



Submit An Application

February 2nd, 2018

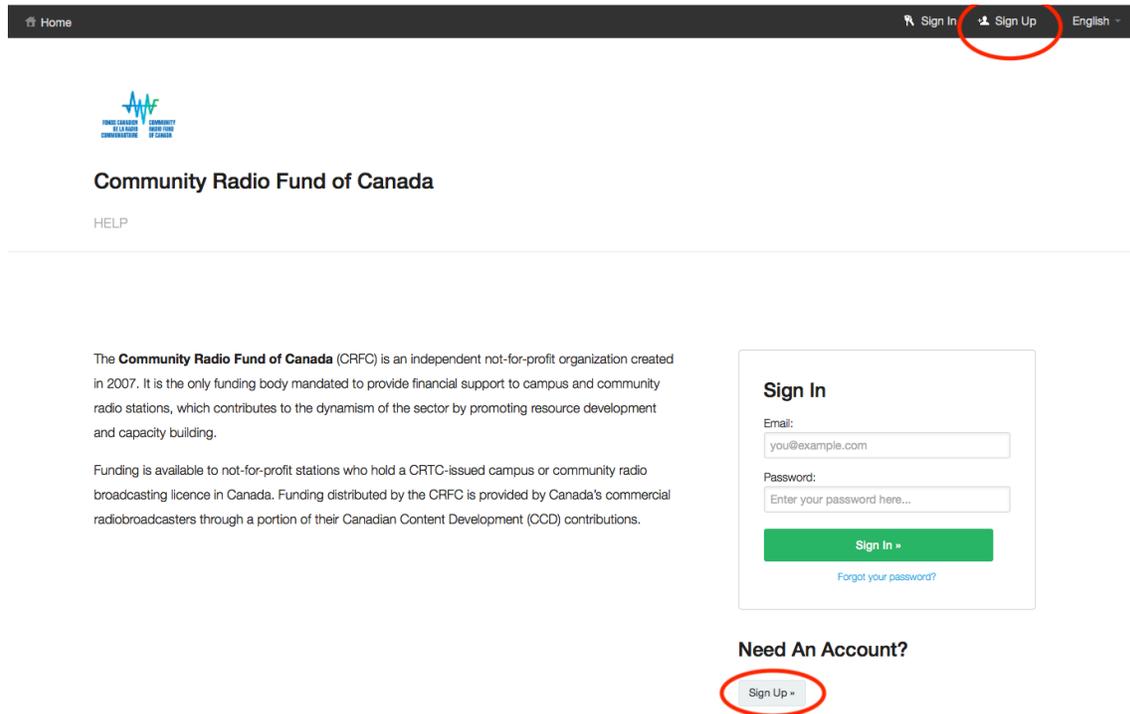
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CREATE AN ACCOUNT

First of all, you must create an account, even if you have applied for funding from the CRFC in the past or if you have already completed a project under a funding program offered by the CRFC.

1. Click on **Sign Up** in the upper right corner of the page or under the green rectangle.



The screenshot shows the top navigation bar of the Community Radio Fund of Canada website. The 'Sign Up' button is circled in red. Below the navigation bar is the website logo and the text 'Community Radio Fund of Canada'. The main content area contains a description of the CRFC and a 'Sign In' form. The 'Sign Up' button is also circled in red in the 'Need An Account?' section.

Home Sign In **Sign Up** English

Community Radio Fund of Canada

HELP

The **Community Radio Fund of Canada** (CRFC) is an independent not-for-profit organization created in 2007. It is the only funding body mandated to provide financial support to campus and community radio stations, which contributes to the dynamism of the sector by promoting resource development and capacity building.

Funding is available to not-for-profit stations who hold a CRTC-issued campus or community radio broadcasting licence in Canada. Funding distributed by the CRFC is provided by Canada's commercial radiobroadcasters through a portion of their Canadian Content Development (CCD) contributions.

Sign In

Email:

Password:

Sign In »

[Forgot your password?](#)

Need An Account?

