**Application Form**

*S&V4 COVID-19**type county name here*

Read the *Guide to Submissions for the COVID-19 Funding Initiative (“Guide”),* published on the Broadcasting Authority of Ireland (“BAI”) website ([www.bai.ie](http://www.bai.ie)) before completing this Application Form. The Guide details the requirements for the application.

Complete the application form in its entirety. Incomplete submissions will not be considered as a valid Application.

An applicant is required to submit the application form electronically to [sv4@bai.ie](mailto:sv4@bai.ie). in Word/PDF format not exceeding 8MB. The application may be submitted in either Irish or English.

The closing date for applications is Wednesday, 29th April 2020.

All information submitted as part of an application for funding must be true and correct. You are required to include with your application a declaration by a suitable authorised person that the information contained in the application and in the additional documentation accompanying the application is true and correct to the best of that person’s knowledge and belief. Should any amendments need to be made by any applicant to the Application or its accompanying documents, the BAI should be informed immediately.

***April 2020***

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## Details of Applicant

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| **Introduction to the Applicant** | |
| * 1. Station name:   Or if Joint Application:  Holding Company Name: |  |
| Station or Holding Company address: |  |
| Contact Person’s Full Name: |  |
| Contact Person’s Job Title: |  |
| Contact Person’s Email Address: |  |
| Contact Person’s Phone Number: |  |
|  |  |
| If a Joint Application, please list the commercial sound broadcasting services that make up the application: |  |

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| **2.2** Total Number of Staff Employed:  (Please attach to the application details of all staff including; Status (full-time, part-time, contract, shared position etc) and areas in which they work. If a joint application, please provide this information for each station.) |  |

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| **2.3** Brief description of the proposal (please summarise the proposal and the main activities and/or projects in one or two paragraphs).  *Please provide an overview of your project/s and how you believe this will support the achievement of the objectives of the COVID-19 Funding Round.* |
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| **2.4** Timelines: Please provide the starting date for implementation of your proposal and the proposed time for completion: | |
| Start Date |  |
| Projected End Date |  |

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| **2.5** Please confirm that the outcome or outcomes of the proposal is / are embedded in enhancing the awareness and understanding of your listeners of the COVID-19 pandemic. | Yes | No |
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| **2.6** What is the total amount of funding that you are applying for? | € |

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| --- | --- | --- |
| **2.7** Please indicate the total number of programmes and programming hours that will be delivered. | Programmes | Total Hours |
|  |  |

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| --- | --- |
| **2.8** Have you received funding under any Government or EU grant scheme in the last three years? If yes, please give details |  |

## Details of Proposal

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| **Outline the station’s reasons for applying for funding and the Applicant’s Approach to Providing the Proposed Project/s / Activity / Activities and the intended aims, objectives, outputs and outcomes.** |
| **3.1** Please explain what the grant is for. If there are a number of projects or activities, please separate them out and provide an overall cost for each. Why is/are the project/s or activity / activities needed and what will it / they achieve? Please indicate the number of programme hours that will be produced under each of the projects/activities.  *If you propose to use funds for training and development, please set out in general terms the need and intended outcomes of the trainee role and attach a short job description and workplan outline with your application.* |
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| **3.2** Please summarise your aims, objectives and outcomes; what are your broadcast goals, ambitions and what do you want to achieve? Why is/are the project/s or activity / activities needed and what will it / they achieve? *This should include regard to how the project/s, activity or activities will assist in achieving a more aware and better informed listenership on the COVID-19 pandemic, your target audience’s needs and expectations and how it aligns with your station’s Programme Policy Statement.* |
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| **3.3** Please set out how important the funding requested is for the capacity of the station to produce speech and information on the COVID-19 pandemic to meet your target audience needs and expectations in the franchise area. |
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| **3.4** Are there any unique or innovative aspects in your proposal? If yes, please outline such aspects having regard to your target audience and their better awareness and understanding of the COVID-19 pandemic. |
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| **3.5** If you propose to distribute any programming via online means on your station’s website further to the SV4 digital first principle, please set out the rationale for such an approach and how it will enhance your proposal. If this digital first principle is part of your proposal, please also set out any accessibility initiatives for people who are hard of hearing or deaf. |
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| **3.6** Please outline the skills and experience of the team assigned to manage and implement the project/s, activity/activities. |
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| **3.7** If the Authority awards you less funding than you requested, how would this impact on your proposal? |
|  |

