



Fonds canadien de la
radio communautaire

Community Radio
Fund of Canada

RADIOMETRES

Guidelines

2022-2023

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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.

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.

ABOUT THE PROGRAM

The CRFC is pleased to launch the 12th round of funding for its Radiometres program, a funding program centered around results-based management.

The three priorities of the Radiometres program:

Content creation

This priority is intended for any project that aims to create musical and spoken word programming for your station.

Skills development

This priority is intended for any project aimed at improving the station's ability to fulfill its mission through skills development.

Digital initiatives

This priority is intended for any project that involves the establishment or improvement of digital programming distribution systems.

PROGRAM OVERVIEW

Funding period

The project must start after September 1, 2022 and before March 1, 2023.
The maximum duration of a project is 12 months.

Amount available

A station may apply for funding of up to **\$35,000** from the CRFC. The total cost of the project may, however, exceed this sum.

Eligible applicants

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

You do not have to be a CRFC member to apply.

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.

Eligible projects

Applicants may submit a funding application for any project that meets at least one of the three program priorities. Applicants may request funding for consecutive rounds to implement the continuation of a project as long as they demonstrate progress in their objectives and measurable results for each Round. Funding received for the first phase of a project does not guarantee funding for the subsequent stage.

Eligible expenses

Eligible expenses are those directly related to the implementation of the project proposed in the funding request. **The CRFC reserves the right to reject any expense not compliant with the objectives of the program.** An application will not be recommended for funding if the majority of the expenses are deemed ineligible by the CRFC.

See Appendix 2.

APPLICATION PROCESS

To submit an application, go to the FCRC website and click on the "Portal" button in the upper left corner of the home page or go directly to the following address: <https://mycrfc-monfcrc.smapply.io/>

For more details on how to use the platform, we recommend that you read the frequently asked questions of the program which contains a user guide, available at the following link:

[☰ Frequently Asked Questions - Radiometres](#)

First stage

The first stage consists of the presentation of your station and the overall presentation of the project. Applications submitted during this stage will be evaluated and successful applicants will be invited to complete their application during the second stage of the process.

Deadline

The CRFC will accept applications for funding until **Thursday, March 3, 2022 at 1:00 p.m. EST**. Funding requests submitted late will not be eligible for funding.

All funding requests submitted on time will be subject to a thorough review by the CRFC and an independent selection committee. The FCRC will verify the eligibility of the request and may ask for clarifications. You will then have one week to provide this information.

Second stage

The second stage is reserved for applicants selected during the first round of evaluation. This step is centered on the management of the project, the presentation of a timetable of activities and the total budget of the project.

Number of applications

Each station may submit one application per call for funding.

Mandatory documents

Each applicant must provide all the following documents when completing their online application:

- ❑ A resolution of the board of directors designating the station's authorized signatories;
- ❑ A copy of your organization's letters patent, provincial or federal charter or any other document of incorporation;
- ❑ A copy of your most recent valid CRTC broadcasting license (not to be confused with the certificate issued by Industry Canada);
- ❑ Financial statements for the last fiscal year;
- ❑ The station's operating budget for the current fiscal year.

If you are unable to provide one or more mandatory documents, please contact the FCRC as soon as possible.

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.



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TIMELINE

January 27, 2022

Launch of the program

February 4 to March 3, 2022

Comments and feedback offered to stations on their project ideas and draft application forms.

March 3, 2022

Deadline to submit funding application (*First stage*)

March 7 to April 19, 2022

Part one: Evaluation and selection of applications

April 22, 2022

Announcement of the results of the first stage

April 22 to May 13, 2022

Launch of the second phase

May 13, 2022

Deadline for submitting applications (*Second stage*)

May 13 to June 10, 2022

Part two: Evaluation and selection of applications

July 2022

Announcement of successful applications

Summer 2022

Contact with beneficiaries and preparation of agreements

Note: This schedule is provided for information only. The FCRC reserves the right to modify it without notice.