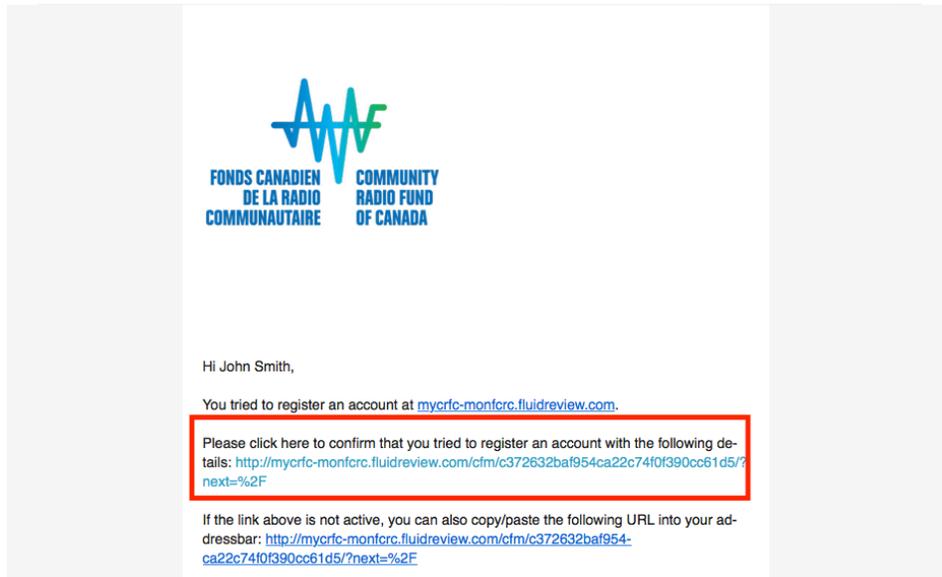
Sign Up »

It should be noted that you register as an individual. The creation of a profile for your station will follow.

2. Complete the form
 - a. Create a password
 - ✓ 8 characters
 - ✓ One uppercase letter
 - ✓ One lowercase letter
 - ✓ One number
 - ✓ One special character
 - b. Select your Time Zone
 - c. Click on **Create an account**
 - d. A confirmation of the creation of your account will be displayed.
 - e. You will receive an email to confirm your registration. Click on the link to validate your registration

If you omit this step, you will not be able to sign in using the password you just chose.

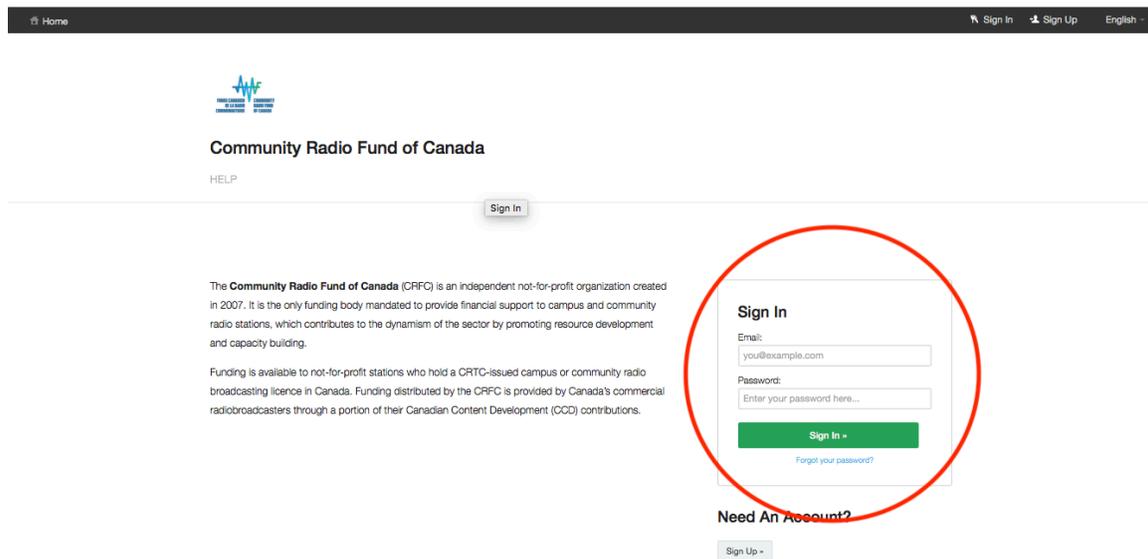
Confirm registration for mycrfc-monfrcr.fluidreview.com
À : camille+test@crfc-fcrc.ca



By clicking on the link, you will be automatically redirected to the site and you will be able to complete the information relating to your station and complete your application.

