives.

The CRFC:

The Recipient:

Melissa Kaestner
Name (Print)

Name (Print)

CRFC Executive Director
Title

Title (Authorized Signatory for the Recipient)

Signature

Signature

Date

Date

Name (Print)

Name (Print)

Title (Board Representative for the CRFC)

Title (Board Representative for the Recipient)

Signature

Signature

Date

Date

CRFC'S STANDARD EXPECTATIONS AND REQUIREMENTS

1. 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 the Recipient along with the first payment.

2. 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 expend those funds only in accordance with the approved budget of the Project.
- 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, if applicable.
- 6) Provide a Final Report on how the Contribution was used and the impact it had.
- 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, 2000-13, or 2010-499) 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.

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

4. 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.

5. 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.

6. 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.

7. 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.

8. 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 CRTC 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.

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

**FINANCIAL STATEMENTS
ÉTATS FINANCIERS**

**AUGUST 31, 2012
31 AOÛT 2012**

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

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INDEPENDENT AUDITOR'S REPORT**RAPPORT DE L'AUDITEUR INDÉPENDANT**

To the Members of
Community Radio Fund of Canada Inc.

Aux membres de
Le Fonds canadien de la radio communautaire 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, 2012, 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.

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 2012, 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.

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.

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.

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.

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 | www.marcil-lavallee.ca
Fax: 613-745-9584 | info@marcil-lavallee.caNos partenaires canadiens et internationaux **BHD™**
Our Canadian and International Partners **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, 2012, 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 31, 2012

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 2012, 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 31 octobre 2012

Marcil Lavallée

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

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED AUGUST 31, 2012

ÉTAT DES RÉSULTATS

EXERCICE CLOS LE 31 AOÛT 2012

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	2012	2011
PROGRAM ACTIVITIES		
Revenue from Canadian content development contributions	\$ 243,929	\$ 168,445
Program expenses	243,929	168,445
		Produits de contributions au titre du développement du contenu canadien
		Charges de programmes
OPERATIONS ACTIVITIES		
Revenue from Canadian content development contributions	229,847	102,659
		Produits de contributions au titre du développement du contenu canadien
Operating expenses		
Salaries and benefits	97,278	56,641
Rent	24,173	7,200
Meeting expenses	8,666	18,790
Professional fees	14,189	12,390
Translation	9,444	11,139
Office expenses	20,222	2,906
Telecommunications	2,709	1,807
Insurance	1,730	1,346
Website	130	126
Amortization of capital assets	1,112	149
	179,653	112,494
	50,194	(9,835)
OTHER REVENUE		
Interest	7,815	4,331
Membership fees	1,600	1,900
In-kind contribution - rent	1,200	9,835
	10,615	16,066
EXCESS OF REVENUE OVER EXPENSES	\$ 60,809	\$ 6,231
		EXCÉDENT DES PRODUITS SUR LES CHARGES

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

STATEMENT OF FINANCIAL POSITION ÉTAT DE LA SITUATION FINANCIÈRE
AUGUST 31, 2012 31 AOÛT 2012

	2012	2011
ASSETS		
CURRENT ASSETS		
Cash	\$ 2,070,023	\$ 616,598
Accounts receivable	54,022	267,982
Prepaid expenses	4,986	450
	2,129,031	885,030
CAPITAL ASSETS (Note 4)	5,527	298
	\$ 2,134,558	\$ 885,328
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 7,726	\$ 5,360
Deferred contributions	2,053,680	867,625
	2,061,406	872,985
NET ASSETS – unrestricted	73,152	12,343
	\$ 2,134,558	\$ 885,328

Commitments (Note 6)

Engagements (note 6)

ON BEHALF OF THE BOARD

AU NOM DU CONSEIL

Director, _____, administrateur

Director, _____, administrateur

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

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2012**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2012**

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1. STATUTE AND NATURE OF OPERATIONS

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

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

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. 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.

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, 2012**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2012**

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2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Organization follows the deferral method of accounting for its programs' contributions. 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.

Contributions related to 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

Capital assets are accounted for at cost. Amortization is calculated on their respective estimated useful life using the diminishing balance method using the following annual rates:

Computer equipment
Office furniture

33%
20%

2. PRINCIPALES MÉTHODES COMPTABLES (suite)

Constatation des produits

L'organisme comptabilise ses produits provenant des contributions liées aux 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 lorsque les charges connexes ont été engagées.

