



Broadcasting Commission of Ireland
Coimisiún Craolacháin na hÉireann

Community Radio Support Scheme 2008

Since 1998, the BCI has been providing funding to community radio stations to undertake Internal and External Evaluations under its Community Radio Support Scheme. The Scheme provides funding for stations to carry out key review work that will assist overall performance and build capacity. It is regarded as an important development tool for stations and for the community radio sector as a whole.

We are pleased to launch the 2008 Community Radio Support Scheme. The total fund allocation is **€45,000**. To maximise the use of budget and extend its reach, a number of adjustments have been made to this year's Scheme.

- Stations may apply for a maximum of **one** evaluation¹;
- Fixed funding limits for evaluations have not been set for this year's Scheme. Stations need to make a case for the funding and provide a full breakdown of costs. See section Criteria for Assessing Applications;
- The application process requires greater preparation and planning from stations. The time for the application phase has been extended to facilitate this;
- Final Reports will need to provide an overview of the process involved as well as an audited cost summary;
- CRAOL will provide guidance and assistance to stations applying for the funding.

Dates to Remember!

The final deadline for applications is	The final deadline for completed evaluations and final reports is
Wednesday 14th May 2008	Wednesday 19th November 2008

1. Stations must therefore choose to undertake an Internal or External Evaluation. If the Scheme is under-subscribed, a second call will be made to stations permitting them to make an application for a second evaluation.

How Can a Station Benefit from Evaluation?

The purpose of evaluation is to gather information about your station's activities and performance so that you can assess what's working and what's not working and decide what actions you should take. Evaluation is a useful tool at any stage of station development and can provide practical insights into ways of improving participation, communication and overall effectiveness. Some potential benefits of evaluation to a community radio station might be:

- Improved quality of activities;
- Improved ability to meet the needs of staff and listeners;
- Improved policies, procedures and supports;
- Improved training and development opportunities;
- Improved staff retention and staff morale;
- Improved volunteer participation.

Internal Evaluations

Internal Evaluations should seek to identify, explore and/or address key issues in the organisational development of a station targeting primarily management, operational and strategic concerns. Among the areas that may be considered are the following:

- The development and/or review of a mission statement or organisational vision;
- The development and/or review of a station's policies and procedures (e.g. funding policies, volunteer policies, administration and decision making processes etc.);
- Management Development;
- Communication, Team Building and Volunteer Involvement;
- Planning and Review work.

External Evaluations

External evaluation is about taking a closer look at the relationship between a station and the community it serves. The scheme supports a number of methodologies which enable a station to interact with its audience, for example:

- Facilitated evaluation workshops which support the development of the station by encouraging and challenging representatives of the community to become involved and to take responsibility for the implementation of changes and development initiatives;
- Evaluation of general listenership. This enables stations to examine their listenership within their community and/or their impact on the community and voluntary sector.

Assessment and Funding

Criteria for Assessing Applications

Applications will be assessed by an adjudicating committee which will comprise two members of the BCI executive, a representative of CRAOL and an independent representative from the community and voluntary sector. Applicants will be notified of decisions and will receive feedback from the adjudicating committee. The adjudicating committee will make decisions on funding allocations for each application principally on the criteria as set out below.

- Quality and Clarity of Application (clear account of purpose of evaluation, approach, breakdown of costs, what facilitator will be engaged to undertake the work and who in the station is taking responsibility for the project.);
- Impact on Station (how will the evaluation will make a difference to the station?);
- Value for Money (demonstrating best use of resources);
- Timescales (committing to timelines within the scheme's deadlines);
- Station's Contribution (clear evidence of how the station will facilitate, contribute to and own the evaluation process).

Funding Schedule

Successful applicants will be notified of their award grant by the BCI following the adjudicating committee meeting. The disbursement of funding will take place as detailed in the funding schedule below.

REQUIREMENTS	ALLOCATION
1) Project has commenced i.e. external facilitator has been engaged and the start date for the evaluation has been agreed;	70% of total grant allocation
2) Station provides BCI with Tax Clearance Certificate	
3) Evaluation has been completed;	30% of total grant allocation
4) Final Report has been submitted to BCI within Scheme deadline ² . Final Report must fulfil requirements as set out in Final Report section.	

2. Please note that if you do not submit your report by the scheme deadline you will forfeit your final payment

The Final Report

The final report is an important part of the Community Radio Support Scheme and should not be overlooked. The purpose of the final report is to give an account of what took place over the course of the project. It should relate back to the proposals set out in the application form and should give an overall picture of the entire evaluation process and its impact on the station and stakeholders. The final report must also contain accurate detail of how the funding was disbursed and must be signed off by the station manager as well as an independent auditor. At a minimum, it should provide the following information:

- What you set out to achieve and why;
- Who was involved in the project (station staff, volunteers and external facilitator(s));
- What took place (details on evaluation activities as well as promotional and support activities);
- What didn't take place or didn't go to plan (if applicable);
- Whether you achieved your objectives;
- What impact the evaluation process has had on the station and how it will be used in the future;
- An audited cost statement.

