



Fonds canadien de la
radio communautaire

Community Radio
Fund of Canada

RADIOMETRES

Guidelines

2024-2025

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 RADIOMETRES PROGRAM

The CRFC is pleased to launch the 14th round of its Radiometres funding program.

The funding distributed through Radiometres comes from Canada's private radio broadcasters through a portion of their Canadian Content Development (CCD) contributions as mandated by the Canadian Radio-television and Telecommunications Commission (CRTC). We thank them for their contribution to the community radio sector.

Radiometres supports projects that allow campus and community radio stations to maximize their impact on their listenership and their communities through projects connecting with one of the program's three priorities:

Content Creation

Skills Development

Digital Initiatives

These priorities were chosen to reflect the aims of CRFC funding as well as the desired impact of CCD funding. By targeting these outcomes over the long-term, the CRFC hopes to foster the development and sustainability of campus and community radio stations.

PROGRAM OVERVIEW

Funding period

The project must start after **September 1, 2024** and before **March 1, 2025**.
The maximum duration of a project is **12 months**.

Amount available

A station may apply for funding of up to **\$35,000**.

Eligible applicants

Eligible applicants are not-for-profit Canadian campus and community radio stations that 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 a project that meets one of the three program priorities.

Content Creation

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

Examples of eligible projects :

Launching a daily drivetime program

Producing a radio / podcast series

Presenting a live music performance series

Skills Development

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

Examples of eligible projects :

Training workshops

Creating a volunteer training guide

Archiving radio operation processes

Digital Initiatives

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

Examples of prioritized projects :

Adding or updating a simulcast or other audio stream to your station's digital offering.

The addition or enhancement of on-demand audio archives to your station's digital offering.

Upgrading your station's website to improve content distribution.

Adding a smartphone/tablet application to a station's digital offering.

This priority does not fund content creation to be shared in podcast or other digital form. Please refer to the Content Creation priority. If you are not certain of your project's eligibility, please contact the program officer for confirmation that your project is eligible under this priority.

Project continuation

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 phase.

New projects will be prioritized over previously funded projects.

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.***

Partnerships

The CRFC accepts applications submitted in partnership with other collaborators, including other radio stations or partner organizations.

If your project includes partnerships and is moved to the second stage of the application process, you will be asked to include confirmation letters from your partners with your application.

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 : [SMApply_Userguide_SignIn_2020.pdf](#)

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.

First stage

The first stage consists of a station profile and a project proposal.

Station Profile

This section is designed to give evaluators contextual information about your station and your community. It includes questions about your employees, your revenues, the type of programming you produce and the community your station serves. **You are not evaluated on this aspect of the application.**

For returning applicants, the content of the station profile can be reused from previous rounds. We encourage you to update the content as needed with every application to ensure accuracy.

Project Proposal

You will be asked to present the activities, goals, and rationale of the project as well as the expected impact on your station and your community. Depending on the selected priority, you will be asked for more details on the activities and outputs of the project. An initial project budget will also be required at this stage.

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 **Tuesday, February 20th, 2024 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 including the presentation of a timetable of activities and project monitoring and risk management strategies. An updated version of the project budget will also be required at this stage.

Deadline

The CRFC will accept applications from selected applicants until **Monday, May 13, 2024 at 3:00 pm EST**. Late applications will not be eligible for funding.

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.

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.



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

Link to book a meeting :
<https://rm2425.youcanbook.me>

[Review our
Frequently Asked Questions page](#)

TIMELINE

January 8, 2024

Launch of the program

January 15 to February 19, 2024

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

Link : <https://rm2425.youcanbook.me>

February 20, 2024

First stage: Deadline to submit funding application

February 21 to April 19, 2024

First stage: Evaluation and selection of applications

April 19, 2024

Announcement of the results of the first stage

April 19 to May 13, 2024

Launch of the second phase

May 13, 2024

Second stage: Deadline to submit funding application

May 15 to June 3, 2024

Second stage: Evaluation and selection of applications

July 2024

Announcement of successful applications

Summer 2024

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

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, Goals and Rationale (50%)
- Project Impacts (30%)
- Detailed project activities and overall presentation (20%)

Second stage

- Human resources (30%)
- Timeline (30%)
- Project monitoring and risk management (15%)
- The application as a whole (25%)

Strategic criteria

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 : The involvement of under-represented communities (including but not limited to BIPOC, LGBTQ2S+, OLMC) 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 in **July 2024**. The CRFC will publish the final list of recipients on its website.

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

BIPOC : Stands for Black, Indigenous, and people of color.

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.

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).

LGBTQ2S+ : Stands for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Two-Spirit.

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.

Official language minority communities (OLMC) : Groups of people whose maternal or chosen official language is not the majority language in their province or territory – in other words, Anglophones in Quebec and Francophones outside of Quebec.

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);**

- ✓ Professional fees;
- ✓ Artists' fees;
- ✓ Honoraria;
- ✓ Equipment (*total eligible amount will be assessed on a case-by-case basis*)
- ✓ Advertising and promotional material for the project;
- ✓ Office supplies and subscriptions to platforms such as Zoom and Adobe;
- ✓ Travel expenses and subsidy;
- ✓ Costs related to an event (*equipment/room rental, for example*);

And others such as :

- ✓ Training fees;
 - ✓ 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 Promotional material related solely to 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.