SUBMIT AN APPLICATION

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ACCESS THE APPLICATION PLATFORM

Visit the FCRC website https://crfc-fcrc.ca and click on **Submit an application**. You will then automatically be redirected to the online platform that will allow you to submit your application.
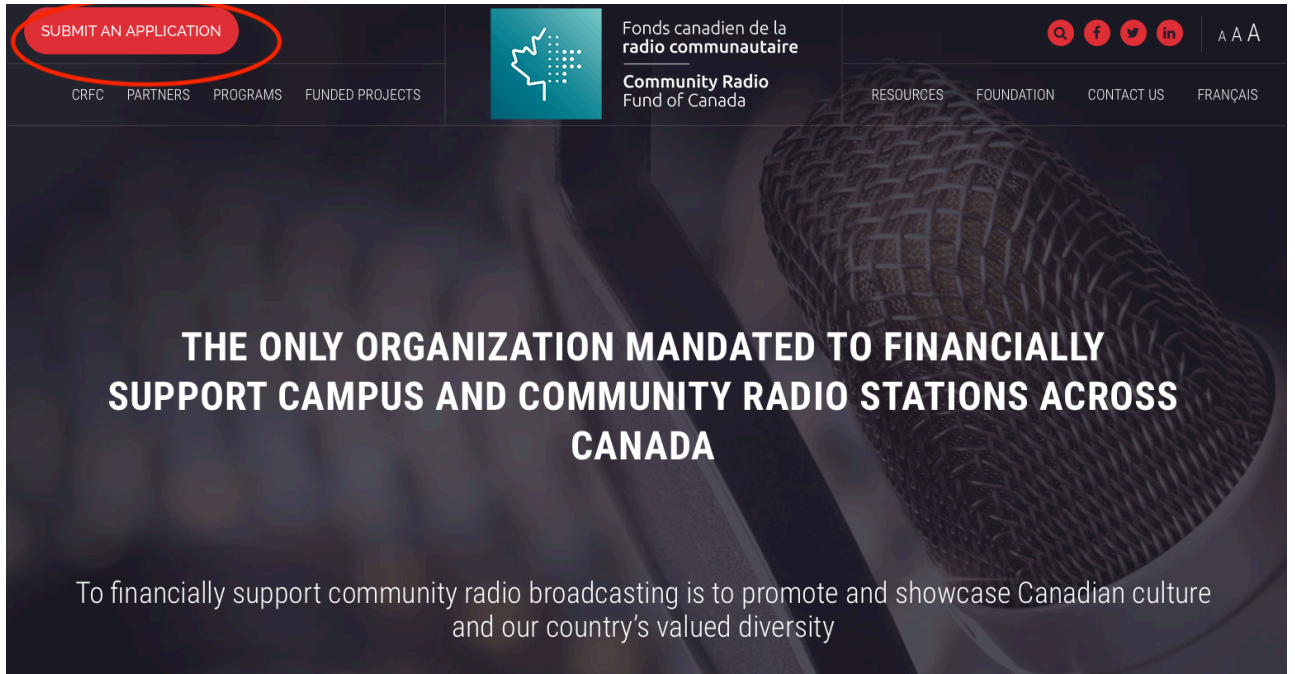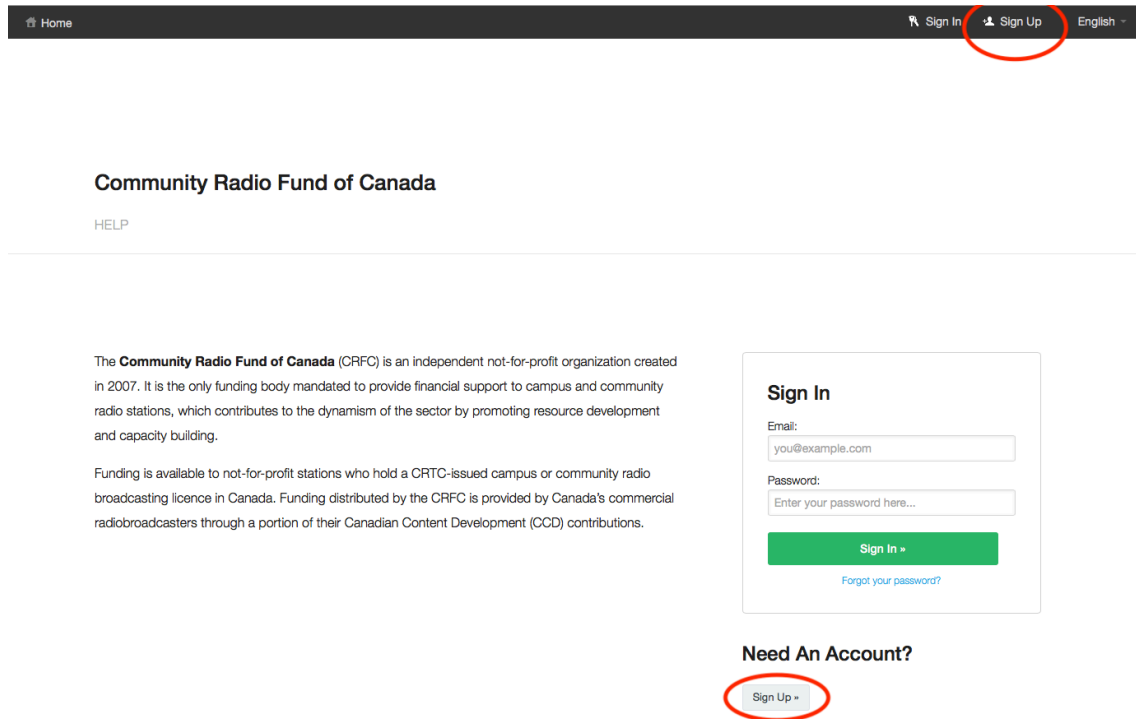