SIGN IN!

For subsequent connections, go to the home page and sign in using your email address and the password you chose.



GOOD TO KNOW!

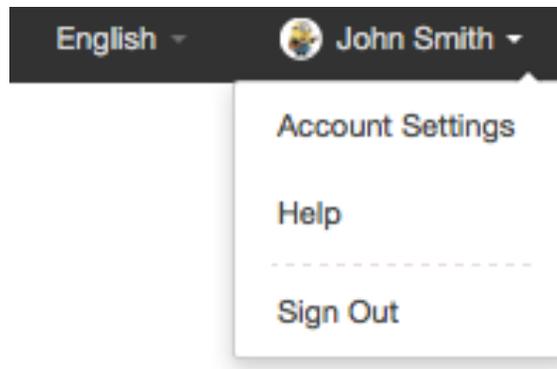
Account settings

At any time, you can change your account settings by clicking on your name in the upper right corner. You can, among others:

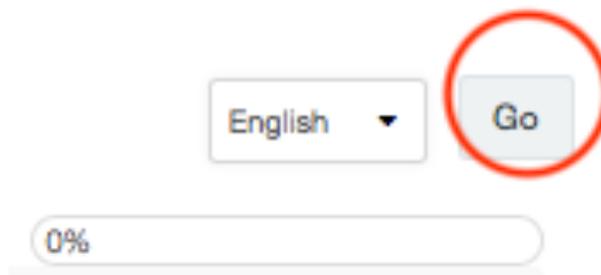
- Change your password
- Change your photo
- Change your preferred language for correspondence

Language of preference

You can also change the language in which you use the site by changing using the scrolling band to the left of your name.



Consult the forms in another language. Regardless of which page you are on, you can change the display language of the form. Just select the language and click **Go**, which is just above the progress bar. So you can switch from the French version to the English version if it helps you better understand the scope of a question.



However, be sure to complete your entire application in one language.

COMPLETE STATION INFORMATION

Complete the information on your station. Click on **Start** to complete this section.

The screenshot shows the user interface for the Community Radio Fund of Canada. At the top, there is a navigation bar with 'Home', 'English', and 'John Smith'. Below the logo, the title 'Community Radio Fund of Canada' is displayed, followed by menu items: PROGRAMS, RESOURCES, HELP, and SETTINGS. The main content area is titled 'Programs' and 'Your Tasks'. A table lists tasks with columns for TASK, STATUS, and ACTIONS. The 'Station Information' task is shown with a status of 'INCOMPLETE' and a 'Start' button circled in red. A note at the bottom states: 'Not all required user tasks have been completed.'

Warning! When you enter the Station Website, if you copy paste from your navigator, be sure that `http://` appears only once at the beginning of the link. Otherwise, the link will be invalid.

The screenshot shows a form titled 'Station Website'. It contains a text input field with the text 'http://' already entered. The 'http://' text is circled in red to highlight the warning about not adding it multiple times.

SELECT THE PROGRAM

Click on **View Programs**.

The screenshot shows the user interface after completing the station information. A success message at the top reads: 'Your form has been completed successfully.' The 'Station Information' task is now marked as 'COMPLETE'. Below this, there is a section for 'Your Programs' with a search bar and a table. The table has columns for APPLICATION ID, PROGRAM, DEADLINE, and STATUS. One program is listed: 'Radiometres / Radiomètre' with a status of 'IN PROGRESS'. At the bottom, a 'View Programs' button is circled in red.

Actually, there is only Radiometres that appears in the list. Click on **Apply Now**.

Home English John Smith



Community Radio Fund of Canada

PROGRAMS RESOURCES HELP SETTINGS

Home > Programs View my list

Programs

You are eligible for 1 program(s).

