



Community Radio Fund

Grant Report Form

Publication date: 27 August 2008
Issue 2

Contents

	Section	Page
1	Guidance notes	1
2	Community radio fund: grant report form	2
3	Checklist	6

Section 1

Guidance notes

The Community Radio Fund (“the Fund”) is administered by the Community Radio Fund Panel for Ofcom (‘the Panel’).

Under clause 2.1(D) of the Community Radio Fund Grant Agreement (‘the Fund’ Agreement’), any community radio stations which has received a grant from the Fund is required to complete a Community Radio Fund Grant Report Form, giving details of how they have spent their grant, and to submit that form to Ofcom.

The form is part of the process by which the Panel and Ofcom ensure that they can account for grants made from the Fund, and that grants have been used in accordance with the Fund Agreement signed by representatives of the recipient station and Ofcom.

Applicants should complete all sections of the form, which comprises the following sections:

- 2.2 A summary of the purpose(s) of the grant award.
- 2.3 Details of how the grant was spent.
- 2.4 Information on how the grant has made a difference to the station.
- 2.5 (confidential section) If the award was for a member of staff, this section should provide the relevant details (please note that this section and the following section 2.6 will not be made public or required to be published on the licensee’s web site).
- 2.6 (confidential section) Signature by a member of the board of the corporate body which holds the community radio licence. This person should have the authority of the board to sign such a document on the company’s behalf. He or she should not be a person who has been in receipt of monies from the Fund. So for example if a station received a grant for a Station Manager post, the Station Manager should not then sign the declaration.

Other information

- Grant award recipients should publish a completed copy of the form on their website, excluding the confidential sections 2.5 and 2.6, for public review. Grant award recipients who do not have a website should make the non-confidential sections available in hard copy by written request. Ofcom may publish information taken from the form on its website, also excluding the confidential sections.
- In considering future applications to the Fund the Panel will, where appropriate, take into account the quality of feedback received in Grant Report forms.
- The form must be completed and sent to Ofcom no later than one year and four weeks after the grant was paid.
- Ofcom may require further information from licensees, such as copies of receipts or contracts if necessary, in accordance with clause 2.1(D) of the Fund Agreement.

Please see Guidance Notes on the Fund for further details.

Section 2

Community radio fund: grant report form

2.1 Station details:

Licence Number

Station Name

2.2 Please set out the designated purpose of the grant and the amount awarded. If this was for more than one purpose or post, please set out the different purposes and grant allocated for each.

2.3 Please explain how the award was spent, setting out the details separately for each post or purpose. If it was for a member of staff please include a summary of work carried out and the main achievements of the post-holder (see also section 2.5). For example, if it was for a fundraiser, please say how much money they have raised. If the grant was awarded for any other (non-staff) purpose please provide a breakdown of costs incurred with the date of the relevant expenditure.

2.4 The Community Radio Fund Panel is interested in how the grant award has made a difference to the operation of your station. Please give us your comments.

2.5 Confidential information – not for publication when complete.

If the award was for a member of staff please provide:

- **Name of the person(s) employed in the role(s);**
- **Job title(s);**
- **Period of employment / contract; and**
- **Salary and other costs covered by the grant. Please give a breakdown of how the grant was spent.**

2.6 Confidential information – not for publication when complete.

Declaration

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

Signature

Name

Position (see checklist below)

Station

Email address

Telephone number

Date

Section 3

3. Checklist

Please ensure that you have done the following:

- Read the Guidance Notes.
- Checked that all sections of the form are completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which has been awarded the community radio licence, and that the person has the authority to act on behalf of the board. This person should not be a person in receipt of monies from the Fund. For example, if a grant was received for a Station Manager post, the Station Manager should not also sign the declaration.

Then

Submit your form by email to community.radio@ofcom.org.uk and send one signed hard copy of the signed grant report form to the

Community Radio Fund Panel,
Radio Licensing Team (5th Floor),
Ofcom,
2A Southwark Bridge Road,
London
SE1 9HA.

Grant report forms must be returned to Ofcom one year and four weeks after the grant was paid.

August 2008 – Issue 2