You can also access this platform via the **Programs** tab by clicking on **Funding Programs**. By visiting this page you will also have access to the **program guidelines** and **tips for applicants**.
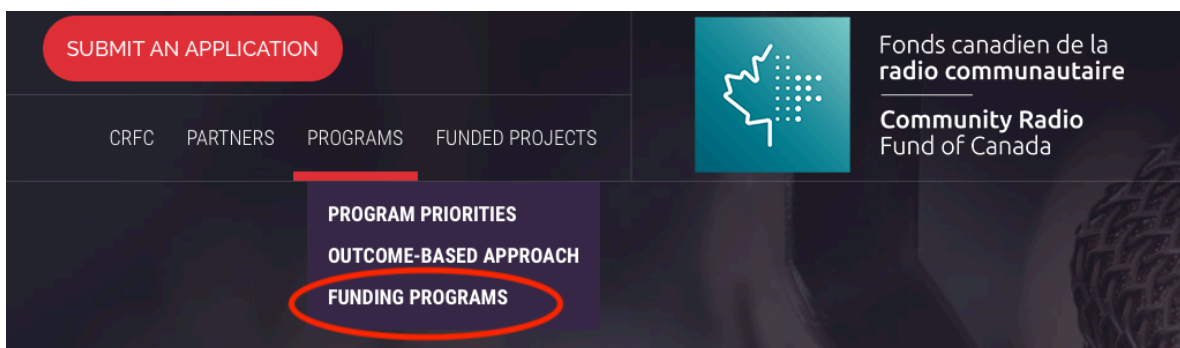
CREATE AN ACCOUNT

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.

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.

FluidReview
Confirm registration for mycrfc-monfcrc.fluidreview.com

À: camille+test@crfc-fcrc.ca

Boîte de réception - Google 11:01

Hi John Smith,

You tried to register an account at mycrfc-monfcrc.fluidreview.com.

Please click here to confirm that you tried to register an account with the following details: http://mycrfc-monfcrc.fluidreview.com/cfm/c372632baf954ca22c74f0f390cc61d5/?next=%2F

If the link above is not active, you can also copy/paste the following URL into your addressbar: http://mycrfc-monfcrc.fluidreview.com/cfm/c372632baf954-ca22c74f0f390cc61d5/?next=%2F

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.

