



Fonds canadien de la
radio communautaire

Community Radio
Fund of Canada

RADIOMETRES

Guidelines

2023-2024

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 through the Radiometres program 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 13th round of funding for its Radiometres program, a funding program centered around results-based management.

The three priorities of the Radiometres program are :

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, 2023** and before **March 1, 2024**.
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.

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. There is no membership fee to become a member. For more information contact prog@crfc-fcrc.ca.

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. Contact your CRFC program officer if you think this may affect your application.

Eligible projects

Applicants may apply for funding for any project that meets one of the three program priorities. Radiometres is characterised by a results-based approach. Projects must therefore have a measurable impact, such as creating or increasing the number of hours of programming produced, hours of training provided to the station's volunteers and employees, or recruiting new volunteers, for example.

Applicants may also 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 phase.

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.** Radiometres funding must not be used for the operational activities of the station. Project equipment expenses will be assessed on a case-by-case basis. An application will not be recommended for funding if the majority of the expenses are deemed ineligible by the CRFC. ***See Appendix 2 for examples of eligible and non-eligible expenses.***

APPLICATION PROCESS

All applications for funding are made via the CRFC's online application portal, which you can access via [our website](#) by clicking on the "Portal" button in the top left corner of the homepage. It can also be accessed by going directly to the following address : <https://mycrfc-monfcrc.smapply.io/>

For more details on how to create an account we recommend you to read the user guide available at the following link : [SMAApply_Userguide_SignIn_2020.pdf](#)

First stage

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

Deadline

The CRFC will accept applications for funding until **Friday, February 24th, 2023 at 3:00 p.m. EST**. Funding requests submitted late will not be eligible for funding.

After submitting your application on the platform, you will receive a confirmation email. If you haven't received an email, we invite you to contact the CRFC team to confirm the submission of your funding application.

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

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.

The CRFC will accept applications from selected applicants until **Friday, May 15, 2023 at 3:00 pm EST**. Late applications will not be eligible for funding.

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 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 CRFC 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. The CRFC can guarantee a review of your application if it is submitted 5 days before the application deadline.

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



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[Review our
Frequently Asked Questions page](#)

TIMELINE

January 13, 2023

Launch of the program

January 16 to February 24, 2023

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

February 24, 2023

First stage: Deadline to submit funding application

March 1 to April 19, 2023

First stage: Evaluation and selection of applications

April 24, 2023

Announcement of the results of the first stage

April 24 to May 15, 2023

Launch of the second phase

May 15, 2023

Second stage: Deadline to submit funding application

May 15 to June 2, 2023

Second stage: Evaluation and selection of applications

July 2023

Announcement of successful applications

Summer 2023

Contact with beneficiaries and preparation of agreements

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

EVALUATION AND APPROVAL OF APPLICATIONS

Evaluation criteria

Submission of an application does not guarantee funding for the proposed project. It is a competitive process and is subject to the availability of funds.

Each application for funding will be assessed by an independent selection committee. The selection committee assesses applications according to the following criteria:

First stage

- Project description
- Project goals
- Project rationale
- Impact on the station
- Impact on the community
- Long-term impact
- Clarity and consistency in the description of activities

Second stage

- Timeline
- Human resources
- Risks involved
- The application as a whole

In addition to the criteria listed above, the CRFC is committed to reflecting the diversity of Canada's broadcasters in the selection of recipients. The following criteria may be considered in the selection process.

Geography: The province or territory in which the applicant is located;

Language of broadcast: The language of broadcast of the applicant;

Under-represented communities (BIPOC, LGBTQ2S+, OLMC): The involvement of under-represented communities in the project;

New recipients: The applicant has not received funding under the program in the last five years;

Station profile: The applicant is at a financial or human resource disadvantage.

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 2023**.

The CRFC will enter into a contribution agreement with successful applicants. This agreement will outline the terms and conditions of the CRFC's financial contribution, the responsibilities of the recipient, the activities, expected results and approved expenditures, and the accountability mechanisms.

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 recipients throughout the project. Recipients are 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 recipients 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

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 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).

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.

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 organizations 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.

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

APPENDIX 2: EXAMPLES OF ELIGIBLE EXPENSES

- ✓ 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;
 - ✓ Advertising and promotional material for the project;
 - ✓ Training fees;
 - ✓ Travel expenses and subsidy;
 - ✓ Office supplies and subscriptions to platforms such as Zoom and Adobe;
 - ✓ 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:

- 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 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;
- 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