The Application Process

Stations are invited to forward an application using the Community Radio Support Scheme application forms which are available on the BCI website www.bci.ie.

Applications must be submitted in **both** hard copy (*signed by station manager*) and electronic copy to straynor@bci.ie.

Please note the following Scheme requirements:

- Applications must be fully developed and costed and should reach the BCI by the stated deadline;
- Evaluation activities must be facilitated by an external consultant. Details on the external consultant must be provided at the application stage;
- Evaluation work must be completed within the Scheme's stated deadline;
- Allocated funding must only be used towards costs as agreed by adjudicating panel at the funding phase. Guidance on costs is provided in the application form;
- Submitting a final report on the project is a condition of funding. The report must be submitted to the BCI by the stated deadline.

Dates to Remember!

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Frequently Asked Questions

Q: We have never applied before and would like some assistance. Is help available?

Help is definitely available! The Training and Development Officer from the BCI (01 6441200) is available to answer questions on the Scheme. Further to this, a representative of CRAOL will be available to provide station with guidance at all stages of the evaluation process. For contact details see CRAOL website on www.craol.ie.

Q: How much information should we include in the application form?

There should be sufficient detail in your application to fully explain to the adjudicating committee the rationale for the evaluation, how the station will achieve it and what the related costs will be. Your application should also outline why the evaluation will benefit the station and staff and how the information gathered will be used. It is worth remembering that your proposal will be assessed on the application form alone so it is vital that you include any relevant information that supports your request. In this year's Scheme, there are no defined funding limits so the onus is on each station to make a case for its funding. Poorly developed applications and poor planning could hamper your chances so it is advisable to spend adequate time planning and costing the evaluation at the application stage.

Q: What happens if we cannot complete the evaluation by the final deadline?

The scheme operates on an annual basis which means that all funding allocations must be completed within the year. You will lose out on 30% of your funding if you do not meet the deadline.

Q: Have can we avoid missing the deadline?

Spending sufficient time planning and committing to timescales are the best ways of ensuring you meet the deadline. At the planning stage, factor in holidays, external consultant's availability as well as station's capacity to engage in the process. Include a provision for some unforeseen delay

and allow adequate time for the completion and sign-off of the final report. It is recommended that you include a deadline for the completion of the evaluation and final report when you enter into a contract with your chosen external consultant.

Q: How do we choose the right external consultant for the evaluation?

First step is to be clear about what you would like to achieve from the evaluation process and to then discuss your requirements and timeframes with a consultant. Once the consultant understands these requirements they can suggest an approach and also indicate costs and timescales.

It is good practice to nominate a contact person within the station to work with the consultant and in this way you can ensure that the consultant is working to your brief and is kept informed of any new information or changes. You will need to create a contract with the consultant which should include a brief of the project and project deliverables as well as costs, additional expenses and agreed timescales.

Word of mouth is often a good referral method for consultants as many stations have undertaken evaluations in the past. CRAOL too may be able to provide guidance on consultants. If you find yourself working with an unknown consultant, you should ask about work they have done in the past and request names of previous clients for recommendations.

If you have any other questions relating to the Community Radio Support Scheme please contact the Training and Development Officer on: 01 6441200.

Please note you need to submit both a hard copy and electronic copy of your application!

<i>Printed applications should be sent to:</i>	<i>Email versions should be sent to :</i>
Community Radio Support Scheme, Broadcasting Commission of Ireland, 2-5 Warrington Place, Dublin 2	straynor@bci.ie



Community Support Scheme 2008 Application Form

To ensure you submit a valid application please ensure the following:

- Complete all sections of the application
- Provide a Tax Clearance Certificate with your application
- Application must reach **BCI** by **5.00pm** on **Wednesday 14th May 2008**

Station Name and Address

Main Contact Person and Details

Type of Evaluation

Please indicate whether you are applying for an Internal or External Evaluation:

Internal	External
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Facilitator / Consultant Details

Please provide details about the person(s) you have chosen to work on this evaluation (as facilitator or external consultant) and why you have chosen them.

Final Report

Please indicate who will be responsible for writing the final report.

Funding Breakdown

*Please provide a **detailed breakdown** explaining how the proposed funding will be used. It is now a requirement of the Scheme that you provide an audited cost statement with your Final Report. The cost statement will be reviewed against original proposed budget so it is important to take time to plan and cost expenses as accurately as possible.*

Funding can only be used to cover the following expenditure headings:

- Facilitator / Consultant Fees and Expenses;
- Venue and Equipment Hire;
- Participant Refreshments and Travel Expenses;
- Promotion Costs;
- Administration (i.e. stationery and postage).

Note: Any other expenses must be met by a station's own contribution

Funding Schedule		
1st Drawdown	70%	On Station's acceptance of grant, Terms & Conditions and Funding Schedule
2nd Drawdown	30%	On BCI sign-off of Station's Final Report

Signed (<i>Station Manager</i>)	Date

The final deadline is **14th May 2008**

<i>Applications should be sent to:</i>	<i>Email versions should be sent to :</i>
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Electronic versions of application forms are available online at www.bci.ie