Search... STATUS: All programs SORT: Alphabetically

PROGRAM	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input type="checkbox"/> Radiometres / Radiomètre	... Full Description	Program (Internal)	OPEN 2018/01/29 CLOSED 2018/03/08	<input type="button" value="Apply Now"/>

Showing 1 - 1 of 1

COMPLETE YOUR APPLICATION IN 4 STEPS

After choosing the Radiometres program, you will be able to consult a menu like this:

Radiometres / Radiomètre

Application Round

TASK	DEADLINE	STATUS	ACTIONS
Add Application Contributors	2018/03/08 01:00:00 PM CST	COMPLETE	Edit/View Add members
Should you wish to work on this application collaboratively, please fill out the requested information.			
This is a great way to have other employees and/or Board members look at the application. You can select 'read-only member' if you don't want your contributor(s) to modify your application.			
Fill out your application form	2018/03/08 01:00:00 PM CST	INCOMPLETE	Start
The application form is comprised of 29 questions, one being optional. The form is divided into 9 sections:			
<ol style="list-style-type: none">1. Your Station2. Your Project3. Expected Results4. Timeline5. Budget6. Project Implementation7. CRFC Funding Acknowledgement8. Other9. Declaration and Signature			
Upload Mandatory Documentation	2018/03/08 01:00:00 PM CST	INCOMPLETE	Start
For your application to be considered, you must provide the following documents:			
<ul style="list-style-type: none">• A resolution from your board of directors identifying the official signers of the station;• A list of board members (names, titles and contact information);• A copy of your letters patent, provincial or federal charter, or any incorporation document;• A copy of your most recent valid CRTC licence (NOT the Industry Canada certificate);• The financial statements* of the last fiscal year (2016-17);• The operating budget* of your station for the current fiscal year (2017-18).			
Failing to submit ALL mandatory documents will result in the rejection of your application. Be careful not to forget an item!			
Submit your application	2018/03/08 01:00:00 PM EST	PREREQUISITES NOT MET	

It is not necessary to complete the first three steps in order. You can choose to download the documents before finalizing the application form.

Once you have started the form, the edit option will be added. You can disconnect and return to complete the form at another time.

Note, however, that the option to submit your application will not be selected until all three previous steps have been completed.

Step 1: Add contributors (optional)

If you want to work with a member of your team on the application, you can add this person by filling this form. The person will receive a link by email and will then be able to create a password.

The screenshot shows a web interface for the Community Radio Fund of Canada. At the top, there is a navigation bar with 'Home', 'English', and 'John Smith'. Below this is the organization's logo and name, 'Community Radio Fund of Canada', with links for 'PROGRAMS', 'RESOURCES', 'HELP', and 'SETTINGS'. The main heading is 'Add Application Contributors' with a 'Back' button. A note states: 'To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.' The form includes input fields for 'First name:', 'Last name:', and 'Email:'. The 'Access Level:' dropdown menu is open, showing three options: 'Owner', 'Standard member' (which is selected with a checkmark), and 'Read-only member'. A 'Submit' button is located below the form.

- **Owner:** This person can modify and submit the funding application. **This person was designated by a resolution of the Board of Directors as the authorized signatory of the station.**
- **Standard member:** This status can be attributed to a member of the team who will collaborate in writing the funding application. At the technical level, the management system allows holders of this status to submit an application. **Be careful, make sure that the person who signs the application form is the person authorized by the resolution of the board of directors.**
- **Read-only member:** This person can consult the application, but cannot modify anything.

Step 2: Fill out your application form

Fill in the information to the question. You can always stop and come back later to complete your application.

At section 9, simply check the elements for the declaration and sign the document using your mouse. If you think your signature is not representative, you can use the **Clear button** on the right and try again!

Be careful, make sure that the person who signs the application form is the person authorized by the resolution of the board of directors.