Les contributions liées aux opérations sont constatées à titre de produit dans l'exercice auquel elles se rapportent.

Les produits de cotisations des membres sont constatés 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

Les immobilisations sont comptabilisées au coût et sont amorties en fonction de leur durée de vie utile estimative respective selon la méthode de l'amortissement dégressif selon les taux suivants :

Équipement informatique
Mobilier de bureau

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

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2012

NOTES COMPLÉMENTAIRES
31 AOÛT 2012

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 the 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 the 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, 2012**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2012**

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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. 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.

3. 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.

4. CAPITAL ASSETS

	Cost/ Coût	Accumulated Amortization/ Amortissement	2012	2011
--	---------------	-----------------------------------------------	------	------

Computer equipment	\$ 3,344	\$ 1,600	\$ 1,744	\$ 298
Office furniture	4,203	420	3,783	-

	\$ 7,547	\$ 2,020	\$ 5,527	\$ 298
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4. IMMOBILISATIONS

Équipement informatique	\$ 298			
Mobilier de bureau	-	-	-	-

	\$ 298			
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COMMUNITY RADIO FUND OF CANADA INC. /
LE FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE INC.

NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2012

NOTES COMPLÉMENTAIRES
31 AOÛT 2012

5. 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.

5. 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.

6. COMMITMENTS

The commitments entered into by the Fund under a lease agreement total \$118,030. Payments for the next five years are as follows:

2013	\$ 27,570
2014	\$ 28,320
2015	\$ 28,470
2016	\$ 28,850
2017	\$ 4,820

6. ENGAGEMENTS

Les engagements pris par le Fonds en vertu d'un bail totalisent 118 030 \$. Les versements pour les cinq prochains exercices sont les suivants :

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

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2012**

**NOTES COMPLÉMENTAIRES
31 AOÛT 2012**

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7. 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 87% of the total accounts receivable is to be received from one entity. 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.

7. 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 87 % du total des débiteurs est à recevoir de une entité. 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.

8. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to be consistent with the current year's presentation.

8. CHIFFRES COMPARATIFS

Certains chiffres comparatifs ont été reclassés afin de rendre leur présentation conforme à celle de l'exercice courant.

Community Radio Fund of Canada
 Schedule B: Summary of Contributions: Owing vs Paid
 Funding Year 3
 COMPLETED