## Budgets

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| **Budgets** |
| Please provide details of the financial costs for your proposal and if a group application, for the proposal for each individual station.  Please also attach to the application the up-to-date Management Accounts for the commercial radio station, and if a joint application, the Management Accounts for each commercial radio station in the group. Please also provide the most recent audited annual accounts for the station, or each station if a group application. (If such documentation has previously been provided to the BAI under another process, you do not have to resubmit. In this instance, identify the BAI process or processes for which you have recently submitted such data). |

The BAI would draw your attention to the following:

* 1. You may use the budget template below, but if you prefer to use a software programme ordinarily used by the station, please do so and attach as an appendix to your application marked ‘Budget’. But you should follow the Budget Template set out on page 7 of this form and provide the associated budget notes.
  2. VAT: Line items in the Budget must be submitted exclusive of VAT.
  3. Travel cost should be in line with the current Civil Service rates – circular here <http://circulars.gov.ie/pdf/circular/per/2017/05.pdf>
  4. Subsistence costs should be in line with the most recent Civil Service rates – circulars as follows: Subsistence: <https://circulars.gov.ie/pdf/circular/per/2017/06.pdf>
  5. Accounts Provision must be made in the budget for the cost of an accountant’s report of the project under the M45 – Grant Claim standard i.e. the engagement of a qualified person to examine and sign off on a final cost statement etc. Guidance on the M45 Grant Claim Standard is available on request from the BAI.
  6. Archiving & Subtitling (BAI Delivery): Programming funded under the Scheme will be archived by the BAI; provision should be made for this cost. For radio a CD copy or CDs with copies of the programme/s, or a compilation of the programming, including digital versions, depending on volume will be required. Regarding subtitling, this only applies in instances where the grantee had regard to access provisions for funded programme content that was distributed online further to the digital first principle.
  7. Budget notes.
  8. Finance Plan.
  9. Sound & Vision 4 can generally fund a maximum of 95% of the costs in the eligible budget.

Applicants are required to provide full details regarding the level and source of other funding for all aspects of the budget for project/s and or activity/activities, which should include Government-funded sources such as salary subsidies. The following matrices provide an example of the possible percentages to be allocated:

|  |  |  |
| --- | --- | --- |
| **Minimum € Award** | **Maximum € Award** | **Permitted % of Grant Award: Eligible Budget** |
| -- | €20,000 | Up to 95% |
| €20,000.01 | €40,000 | Up to 90% |
| €40,000.01 | €55,000 | Up to 85% |
| €55,000.01 | -- | Up to 85% on a case by case basis |

**Budget Templates:**

**Mandatory Budget Form for Proposals[[1]](#footnote-1)**

*The budget form on the following page provides the category of costs that the applicant must set out. If you wish to use a software programme to compile your budget you may do so, but please ensure that it follows the structure as set out on the following page and includes budgetary notes for each line item. You should then attach the completed budget to your application form and clearly mark the attachment as ‘Budget’.*

*If the application is a group application, please provide a separate budget for each station in the group. If there are shared resources, please identify the associated costs and how they have been apportioned across the group.*