The screenshot shows a web application interface for filling out an application form. At the top, there is a navigation bar with a home icon and the name 'John Smith'. Below this, the breadcrumb trail reads 'Home > Radiometres / Radiomètre > RM-1819-0007 > Fill out your application form'. The main heading is 'Fill out your application form' with a 'Back' button to its right. Below the heading, there is a note: 'Terms marked with an asterisk are explained in the [Glossary](#). Please refer to the glossary as need be. It can be a useful tool to assist you with your application.' To the right of this note is a language dropdown menu set to 'English' and a 'Go' button. A progress bar shows '66%' completion. The main content area is titled 'SECTION 9: DECLARATION' and contains two checked items:

- As a legal signing authority of my station, I confirm that the information contained in the 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 was informed that 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 I've provided here may be reported to the CRTIC and/or in CRFC reports.

Below the declaration items is a section titled 'Authorized Representative of the Station:' which contains a signature field. The signature 'JS' is written in the field. A 'Clear' button is located at the bottom right of the signature field, circled in red. At the bottom of the form, there are three buttons: 'Back', 'Save & Continue Editing', and 'Save & Exit'.

WARNING! Your application is not completed after saving this form. You have a few more task to go!

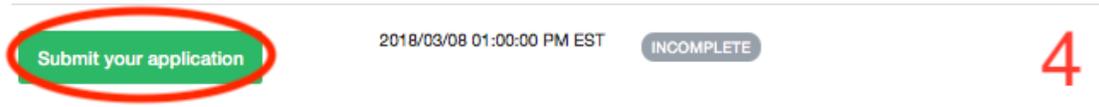
Step 3: Upload Mandatory Documentation

Upload all documents at the same place. You can upload them all in a single batch or one by one as you prefer.

[If for some reason you are unable to provide one of the documents, please contact us as soon as possible to take arrangement.](#)

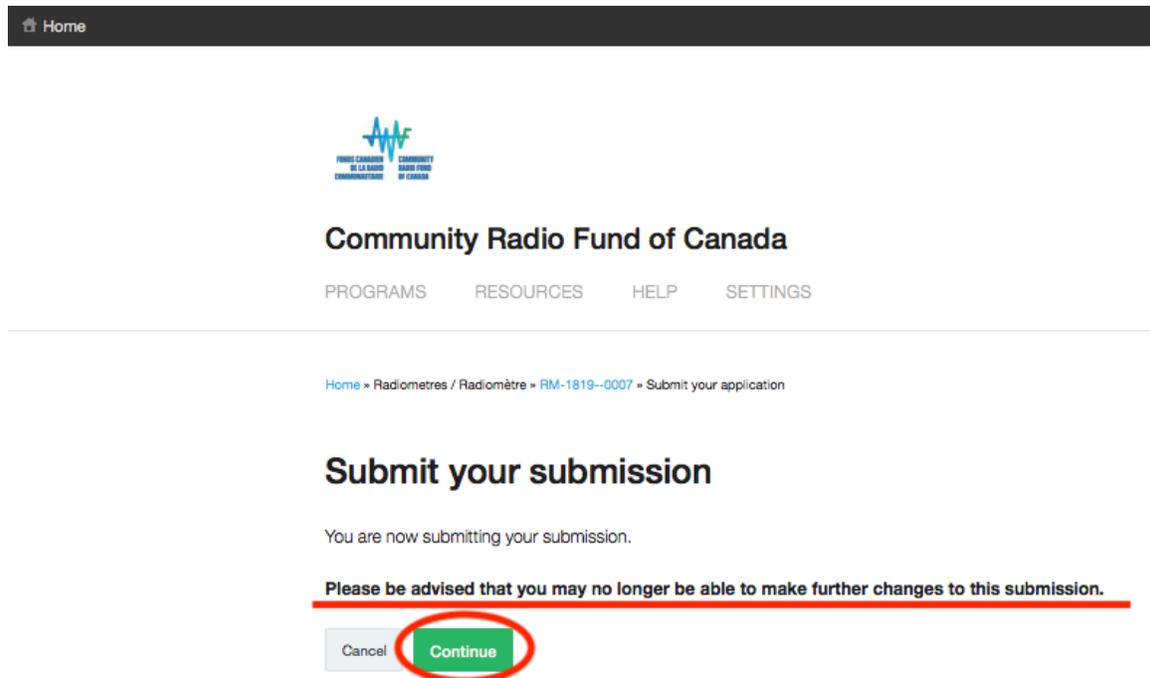
Step 4: Submit your application

Once all the previous steps are completed **Submit your application** will become clickable.