Recipient	Awarded	Start Date		Paid	Payable	End Date		Paid	To be returned	Withheld	Used	%	Notes
		Payable	Paid			Payable	Paid						
Radio Talent Development Program (RTDP)													
Diffusion communautaire des Îles Inc	4,585		4,127	29-Jun-11	362	cr	458	17-Oct-11	414	cr	4,585	100%	OK
Campus Radio Saint John Inc.	7,929		7,136	20-Jun-11	347	cr	847	17-Jan-12	449	cr	6,628	84%	OK
Vancouver Co-operative Radio	8,475		7,628	22-Aug-11	368	cr	720	17-Jan-12	450	cr	8,475	100%	OK
CFRU 93.3FM	7,200		6,480	22-Jul-11	392	cr	880	23-Mar-12	473	cr	7,200	100%	OK
Radio communautaire francophone de Montréal	8,800		7,920	10-Aug-11	363	cr	127	25-Oct-11	398	cr	8,800	100%	OK
Student Radio Society of UBC	9,972		8,975	14-Jun-11	358	cr	250	25-Jan-12	453	cr	9,102	91%	OK
Assiniboine Campus-Community Radio Society	2,500		2,250	22-Aug-11	385	cr	355	2-Dec-11	428	cr	2,500	100%	OK
Powell River Community Radio Society	5,210		4,689	13-Aug-11	364	cr	980	25-Oct-11	397	cr	4,228	81%	OK
CKDU FM Society	3,688		3,319	13-Jul-11	375	cr	355	7-May-12	494	cr	3,674	100%	OK
CKUW 95.9 FM	9,800		8,820	22-Jul-11	386	cr	300				9,800	100%	OK
Radio communautaire de LaSalle	6,550		5,895	22-Aug-11	383	cr	850	26-Apr-12	491	cr	6,250	95%	OK
La Radio communautaire du Manitoba Inc.	8,500		7,650	22-Aug-11	389	cr					8,500	100%	OK
Totals	83,209	0	74,889		0		5,822		969	2,498	79,742	96%	
Youth Internship Program (YIP)													
Kamloops Campus/Community Radio Society	6,508		5,857	22-Aug-11	369	cr	486	28-May-12	511	cr	6,343	97%	OK
Trent Radio	5,313		4,782	30-May-11	346	cr	531	17-Oct-11	415	cr	5,313	100%	OK
CFRC Radio	5,260		4,734	20-Aug-11	367	cr	526	28-May-12	512	cr	5,260	100%	OK
Radio Boréale CHOW FM 105.3	4,600		4,140	13-Jul-11	376	cr	460	8-Nov-11	419	cr	4,600	100%	OK
CHRY Community Radio Inc.	5,088		4,579	20-Jun-11	345	cr	509				4,579	90%	OK
Smithers Community Radio Society	6,650		5,985	14-Jun-11	357	cr	600				6,050	91%	OK
Diffusion Communautaire Baie-des-Chaleurs inc.	10,000		9,005	19-Jun-11	351	cr	1,000	25-Jan-12	452	cr	10,000	100%	OK
UFV Campus and Community Radio Society (CIV	5,883		5,295	22-Aug-11	377	cr	99	20-Jun-12	526	cr	5,394	92%	OK
Concordia University Radio	6,399		5,750	1-Aug-11	362	cr	334	14-May-11	499	cr	6,064	95%	OK
CJSF Radio	10,000		9,000	25-Jul-11	384	cr	1,000	20-Jun-12	527	cr	10,000	100%	OK
Coopérative Radio Chêlicamp Ltée	8,350		7,515	30-May-11	344	cr	835				7,071	85%	OK
Coastal Community Radio Cooperative Ltd.	10,000		9,000	22-Aug-11	366	cr	1,000	17-Jan-12	451	cr	10,000	100%	OK
Coopérative Radio Halifax Métrio Limitée	8,379		7,541	31-Aug-11	392	cr	838	11-Jan-12	447	cr	8,379	100%	OK
Radio CKUT	7,515		6,764	15-Aug-11	365	cr	751	26-Apr-12	492	cr	7,515	100%	OK
Totals	99,935	0	89,942		0		7,090		444	2,903	96,568	97%	

Summary	Radio Talent Development Program	Youth Internship Program	Total
Available funding	83,209	99,639	182,848
Current Payable	0	0	0
Total Paid	80,711	97,032	177,743
Total Year 2 Distributed			177,743
To Be Returned	969	444	1,413
Adjusted Year 1 Commitments	79,742	96,588	176,330
Withheld	2,498	2,903	5,401
Commitments not used	0	-296	-296
Total to be redistributed	3,467	3,051	6,518
Balance	0	0	0

Community Radio Fund of Canada
 Schedule B: Summary of Contributions: Owing vs Paid
 Funding Year 4
 as of August 31, 2012

