Fonds canadien de la
radio communautaire

Community Radio
Fund of Canada

Radiometres

Guidelines

2021-2022

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ABOUT THE COMMUNITY RADIO FUND OF CANADA

The Community Radio Fund of Canada (CRFC) is an independent not-for-profit organization created in 2007. The CRFC seeks and secures resources to fuel the production, distribution and sustainability of Canada's community audio broadcasters through dynamic funding programs.

The CRFC advocates and supports their contribution to the media sector in Canada, reflecting the diversity of their listeners, promoting independent local content, and building their capacity to connect and inform the population they serve.

ABOUT THE PROGRAM

The CRFC is proud to launch the 11th round of funding of Radiometres, a funding program centered around results-based management.

The four priorities of the Radiometres program:

Four program priorities guide the Radiometres program. They have been established to reflect some of the key goals of our funding within the campus and community radio sector as well as the Canadian broadcasting system.

Local Community News and Access

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

Community Music and Expression

Programming and projects that highlight and promote local music and emerging artists.

Emerging Distribution Technologies

Planning and implementation of systems to support new program delivery technologies.

Sustainability and Capacity-Building

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

The funding distributed under Radiometres comes from Canada's private broadcasters through a portion of their Canadian Content Development (CCD) contributions. We thank them for their contribution to the community radio sector.

TIMELINE

February 5, 2021
Program launch

February 5 to March 12, 2021
Comments and feedback offered to stations on their project ideas and draft application forms.

March 12, 2021 - 3:00 PM EST
Deadline to submit funding application

March to June 2021
Assessment and selection of applications

July 2021
Announcement of successful applicants

September 1, 2021 to August 31, 2022
Funding period

Note: This timeline is subject to change without notice.

ELIGIBILITY

What is the eligible funding period?

Projects must take place between **September 1, 2021** and **August 31, 2022**.

You select the start and end dates that best suit your project.
The duration of the project is at your discretion, but it cannot exceed 52 weeks.

What amount is available?

$50,000 is the maximum amount you can request from the CRFC, but the total cost of your project can go beyond this amount.

Who is eligible?

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

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

Current recipients of the Radiometres and Local Journalism Initiative programs can submit a funding proposal during this call for funding.

Any recipient not meeting the terms of an agreement with the CRFC will not be eligible for any new funding until they have fulfilled these obligations.

Which projects are eligible?

Applicants may submit a funding application for any project that meets at least one of the four program priorities.

Applicants may request funding for consecutive rounds to implement the continuation of a project as long as they demonstrate progress in their goals and measurable results for each round.

Funding received for the first phase of a project does not guarantee funding for the second phase.

Which expenses are eligible?

Eligible expenses are those directly related to the implementation of the proposed project. Applicants must demonstrate how the proposed expenditures contribute to the activities presented in the funding application.

The CRFC reserves the right to reject any expense not compliant with the objectives of the program.

The funding of an application will not be approved if the majority of the expenses are deemed ineligible by the CRFC.

Examples of eligible expenditures:

✓ Salary paid to a person hired specifically for the project and/or to a regular employee that will carry out activities directly related to the project (including benefits and mandatory employment-related costs (MERCs);

✓ Honoraria and per diems;

✓ Technical equipment (up to 5% of the amount requested from the CRFC);

✓ Advertising and promotional material for the project;

✓ Training fees;

✓ Travel expenses and subsidy;

✓ Office supplies and stationery;

✓ Costs related to an event (equipment/room rental, for example)

✓ Website costs related directly to the project activities;

✓ Applicable sales taxes that the recipient has to pay on eligible expenses of the project.

Examples of expenses that are not eligible for funding:

× Fixed assets;

× Administrative fees or overhead fees (indirect costs, often a percentage of the total project budget);

× Existing studio or equipment rental or maintenance;

× Phone and Internet fees;

× Regular costs incurred by the station (heating, electricity, etc.);

× Advertising and promotional material about the station (for example, stickers, mugs, t-shirts, and pens with the station's logo);

× Hosting or domain fees, or regular maintenance or upgrading of your website;

× Food, unless justified;

× Alcohol and tobacco;

× Prizes and gifts, unless justified;

× Technical briefs submitted as part of any Industry Canada/CRTC licencing process;

× Registrations, travel, or accommodations associated with attending conferences, unless justified;

× Expenses incurred in preparing this application;

× Auditing fees, legal fees, or fines;

× Recoverable taxes, tuitions, or related fees;

× Interest fees on late payments;

× Entire project entrusted to a subcontractor.

SUBMITTING AN APPLICATION

- ❏ Read the program guidelines carefully.

- ❏ Start preparing your application as soon as possible.

- ❏ Create your user account or update your eligibility profile in your account before preparing your application: https://mycrfc-monfcrc.smapply.io/.

- ❏ Invite collaborators to contribute to, edit and/or review your application on the platform.

- ❏ Contact the Program Officer to review your draft application

- ❏ Collect and update all mandatory supporting documents outlined below. Make sure to have an electronic copy of the required documents.

To apply for funding, visit the CRFC's website and click on the red "Submit an Application" button on the top left corner of the main page.

Contact us!

Before submitting your application, we encourage you to contact the CRFC to discuss your project and funding application. The CRFC can review your draft application and provide advice during the call for funding applications. Remember that the CRFC staff is the most qualified to give you feedback that meets our assessment criteria.

Please note that having the CRFC review your application beforehand does not guarantee funding.

Anta Basse Dial - Program Officer
anta@crfc-fcrc.ca / (613)-321-3513

Deadline

The CRFC will accept funding applications until **Friday, March 12th 2021 at 3:00 PM EST.** Late applications will be ineligible for funding.