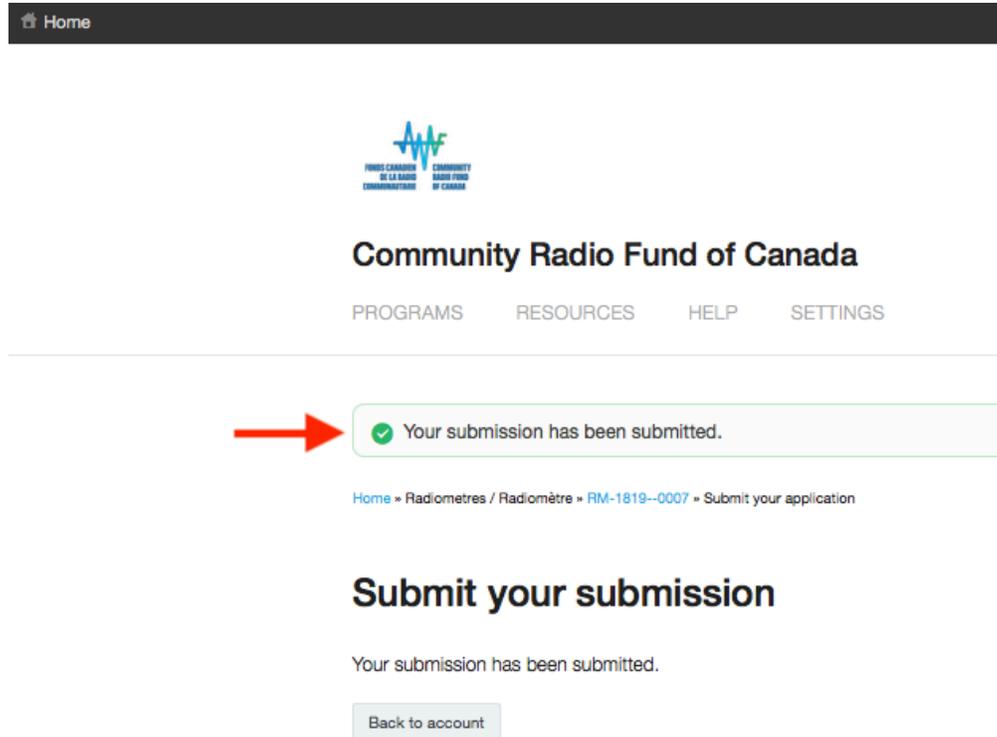


On the following page, you have to confirm if you want to submit the application.

On the next page, you will need to confirm that you would like to submit your request. Make sure the information provided is accurate before clicking Continue as you will not be able to edit your application.