Recipient	Awarded	Start Date		Paid	End Date	Paid	To be returned	Withheld	Used	%	Notes
		Payable	Payable								
Radio Talent Development Program (RTDP)											
Campus Radio Saint John Inc.	8,000		7,200	18-Jun-12	536	800	7-Sep-12		7,200	90%	
Vancouver Co-operative Radio	9,997		8,988	18-Jun-12	539	999	17-Aug-12		8,988	90%	
Radio campus communautaire francophone de	10,000		9,000	18-Jun-12	538	1,000	17-Aug-12		9,000	90%	
Altis Broadcasting	7,950		7,155	18-Jun-12	523	795	Aug 31 -12		7,155	90%	
Radio Boréale CHOW FM 105.3	4,600		4,140	18-Jun-12	525	460	31-Aug-12		4,140	90%	
Radio Western	5,278		4,750	20-Aug-12	560	528	10-Dec-12		4,750	90%	
Radio Ottawa	2,450		2,205	15-Aug-12	561	245	15-Nov-12		2,205	90%	
Radio Communautaire Missisquoi	10,000		9,000	18-Jun-12	522	1,000	7-Oct-12		9,000	90%	
Société Radio Taiga	5,100		4,590	16-Aug-12	576	510	31-Aug-12		4,590	90%	
Assiniboine Campus-Community Radio Society	3,000		2,700	27-Aug-12	574	300	23-Nov-12		2,700	90%	
Kootenay Cooperative Radio	5,320		4,788	27-Aug-12	580	532	22-Aug-12		4,788	90%	
Radio Fredricton	1,000		900	18-Jun-12	542	100	5-Oct-12		900	90%	
Radio Gaspésie	9,240		8,316	18-Jun-12	540	924	7-Sep-12		8,316	90%	
Coastal Community Radio Cooperative Ltd.	10,000		9,000	25-Jun-12	533	1,000	12-Oct-12		9,000	90%	
CKUW 95.9 FM	6,450		5,805	18-Jun-12	534	645	4-Oct-12		5,805	90%	
Radio communautaire de LaSalle	9,993		8,998	10-Jul-12	549	998	31-Aug-12		8,998	90%	
Totals	108,358	0	97,522			10,836	0	0	97,522	90%	
Youth Internship Program (VIP)											
Kanlogs Campus/Community Radio Society	6,509		5,858	27-Aug-12	556	651	30-Apr-12		5,858	90%	
Trent Radio	5,445		4,901	18-Jun-12	544	544	31-Aug-12		4,901	90%	
Diffusion communautaire des Îles Inc	10,000		9,000	27-Aug-12	568	1,000	14-Dec-12		9,000	90%	
CFRC Radio	10,000		9,000	27-Aug-12	567	1,000	26-Apr-12		9,000	90%	
CFRU 83.9FM	9,935		8,942	17-Jul-12	559	993	1-Feb-13		8,942	90%	
University of Victoria Student Radio Society	9,440		8,496	4-Jul-12	546	944	19-Jan-13		8,496	90%	
Radio communautaire de la Rive-sud Inc FM 105	5,250		4,725	18-Jun-12	532	525	15-Nov-12		4,725	90%	
Radio communautaire Cornwall-Alexandria Inc	9,449		8,504	27-Aug-12	569	945	8-Mar-13		8,504	90%	
Cooperative radiophonique - La Brise de la Baie	10,000		9,000	18-Jun-12	531	1,000	6-Oct-12		9,000	90%	
Radio communautaire francophone de Montréal	6,300		5,697	18-Jun-12	537	633	20-Sep-12		5,697	90%	
Smithers Community Radio Society	9,536		8,582	11-Jul-12	551	954	21-Dec-12		8,582	90%	
Student Radio Society of UBC	9,500		8,550	25-Jun-12	541	950	21-Dec-12		8,550	90%	
Whistle Community Radio	5,300		4,770	20-Aug-12	562	530	31-Mar-13		4,770	90%	
Concordia University Radio	8,900		8,010	27-Aug-12	575	890	31-Oct-12		8,010	90%	
Radio communautaire du Labrador	6,775		6,098	1-Jul-12	543	677	1-Sep-12		6,098	90%	
CKOU FM Society	10,000		9,000	11-Jul-12	550	1,000	21-Dec-12		9,000	90%	
Cooperative Radio Halifax Métro Limitée	7,515		6,764	15-Aug-12	563	751	15-Mar-13		6,764	90%	
Radio CKUT											
Totals	149,384	0	134,447			14,937	0	0	134,447	90%	

* Note:

The CRFC board decided to add the 2011-12 Astral contributions to Funding Year 4 by email on May 9, 2012 (email on file). The amounts forecasted were based on activity up until May 9, 2012. As several final payments had not yet been processed, there is a variance due to recipients using less than 100% of their funding contribution (i.e. amounts withheld and to be returned). Confirmed/audited amounts are included in the "Available funding" line to the left, but the forecasted amounts are included above the line for posterity.

Summary	Radio Talent Development Program	Youth Internship Program	Total
Forecasted available from May 9th Email *	167,465	167,092	334,557
Available funding	166,467	168,051	334,518
Current Payable	10,836	14,937	25,773
Total Paid	97,522	134,447	231,969
Total Year 4 Distributed	106,358	149,384	255,742
To Be Returned	0	0	0
Adjusted Year 4 Commitments	106,358	149,384	255,742
Withheld Commitments not used	0	0	0
Total to be redistributed	60,109	18,667	78,776
Balance	0	0	0