



# Community Radio Fund

Grant Report Form

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Issue 3



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## Section 1

# Guidance notes

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

Under clause 3.4 of the Community Radio Fund grant agreement (“the Agreement”), a community radio licensee which has received a grant from the Fund (“a Licensee”) is required to complete a Community Radio Fund Grant Report Form, giving details of how it has spent its grant, and to submit that form to Ofcom.

The form is part of the process by which the Panel ensures that it can account for grants made from the Fund and that grants have been used in accordance with the Agreement.

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

- 2.2 A summary of the purpose(s) of the grant.
- 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 grant was to fund a member of staff, this section should provide the relevant details (please note that this section is not required to be published and made available to the general public by the Licensee and will not be published by Ofcom).
- 2.6 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 the Grant Report Form on its 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 sign the declaration.

### Other information

- Grant award recipients should publish and make available to the general public non-confidential sections of the form in accordance with clause 3.5 of the Agreement. Ofcom may publish non-confidential information taken from the form.
- In considering future applications to the Fund by a Licensee the Panel will, where appropriate, take into account the quality of feedback received in the Grant Report Form.
- The form must be completed and sent to Ofcom within eight weeks of the end of the Relevant Expenditure Period specified in the Agreement.
- Ofcom may require further information from Licensees, such as copies of receipts or contracts, in accordance with clause 3.4 of the Agreement.

Please see the Guidance Notes on the Fund for further details.

## Section 2

# Community Radio Fund: Grant Report Form

### 2.1 Station details:

#### Licence Number

CR150

#### Station Name

Sine FM

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

We were awarded £ 14724 to employ a technical tutor to work on a 0.75 contract basis at Sine FM. We also part funded this post.

### 2.3 Please explain how the grant was spent, setting out the details separately for each post or purpose. If it was to fund 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 he or she has raised. If the grant was awarded for any other (non-staff) purpose(s) please provide a detailed breakdown of costs incurred with the date of the relevant expenditure.

The grant has been spent for the purpose originally outlined, part funding the salary and employer's NI contributions for a technical tutor post. The overall responsibility of this post was providing technical support in training presenters, also providing ongoing technical / practical support for the presenters to assure a high quality level of output for the station and supporting these presenters in production activities for the local business community. Below is a summarised breakdown of some key tasks:

- Monitoring output / content
- Booking guests and communicating with local businesses
- Booking studio time, facilities and equipment
- Providing support and training for presenters and volunteers
- Overseeing the production of show jingles and promos
- Assist in the delivery of broadcast related training
- Recording and editing content
- Coordinating a volunteer producers, presenters, reporters and assistants

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

This technical tutor had a key strategic function, performing 2 major tasks:

1 – Provide standardised tutoring of technical / practical skills for all Sine FM presenters, developing their skills significantly to assure a maintained high quality level of output for the station and reduce the amount of technical support needed

2 – Engage the newly skilled, technically proficient presenters in a series of activities with the local business community, producing self-made adverts for small business free of charge to nurture good relationships which will be more easily converted into commercial advertising opportunities.

With regard to the difference these 2 strategic tasks have made, in respect of objective 1, the station presenter team at Sine FM is not only considerably more proficient in the technical aspects of live presenting, pre recording, using mobile recording devices, etc.. they have developed to such a degree, they have also found new technical confidence which has led to peer to peer support for new presenters, where they freely pass on their knowledge and experience to help other people progress. The level of required technical support has therefore dropped significantly, and the station output has benefitted from this process with a professional sounding delivery, at a constant volume and with consistent desk / microphone techniques. This has helped us sell ourselves as a 'serious' operator, dispelling some of the inherent local misconceptions of community radio and so helped us generate income.

Regarding objective 2, again this has proved to be a highly successful strategy. Working with local businesses has allowed us to establish our local identity and this has translated into income generated. We have show sponsorships in place and carry advertising for several local operators, as well as having also built on this to generate revenue from local government advertising campaigns. As an added piece of value to this, following an idea generated by a presenter, we have also now developed an additional scheme for local businesses offering discounted placements in our website's classified section as a reward for their support. Only 9 months into broadcasting we have therefore generated more than enough advertising revenue to sustain this post and more for an additional year.

## Section 3

# 3. Checklist

Please ensure that you have done the following:

- Read the Grant Report Form Guidance notes.
- Checked that all sections of the form have been completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which holds the community radio licence, and that the person has the authority of the board to sign the declaration on its behalf. 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 sign the declaration.

### ***Then***

Submit your form by email to [community.radio@ofcom.org.uk](mailto:community.radio@ofcom.org.uk) and send one signed hard copy of the form to:

Community Radio Fund Panel  
Radio Licensing Team (5<sup>th</sup> Floor)  
Ofcom  
2A Southwark Bridge Road  
London  
SE1 9HA

Grant Report Forms must be returned to Ofcom within eight weeks of the end of the Relevant Expenditure Period specified in the Agreement.

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