



Community
Radio Fund
of Canada

IMPORTANT!

CHECKLIST FOR ALL CRFC RECIPIENTS

Below, you will find an outline of your responsibilities as a CRFC recipient. In addition to reading your contribution agreement, please keep this **checklist** at hand during your project. This will ensure the smooth running of your project. Good luck!

At the beginning of your project, you must:

- Carefully read your contribution agreement.
- Send us two copies of the signed funding agreement (we will be sending back one copy for your records).
- Send out a joint press release with the CRFC and add our logo to your website.

During your project, be sure to:

- Send us a mid-term report.
- Spend your contribution according to the agreement. You must obtain **prior authorization** from the CRFC for any transfer of funds of more than 10% between expense lines as listed in your funding agreement.
- Properly acknowledge the support of the CRFC on air and/or in relevant materials by using the CRFC's approved logo and/or incorporated name and acronym.
- Contact us if you think you will not be able to complete your project by the end date written in your agreement. And let us know if you are having any other problems, too. We are here to help!
- Contact us if the person responsible for the project and/or the official signer changes.

At the end of your project, you must:

- Send us a final report 30 days after the project is completed.
- Submit a financial report showing actual expenditures for the project. **You must keep official proofs of expenses** (such as your invoices, receipts, pay stubs, vouchers, etc.) The expenses must be incurred within the funding period covered by the agreement.
- Provide a copy (or samples) of the programming you produced, and a copy of the resource and/or material produced during the project (if applicable).

We like to be informed of how your activities are going. Therefore, should any changes to the project as described in your contribution agreement occur (content, staff, budget, timeline, etc.), we ask that you contact us **as soon as possible**. And even if everything runs smoothly, don't be shy to tell us how good you are! We like receiving articles and photos of your project that we can share with our social media followers (@crfcrc / #crfcproject).

If you have questions or concerns: 613-321-3513 / prog@crfc-fcrc.ca