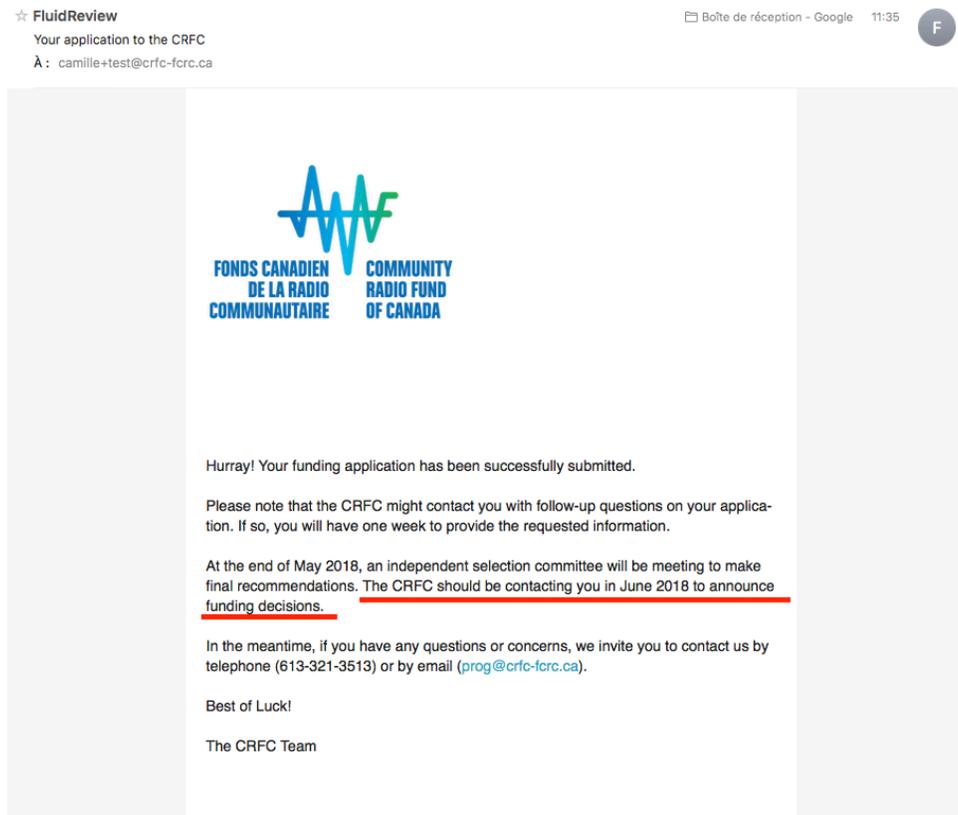


You will receive a confirmation that your application has been successfully submitted.



The screenshot shows the homepage of the Community Radio Fund of Canada. At the top, there is a dark navigation bar with a 'Home' button. Below this is the organization's logo, which consists of a stylized blue and green waveform above the text 'FONDS CANADIEN DE LA RADIO COMMUNAUTAIRE' and 'COMMUNITY RADIO FUND OF CANADA'. The main heading is 'Community Radio Fund of Canada', followed by a horizontal menu with 'PROGRAMS', 'RESOURCES', 'HELP', and 'SETTINGS'. A prominent red arrow points to a green-bordered notification box that says 'Your submission has been submitted.' with a green checkmark icon. Below the notification is a breadcrumb trail: 'Home » Radiometres / Radiomètre » RM-1819--0007 » Submit your application'. The main content area features the heading 'Submit your submission' and the text 'Your submission has been submitted.' with a 'Back to account' button below it.

You will also receive an email that confirms your application has been submitted.



The screenshot shows an email confirmation from FluidReview. The header includes the FluidReview logo, the subject 'Your application to the CRFC', and the sender 'A: camille-test@crfc-fcrc.ca'. The email body features the CRFC logo and the following text: 'Hurray! Your funding application has been successfully submitted. Please note that the CRFC might contact you with follow-up questions on your application. If so, you will have one week to provide the requested information. At the end of May 2018, an independent selection committee will be meeting to make final recommendations. The CRFC should be contacting you in June 2018 to announce funding decisions. In the meantime, if you have any questions or concerns, we invite you to contact us by telephone (613-321-3513) or by email (prog@crfc-fcrc.ca). Best of Luck! The CRFC Team'.

RESOURCES AVAILABLE

You can view different documents by selecting the **Resources** tab available at the Home Page.



Community Radio Fund of Canada

PROGRAMS RESOURCES HELP SETTINGS

In this section, you will find:

- The Application Form (PDF)
 - Please note that this document is for CONSULTATION ONLY. It will allow you to have an overview of all the different sections. If you want the insight of different people before filling the information, you can send this document to them. **DO NOT TRY TO FILL THE DOCUMENT IN THIS SECTION.** An interactive form was built into this platform. (See the Complete Your Application in 4 Steps to learn more about it.)
- The Public Recognition Guidelines
- The Glossary
- The Radiometres Guidelines

Because of how the site is built, you will notice the documents are available in French and English under the same tab. You can select those in your language of preference.

A PROBLEM?

If you experience technical difficulties with the new platform, feel free to contact us! It will be our pleasure to help you! We are also available to provide support and feedback while you are drafting your application. You can reach us at:

By phone: 613-321-3513

Emails: camille@crfc-fcrc.ca or prog@crfc-fcrc.ca

Looking forward to discovering your projects!

The CRFC Team wishes you good luck!