🏠 Home   ↖ Sign In   ⬆ Sign Up   English ▾

Community Radio Fund of Canada

HELP

Sign In

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:
you@example.com

Password:
Enter your password here...

Sign In »

Forgot your password?

**Need An Account?**

Sign Up »

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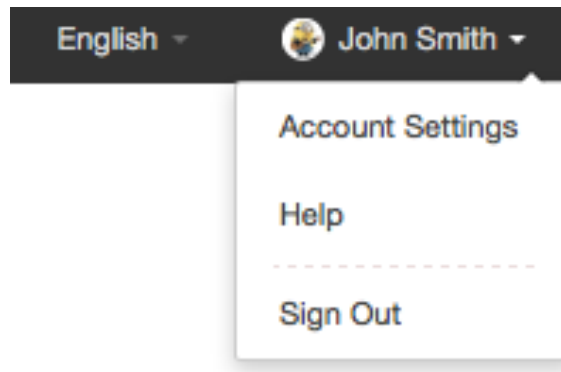
Consult the forms in another language. Regardless of which page you are on, you can change the display language of the form. Just select the language and click **Go**, which is just above the progress bar. So you can switch from the French version to the English version if it helps you better understand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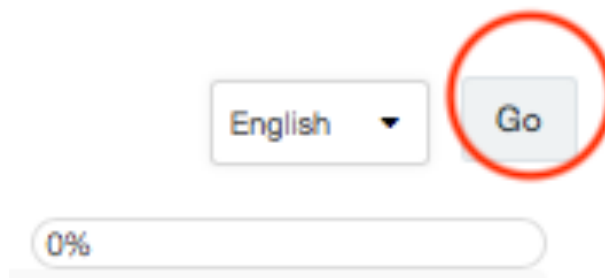
However, be sure to complete your entire application in one language.

COMPLETE STATION INFORMATION

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

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.

SELECT THE PROGRAM

Click on **View Programs**.

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

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 ⌄ |
| Go | | | Go | | Go |

PROGRAM	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
☐ Radiometres / Radiomètre	... Full Description+	Program (Internal)	OPEN 2018/01/29 CLOSED 2018/03/08	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:

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.

- **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.

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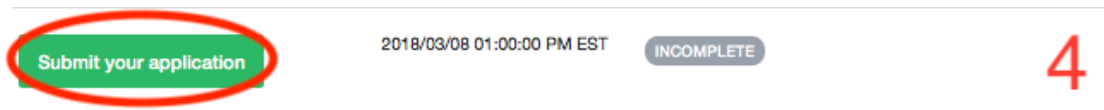
On the following page, you have to confirm if you want to submit the application.

