



Fonds canadien de la
radio communautaire

Community Radio
Fund of Canada

COVID-19 Relief Fund Guidelines

About the COVID-19 Relief Fund

On July 7th, 2020 Heritage Canada announced the final components of Phase 2 of the COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations.

The **Community Radio Fund of Canada (CRFC)** has been mandated to manage the distribution of 2 million dollars of emergency funding relief for the campus and community radio sector.

Working together with the **Alliance des radios communautaires du Canada (ARCC)**, l'**Association des radiodiffuseurs communautaires du Québec (ARCQ)**, and the **National Campus & Community Radio Association (NCRA/ANREC)**, the CRFC will be distributing emergency funding relief to allow campus and community radio stations to maintain their core local programming operations throughout the COVID-19 pandemic crisis. The application and disbursement process has been streamlined as much as possible in order to respond as quickly as possible to stations in need.

The following guidelines have been developed based on criteria established by the Department of Canadian Heritage.

Objective of the COVID-19 Relief Fund

The objective is to allow campus and community radio stations to **maintain their core local programming operations throughout the COVID-19 pandemic crisis.**

Eligibility

Eligible recipients are **not-for-profit** Canadian stations who hold a **valid CRTC-issued campus or community radio broadcasting license** (as set out in Public Notice CRTC 2010-499).

A station **does not** have to be a CRFC member to apply for funding.

Eligible applicants must:

- demonstrate that they **produce and broadcast Canadian local programming.**
- demonstrate that their station has been **negatively impacted by the COVID-19 pandemic crisis**, which has resulted in financial hardship to it and to its operations, and therefore is in the need for government funding. Negative impacts include, but are not limited to: loss of expected revenue (advertising, fundraising, student levy, partnerships...), unexpected expenses, non-recoverable expenses, projected impacts based on current budgets, layoffs of staff, inability to hire staff as originally planned.

- demonstrate that the contribution amount **will not be used to cover expenses which are already fully funded under Government of Canada COVID-19 emergency measures**, including, but not limited to, the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account, and the Canada Emergency Commercial Rent Assistance for small businesses, as well as any other federal, provincial or territory and municipal emergency measures.
- ensure that the maximum level (**stacking limit**) of total government assistance (federal, provincial, territorial and municipal assistance) received shall not exceed 100% of its average yearly broadcasting expenditures over the last three broadcast years. *Please note that government advertising related to COVID-19 is not considered government assistance.*

What amount is available?

- A total of **\$2,000,000 CAD** is allocated to the COVID-19 Relief Fund aimed at campus and community radio stations.
- The amount that a station could receive will depend on its **average programming and production expenditures** over the last three years AND the total number of eligible stations who qualify for the program.
- The amount that a station could receive **cannot be greater than the financial hardship identified by the applicant** NOR than its average programming and production expenditures over the last three years.

Which expenses are eligible?

- Eligible expenditures include all costs associated with the production of local news, information and other local programming, which may include operating costs, staff coordination and training. Non-eligible costs are those related to any activities that do not support the production of community content.
- Eligible expenditures must be incurred between April 1st and December 31st, 2020.
- Eligible expenditures should not be already fully funded under Government of Canada COVID-19 emergency measures, as well as any other federal, provincial or territory and municipal emergency measures.

How to apply

We acknowledge that stations in the campus and community radio sector are currently in a time of crisis. We have streamlined the process to the best of our ability.

We invite you to complete the online application by **September 18th**, make sure to sign the required attestation and upload the required supporting documents. Most of the financial information requested is the information you have already provided in your annual financial report to the CRTC.

To apply, you will have to login to the CRFC's online application platform and create an account if you don't already have one. Please refer to the [tutorial](#) to create an account.

Supporting documents that will be requested for the application are:

- 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)
- Financial statements of the 3 last fiscal years
- A copy of a void cheque

If you are unable to provide some of the supporting documents, please contact the CRFC.

Timeline

The application phase of this program will allow the CRFC to collect information from all applicants and determine which applicants are eligible and the amount that can be allocated to each one. This phase will end on **September 18th, 2020** and each applicant will receive a reply as quickly as possible after that date.

Once we have determined which stations meet the government's qualification criteria, the disbursement phase of the program will begin and the CFRC will contact successful applicants and provide them with an **agreement** detailing the amount of funding and the conditions for its use. Funds will be sent upon reception of the signed agreement and bank details.

Recipient obligations

The agreement signed with successful applicants will detail the obligations of the recipient, including, but not limited to:

- providing a final financial report which shall include, as separate items, the budget as well as all of the revenues realized, and expenditures incurred for the given period with regard to the activities being funded, as well as all proposed sources of funding, including cash and in-kind contributions from all levels of government, for any activities within the scope of the agreement.
- providing a final operational report, which will include the number of broadcast hours of local programming produced by the recipient and a statement confirming that the production of the specified level of local programming would not have otherwise been maintained without the financial support through the COVID-19 Relief Fund.

Contact us

prog@crfc-fcrc.ca

Glossary of terms

Broadcast Week

Broadcast week refers to the total number of hours devoted to broadcasting during the 126-hour period extending from 6:00 a.m. to midnight, for seven consecutive days beginning on Sunday.

Broadcast Year

The Broadcast Year runs from September 1st to August 31st.

Local Programming

Local programming includes programming that originates with the station or is produced separately and exclusively for the station. It does not include programming received from another station and rebroadcast simultaneously or at a later time; nor does it include network or syndicated programming that is five minutes or longer unless it is produced either by the station or in the local community by arrangement with the station.

In their local programming, licensees must incorporate spoken word material of direct and particular relevance to the community served. This must include local news, weather, sports coverage, and the promotion of local events and activities.

For further details please refer to: <https://crtc.gc.ca/eng/archive/2006/pb2006-158.htm>