All completed funding applications submitted on time will be subject to an initial review by the CRFC. The CRFC may ask for clarification on your application. You will have one week to provide further information on your application.

Number of applications

Each station may submit one application per call for funding.

Mandatory documents

When completing your application form, you will be asked to provide the following documents:

- ❏ A resolution from the board of directors identifying the official signers of the station;
- ❏ 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 last fiscal year;
- ❏ Operating budget of your station for the current fiscal year.

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

ASSESSMENT AND APPROVAL

Selection criteria

Applications are judged by an independent selection committee based on their merit using a scoring system based on the following criteria:

- ❏ Relevance and quality of the project;
- ❏ Impact of the project on the station and its community;
- ❏ The proposed management of the project (proposed activities, budget and timeline);
- ❏ The capacity to manage the project;
- ❏ The quality and coherence of the application;

This is a competitive process which is subject to the availability of funds.
Submitting an application does not guarantee funding for the proposed project.

Approval of applications

Applicants will be notified by email as to whether or not their application has been successful. The CRFC plans to announce the list of recipients in **July 2021**.

The CRFC will enter into a contribution agreement with successful applicants that outlines the terms, responsibilities, approved activities, expected results, approved expenses, as well as reporting mechanisms of both parties.

Recipients must properly recognize the funding received by the CRFC, as set out in the Public Recognition Guidelines.

Recipient obligations

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

All recipients are required to submit at least two reports on the project. Frequency, number of reports, and due dates will be specified in the contribution agreement. These reports are made on the same platform as the application.

 1. **Progress report**: All recipients will be required to submit at least one progress report during the funding term, based on a format provided by the CRFC, if the project is taking place for a period of more than three months. This report will include an update of activities, a summary of

the progress towards achieving goals, explanations of any significant challenges or delays, and a financial summary.

2. **Final report**: All recipients must submit a final report no later than 30 days following the end date indicated in the contribution agreement. The final report includes:
A final report form, based on a format provided by the CRFC;

- ❏ A station budget-versus-actual report that verifies the proper accounting of related expenses;
- ❏ Proof of payments such as copies of all receipts, invoices, pay stubs/payroll reports, etc.;
- ❏ A copy of any completed resources/materials that may have been produced;
- ❏ A copy of the programming produced during the project;
- ❏ Any other document requested by the CRFC.

Payment schedule

- ❏ A first payment of 60% of the total contribution will be paid when the CRFC receives two signed copies of the contribution agreement.
- ❏ Upon receipt of the progress report, a second payment of 25% will be paid when the CRFC approves the progress report.
- ❏ The remaining 15% will be paid when the CRFC receives and approves your final report.

The CRFC reserves the right to negotiate other payment conditions with recipients. The contribution agreement remains the official document outlining the various terms and conditions of the financial contribution.

APPENDIX 1: GLOSSARY

Activity: Small units of work that have a logical relationship between one another. Each of them has a defined duration in time. Those organized actions can be performed by a single person or a group. It is often used as an alternative term for task.

Benefits: Benefits are optional, non-salary compensation offered to employees in addition to their salary. These benefits may include group insurance (illness, dental, vision, life, etc.), disability insurance, pension plan, etc.

Canadian Content Development (CCD): Canadian Content Development consists of various funding initiatives by broadcasters to help create and promote audio content for broadcasting using Canadian resources. These initiatives provide support, promotion, training and development of Canadian musical and spoken word talent, including journalists.

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.

Honorarium: Amount paid to self-employed workers in exchange of professional services (instead of a salary that applies to the remuneration of those who are bound by an employment contract).

In-kind Contributions: Goods or services that are provided without charge by a third party or by the applicant. In-kind contributions can be, for example, equipment, books, food, or space.

Fixed Assets: Durable assets held for use in the day-to-day activities of the station and serving its activities in a sustainable manner. These assets represent committed investments in order to develop the productive potential of the organisation. It can be consoles, furniture, computer equipment, etc.

Mandatory Employment Related Costs (MERCs): Payments that an employer is required to give employees with respect to employment insurance, the Canada Pension Plan, the employer's liability insurance plan and annual leave.

Need: State of necessity felt by the station that varies according to its location, the community it serves, their financial resources or any other factor.

Goal: Objective of activities accomplished throughout the project. In the context of our programs, a goal must be measurable.

Official Signer: Person who has been given the authority by the station's board of directors to

enter into binding contracts. The board can sometimes grant this legal authority to specific organizational positions (e.g. President or Station Manager).

Operating Budget: Document that lists the planned revenues and expenditures of a station for the current fiscal year.

Partnership: An association between two or more organisations or entities that decide to cooperate in order to achieve a common goal.

Per diem: Indemnity provided to reimburse the daily expenses incurred by a person traveling while performing his/her duties. Most often, it is a lump sum to cover living expenses such as accommodation and meals.

Project: In the context of the application, a project is a planned set of activities to be executed over a funding term in order to meet a defined need.

Result: It reflects changes and new situations brought about by the project. It is also a result of the set goals and activities made possible by funding.

Results-based Management: Management approach used to improve effectiveness and accountability practices for projects, with a focus on achieving concrete and realistic results.

Risk: The possibility that an undesirable event occurs during a defined time interval.

Salary: A salary is a sum of money paid to an employee for the work done for the station. The salary consists of a fixed remuneration to which can be added commissions, allowances and benefits.

Volunteer: A person who does an activity and brings his/her expertise to a station without being paid