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| --- | --- | --- |
| **BUDGET**  *Your budget should tell the story of your proposal. It should match what you have proposed in your narrative in sections 2 and 3 of your application form.* | | |
| Please provide a detailed breakdown of the costs of the project or activity. | | |
| Item | Cost € | Notes |
| 1. Personnel & Training |  |  |
| 1.1 Staff Salaries | € |  |
| 1.2 Other Staff Costs | € |  |
| 1.3 Government Levies | € |  |
| 1.4 Training & Development (if applicable) | € |  |
| 1.5 Specialist Services / Advice | € |  |
| 1.6 Other | € |  |
| 1.7 Other | € |  |
| Total Costs Personnel & Training | € |  |
| 1. Production / Administration / Overheads |  |  |
| 2.1 Programme Development & Pre-production | € |  |
| 2.2 Programme Production | € |  |
| 2.3 Digital First Principle (if applicable) | € |  |
| 2.4 Relevant Studio Costs | € |  |
| 2.5 Interviewee / Guests Costs | € |  |
| 2.6 Associated Administrative Costs | € |  |
| 2.7 Associated Overhead Costs | € |  |
| 2.8 Travel & Expenses | € |  |
| 2.9 Other | € |  |
| 2.10 Other | € |  |
| *Total Costs Production/Administration/Overheads* | € |  |
| 1. Delivery Costs |  |  |
| 3.1 Communications & Promotions | € |  |
| 3.2 ‘Digital First’ Delivery | € |  |
| 3.3 Accounts (Mandatory) | € |  |
| 3.4 Project Report Form & associated materials (Mandatory) |  |  |
| 3.5 Finance & Legal | € |  |
| 3.6 Other | € |  |
| 3.7 Other | € |  |
|  |  |  |
| *Total Delivery Costs* | € |  |
|  |  |  |
| 4.1 Contingency (up to 5% of budget) |  |  |
|  |  |  |
| Total | € |  |

## Finance Plan

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | | |
| Funder | Amount | % of Eligible Budget |
| Sound & Vision 4 |  |  |
| Broadcaster |  |  |
| Other Funder |  |  |
|  |  |  |
| Total Eligible Costs |  | 100% |
| **Ineligible Costs** | | |
| Funder | Amount | % of Ineligible Budget |
| Other Funder/ Applicant |  |  |
|  |  |  |
|  |  |  |
| Total Ineligible Costs |  | 100% |
| **Total Budget** |  |

## Guidance Budget Notes

Use the budget notes to explain how you are going to achieve the proposal described in the application using the resources listed in the budget. Applicants must adequately justify the costs indicated (e.g. by way of the assumptions underpinning the projected costs), and where necessary, provide a breakdown of each input.

If there are any costs related to additional precautions that must be applied in response to National Emergency obligations, these should be indicated where relevant.

Staff costs can include those assigned to the project and also, other staff costs, including any costs relating to the staffing, including management or supervision costs excluding any funding received from other sources to cover staff costs.

Clearly identify where the same person fulfils more than one role, and, indicate rates per day paid and number of days that are proposed for each role.

The notes should provide a breakdown of any costs that are ‘bundled’ in the budget, e.g. travel and subsistence, and they should explain why particular cost lines are necessary and justified in the context of proposal.

The programme production costs should be based on the total number and hours of programme content that you propose to make.

If digital first costs are included a rationale for same must be provided and breakdown for such costs must be indicated, including, separately, any access provisions if applicable.

Administrative and overhead costs can include any such costs required to support the proposal such as office materials and supplies, phone, reception, insurance and utilities excluding any funding received from other sources that cover administration and overhead costs.

Applicants should also include a summary of the items that have been included in the overhead costs and detail insurance cost indicated.

A note for any “other” line included must be provided.

## Declaration

We have read the award conditions and guidelines and agree to be bound by them.

We certify that the information in this application is correct to best of our knowledge.

I declare that the information given in this form is correct and true.

I confirm I have read and fully understand the Terms and Conditions of the COVID-19 Funding Initiative as set out on the guidelines.

I confirm that this grant application is submitted in acceptance and compliance with the Terms and Conditions.

|  |  |
| --- | --- |
| Authorised Signatory | |
| NAME IN BLOCK CAPITALS |  |

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

Date: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Broadcasting Authority of Ireland**

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1. If you are registered for VAT, please submit this exclusive of VAT cost. If you are NOT registered for VAT, 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)