



Community Radio Fund

Application Form

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1. Points to note for all applicants

- The closing date for receipt of grant applications for each round is published on the Ofcom website.
- Prior to completing this application form, please refer to the accompanying guidance notes, including the section on eligibility to apply for funding.
- Applications to the Fund will be treated as **confidential** and will not be published or disclosed during the process.
- The Community Radio Fund Panel ('the Panel') will announce which licensees have been successfully awarded funding, including information about the amount of the grant and the purpose. Details will be published on Ofcom's website.

2. Application Form

Applicant's details:

Licence Number

Station Name

Registered Name (this should be the company name that is logged with Companies House)

Registered Company Number

Name and contact details for Fund application(s)

Name
Position
Email
Telephone
Address

1. What is the amount of funding you are applying for?

2. Please give a brief general overview of your station summarising its target community, the objectives of the service and its broadcasting philosophy.

3. Is your station already broadcasting? If it is not yet on-air when do you expect to launch? (This refers to your community radio licence and not RSL or internet broadcasting, for example.) Successful applicants must be broadcasting by the time the Panel meets to consider applications for the second round in each financial year. Please see the guidance notes for further information.

4. Please explain what the grant is for: if for staff please separate out each position by job title, and provide a job description or work plan (these may be attached as separate documents).

5. Give your reasons for why you need this grant and why it is important to the running of your station (in no more than one page). If you are applying for grants for more than one purpose, please set out the details in respect of each one separately.

6. Please detail how you have arrived at the amount set out in Q1 above. If the purpose of the grant is staffing, include a budget with a financial breakdown between salaries and employers on costs (such as employer's National Insurance, pension, management fee).

7. What is your timetable for using the grant?

8. If you are detailing more than one grant purpose on this form, please indicate the priority of each one in comparison with the others by listing them in order or importance. Please provide a brief explanation to support your priorities. Otherwise leave blank.

9. If successful, is this funding expected to be used as 'matched' funding for a grant application to another body? If so please provide details and copies of any agreements (or other relevant material) that have been put in place already, or an indication of the status of your application.

10. If you are offered less funding than you have requested how would this affect your plans? For example, will you seek additional funding from elsewhere, or scale down your plans? (If you are applying for more than one purpose, please answer this question in respect of each one.)

11. Please supply a summary of your overall operating budget. We do not need detailed information, but a summary of your budget under general headings (such as staffing, premises, engineering, programming etc). What funding do you have in place to meet these costs and what further funding do you expect to attract (including advertising and programme sponsorship)? Please remember that a grant from the Fund should not breach the statutory requirement that no more than 50% of a station's annual income comes from one source. (You may wish to supply this information on a separate sheet of paper.)

12. Please list any supporting documents that you are submitting with your application.

13. Bank Details. If an award is made the grant will be transferred to your bank by BACS. Please provide details of the account that the funding should be transferred to.

Bank Name
Account Name
Account Number
Sort Code
Bank Address

14. Declaration

I hereby declare that the information given in this application and any supplementary documentation is, to the best of my knowledge and belief, true and correct.

Signature

Name

Position

Station

Date

3. Checklist

- Read the Fund Guidance Notes.
- Check that all sections of the application are completed and supporting documents have been included (attached to an email with the application form and paper copies with a copy of the application form).
- Ensure that the declaration is signed and dated.

Then

Submit your application by email to communityradio@ofcom.org.uk and send one signed hard copy of the application (with supporting documentation) to the Community Radio Fund Panel, Radio Licensing Team (5th Floor), Ofcom, 2A Southwark Bridge Road, London, SE1 9HA. The closing date is published on Ofcom's website.

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