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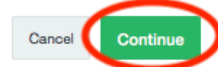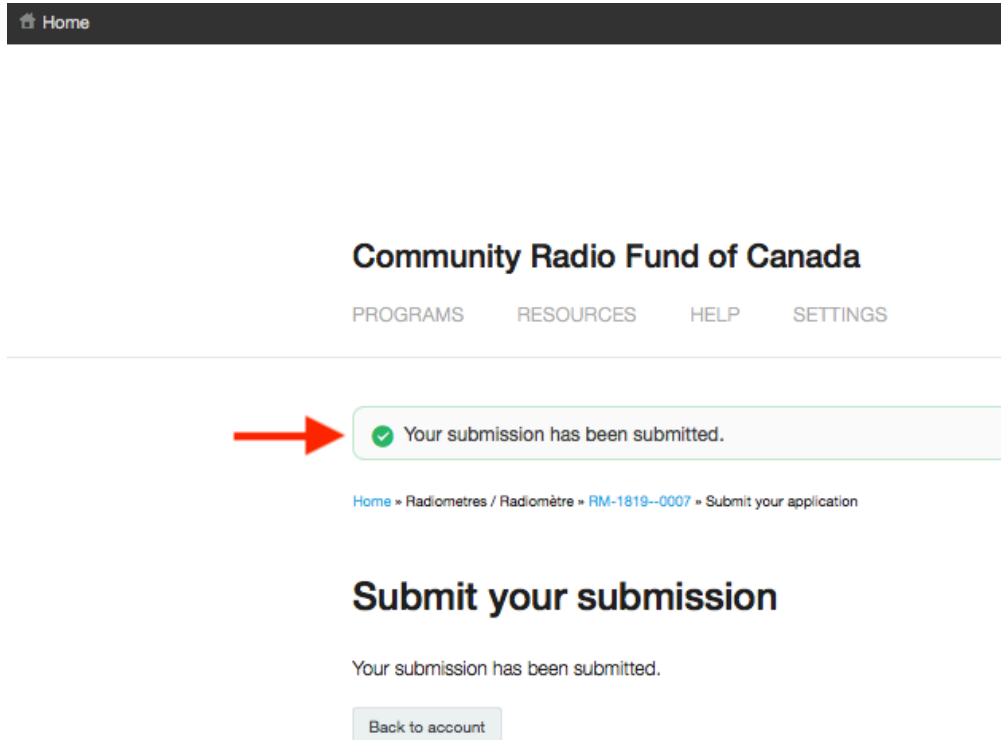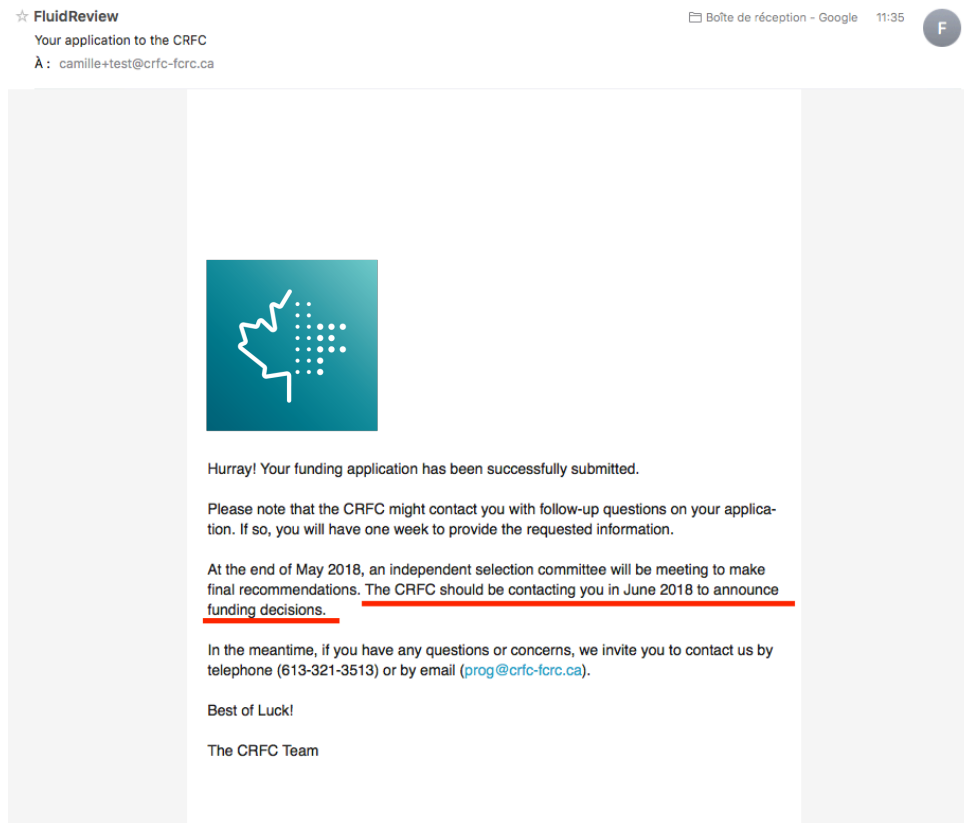
You will receive a confirmation that your application has been successfully submitted.

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

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 (Word)
    - 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!