



Community Radio Fund

Grant Report Form

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Issue 2

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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

WT/CR082

Station Name

Radio Teesdale

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.

The grant of £14,820, was to enable Radio Teesdale to continue to employ the services of a Station Manager by 50% funding the position for the year.

All these roles are vital for the continued successful operation of the station. Of particular relevance was the need to identify and secure funding streams to underpin the sustainability of the project and the long term future of the Radio Station.

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.

The grant of £14,820, was to enable Radio Teesdale to continue to employ the services of a Station Manager by partly funding the position for the year.

Responsibilities of this position included fundraising, management of the volunteers, providing paid for training, managing the technical operation of the station and dealing with broadcast emergencies, reporting on project outputs, overseeing station programming, programme planning, volunteer training; recruitment, community networking; house management, publicity, marketing; website, grants and sponsorship, technical support, news, music, complaint and disciplinary procedures, co-options liaising with external agencies and community engagement initiatives. Achievements in the year included:

- Raising funds such that all 2009 costs have been met, systems are in place to identify and process funding applications and a funding stream (to meet some of the 2010 costs)

is in place. This has included working with a number of local organisations to establish a variety of projects where Radio Teesdale is delivering various communication and up-skilling projects. Funding procured included:

Leader Project	Station Manager 2009/10	£25,000
Mediabox - Deerbolt	Training & programmes for young offenders	£5,000
Leader Project Promotion	Programming, Advertising	£1,000
Teesdale Community Resources	Programming, working with young people	£6,500

- Continuing to engage and involve community groups (including schools and other media organisations) and individuals in excess of the numbers set out in the commitment. These numbers continue to steadily grow.
- Consistently maintaining a published programme schedule, that includes many flexible features, with volunteers creating broadcast programmes to and beyond that which was set out in the commitment.
- Managing the volunteers at the station, including regular recruitment of new members.
- Providing work experience, volunteer experience, skills transfer through mentoring and training which has benefits for the community and individuals beyond the activities of Radio Teesdale.
- Continuing the development of a fully inclusive organisation that is now seen as integral and fundamental to the community of Teesdale.
- Developed the Radio Teesdale web site including an extensive Listen Again / Podcasting section.
- Radio Teesdale received a number of accolades during the year, including being runners up in the "Internet and ICT Award" in the prestigious nebusiness Awards and winner of 'Best Website' for a not for profit group in the Digital 08 Awards. One of the Radio Teesdale presenters was nominated in the Sony DAB Rising Star Awards.
- In November 2009 the station was awarded North East Station of the Year in the Radio Academy Nations & Regions Awards 2009, qualifying Radio Teesdale for the 2010 Sony Radio Academy Awards Station of the Year.

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.

Radio Teesdale has aimed to operate at as low an overhead cost as possible from its inception. The budgeted turnover has been reduced to approximately £70k per annum, while still achieving the same targeted Ofcom outcomes. This of course, includes for all necessary license and office costs that are essential for the basic operation of the station. If the application to support the continuation of the position of Station Manger had not be successful Radio Teesdale would not have been able to continue its previous level of programming output and community involvement. As a direct result of this grant, during 2009, the Station Manger was able to coordinate the activities of volunteers, managed the commercial income streams (advertising, sponsorship), delivered paid for training and directly complete a number of funding applications that achieved the £70k income requirement.

The Station Manager was also able to undertake the other roles and responsibilities required and set out in section 2.2 above.