**BAI Community Broadcasting Support Scheme (CBSS) 2017**

**Application Form**

1. **Applicant**

|  |  |  |
| --- | --- | --- |
| 1.1 | Station Name |  |
| 1.2 | Contact person for project |  |
| 1.3 | Email address |  |
| 1.4 | Phone number |  |
| 1.5 | Postal Address for project |  |

1. **Project Outline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Project Title | | | | | |
|  | | | | | | |
| 2.2 | Subject of review/evaluation/area for development (please mark relevant box with **X**) | | | | | |
| Operations | |  | Community served by station |  | Governance |  |
| Staff/Volunteer | |  | Financial Management |  | Legal & Regulatory Codes |  |
| Other (provide details) | |  | | | | |
| 2.2 | Overview of the project | | | | | |
|  | | | | | | |
| 2.3 | Aims and objectives of the project | | | | | |
|  | | | | | | |
| 2.4 | Rationale for why the review/evaluation is required | | | | | |
|  | | | | | | |
| 2.5 | The proposed methodology | | | | | |
|  | | | | | | |
| 2.6 | How does the project address the aims and objectives of the Scheme? | | | | | |
|  | | | | | | |
| 2.7 | Expected benefits/outcomes | | | | | |
|  | | | | | | |

1. **Personnel and Partnership**

|  |  |
| --- | --- |
| 3.1 | Name of Project Manager/Person who will complete work and details of relevant experience/expertise |
|  | |
| 3.2 | Details of other relevant personnel |
|  | |
| 3.3 | Names of partners involved in project and nature of their contribution |
|  | |

1. **Project Plan**

**Please include information for each stage of the project using the template below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Timeframe** | **Element of Work** | **Number of Days** | **Deliverables** |
| **Start Date** (approximate date for beginning of contract negotiation) | Contract negotiation |  | * Satisfactory delivery of all relevant information and documentation required for finalisation of contract (as per schedule 1 and 2 of the template contract) |
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|  |  |  |  |
| **End Date**  (approximate date for submission of deliverables for final payment) | Submit Final Deliverables |  | * Project Evaluation/Report and Recommendations * Final Accounts * Independent Accountant’s Report * Contractor Statement of Compliance |

1. **Budget[[1]](#footnote-1) and Finance Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Budget** | | | |
| **Description** | **Unit Cost** | **No. of Units** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Final Accounts (mandatory) |  |  |  |
| **Total Budget** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Finance Plan** | | |
| **Source** | **Amount** | **Percentage of Total** |
| BAI | €● |  |
| ●[Co-Financier] | €● |  |
| ●[Co-Financier] | €● |  |
| **Total** | **€●** | **100%** |

1. **Freedom of Information**

The Broadcasting Authority of Ireland (BAI) undertakes to use its best endeavours to hold confidential any information provided by you in this proposal subject to the BAI’s obligations under law, including under the Freedom of Information Act 2014. Should you wish that any of the information supplied by you in this proposal should not be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. The BAI will consult with you about this sensitive information before making a decision on any Freedom of Information request received.

1. **Disclosure of Interests**

sign A or B

A. There is no conflict of interest in relation to this proposal.

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

B. The following interest(s) is/are declared in relation to this proposal.

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. If you are registered for VAT please submit this exclusive of VAT cost. If you are not registered (i.e. VAT

   is not reclaimable by you) then you may include the VAT cost in relevant line items. Please make it

   clear in the unit description that VAT is included and identify the rate being applied. [↑](#footnote-ref-1)