EVALUATION AND APPROVAL OF APPLICATIONS

Evaluation criteria

Each funding application will be judged on merit by an independent selection committee responsible for making final recommendations on applications. Applications will be evaluated according to the following selection criteria:

First stage

- Project description
- Project goals
- Project rationale
- impact on the station
- Project impact on the community
- Strategy for sustainability
- Clarity and consistency in the description of activities

Second stage

- Timeline
- Human resources
- Risks involved
- Budget

This is a competitive process and depends on the availability of funds. Certain criteria, such as geographical distribution or even inclusion and diversity, will be taken into consideration at the final stage of selecting applications. Submitting an application does not guarantee funding for the proposed project.

Approval of Applications

The CRFC will inform applicants by email of the results of their application for funding. A first announcement will take place after the evaluation of the applications of the first stage. The CRFC will share the list of beneficiaries and the selected projects after the evaluation of the second stage applications in **July 2022**.

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.

Recipient's Obligations

During the funding period, recipients have an obligation to communicate with the CRFC in the event of any change to the project, as described in the funding agreement (activities, budget, schedule, etc.). The CRFC will be able to provide support and guidance to grantees throughout the project. You will be required to acknowledge financial support from the CRFC according to the CRFC public acknowledgment guidelines.

Unless otherwise specified, recipients will be required to submit at least two CRFC-funded project reports. The frequency, the number of reports required and the dates by which the reports must be submitted will be specified in the contribution agreement. These reports are submitted on the same platform as the funding request.

1. **Progress report** : All grantees must submit at least one progress report following the format prescribed by the CRFC if the project takes place over a period of more than three months. It consists of an update on the progress of activities, a summary of progress towards the achievement of results, a presentation of significant challenges or delays and a summary of project expenditures.

2. **Final Report** : All recipients must submit a final report no later than 30 days after the project end date specified in the funding agreement. The final report includes:

- A final report form following the format prescribed by the CRFC duly completed by the beneficiary;
- A financial report comparing the amounts in the approved project budget with the actual expenses incurred for the project;
- All proof of expenses for the project (copies of all invoices, supporting documents, pay stubs, etc.);
- A copy of the resources or materials produced as part of the project;
- A copy of the program produced as part of the project;
- Any other document deemed necessary by the FCRC

Payment schedule

- The CRFC will make an initial payment of **60%** of the total contribution upon receipt of the two signed copies of the contribution agreement.
- Upon receipt and approval of the progress report, a second installment of **25%** will be paid.
- The last installment of **15%** will be given to the beneficiary following receipt and approval of his final report

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

APPENDIX 1: GLOSSARY

Activity : Small units of work that have a logical relationship to each other. Each activity has a defined duration in time. These organized actions can be carried out by a single person or a group. “Task” is an alternative term to “activity”.

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.

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

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

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.

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.

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.

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 the reader, review engagement or auditor’s report.

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

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).

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.

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.

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

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

APPENDIX 2: EXAMPLES OF ELIGIBLE EXPENSES

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| <ul style="list-style-type: none"> ✓ 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; | <ul style="list-style-type: none"> ✓ Advertising and promotional material for the project; ✓ Training fees; ✓ Travel expenses and subsidy; ✓ Office supplies and stationery; | <ul style="list-style-type: none"> ✓ 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. |
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Examples of ineligible expenses:

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| <ul style="list-style-type: none"> x Fixed assets; x Administrative and overhead costs (indirect costs that often come as a percentage of the total project budget); X Rental or maintenance of your own studios and equipment; X Purchase of advertising on your airwaves; X Internet and telephone costs; X Regular costs incurred by the station (heating, electricity, etc.); X Publicity and promotional material concerning the | <ul style="list-style-type: none"> station (for example, stickers, t-shirts and pens bearing the image of the station logo); X Fees for website hosting, domain rental, ongoing website maintenance or upgrades ; X Food, unless justified; X Alcohol and tobacco; X Door prizes and gifts, unless justified; X Preparation of technical reports for the licensing process by Industry Canada or the CRTC; | <ul style="list-style-type: none"> X Registration fees for conferences and travel or accommodation costs related to congresses, unless justified; X Costs incurred to prepare this application; X Audit fees, legal fees or fines; X Recoverable taxes, tuition or related fees; X Interest charges on late payments |
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