**Indicative Final Report Form**

*S&V4 Social Benefit – Community Radio Funding Initiative – Round 41**type county name here*

Funding contractors must complete this form to receive the final tranche payment for projects funded further to the S&V4 Social Benefit - Community Radio Funding Initiative, Round 41. The BAI is interested to know how the funding awarded facilitated your station in better achieving its social benefit objects, or its development and/or to build capacity to support the achievement of greater sustainability. In this regard, the BAI is looking for a synopsis of the outcomes of your project and the impact on your target community / communities coupled with the impact on your sound broadcasting service.

The BAI is also interested to know how you found the process for this funding initiative to inform future processes and to assess both the social benefit / community impacts, and the community radio sector impact, of the funding initiative.

A Final Report Form is required for each station that received funding further to the Community Fund.

If you require any assistance to complete this form, please contact the BAI staff member that processed your application for funding.

***July 2021***

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## Details of Project Outputs and Outcomes

|  |  |
| --- | --- |
| **Applicant** | |
| * 1. Station name: |  |
| Contact Person’s Full Name: |  |
| Contact Person’s Email Address: |  |
| Contact Person’s Phone Number: |  |
| Funding Award Reference Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.2 Outputs achieved**  Please provide details of the outputs achieved further to the funding award. Please also provide a short narrative for any variations between the actual outputs and those as set out in your S&V4 Funding Contract. | | | |
| **Outputs** | **Estimates as set out in Funding Contract** | **Actual** | **Please explain any variations to the committed outcomes in your Funding Contract** |
| Total number of broadcast programmes delivered. |  |  |  |
| Total number of broadcast programme **hours** delivered. |  |  |  |
| Total number of programmes delivered further to the ‘Digital First’ Principle. |  |  |  |
| Total number of programme **hours** delivered further to the ‘Digital First’ Principle. |  |  |  |
| If training was a funded commitment, confirm the number of participants. |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| ­­Other |  |  |  |

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| **2.3 Outcomes achieved**  Please provide details of the outcomes of the funding award, including in terms social benefit (attach evidence such as community / participant feedback and engagement with the station, testimonials from local individuals / groups and such like), how it impacted on the station’s capacity during this time and any strategic/ sustainability outcomes. If the use of funds included the use of the ‘digital first principle’, include online activity such as website visits, feedback, engagement and so forth and include any impact on accessibility for people who are deaf, or hard of hearing. If the use of the funds included a training and development aspect, you can include feedback / testimonial/s from the trainee/s).  *Please also provide details on how the outcome was, or each of the outcomes were, measured. For social benefit objects, the Social Benefit Framework Toolkit should be used, noting that the social benefit types will variously apply.* |
|  |

## Spend – M45 Accountant’s report & Final Cost Statement

An Accountant’s report must be submitted for the final tranche payment. This must be prepared in accordance with the procedures set out in the BAI’s Accounting Standard for S&V and follow the provisions set out in the Miscellaneous Technical Statement M45 – ‘Grant Claims’ for BAI Sound and Vision Contractors.

A sample of the Accountant’s report is included in Appendix One. This must be signed and dated by the accountant, preferably on their headed paper. The accountant must also sign and date the Final Cost Statement, a sample of which is also included in Appendix One.

The Cost Statement must follow the same structure and format as the budget included in the BAI Contract. It must show the original budget, on a line item basis, as well as the final actual incurred cost for each line item. Where a line item has a variation (either an overrun or an underrun) of more than 10% you must also provide a short explanation for the change. **Variation explanations are not required where the overrun/underrun is €250 or less.**

## Statement of Compliance

On signing this Final Report form, the Contractor hereby confirms to the best of his/her knowledge the following representations concerning the grant for its Community Fund project are as follows:

* All costs are directly connected with the subject of the Contract as provided for in the budget annexed to it;
* Costs are generated during the period of eligibility of funding, specified in the Contract;
* Costs are reasonable, justifiable and comply with the principles of sound financial management, in particular in terms of value for money and cost effectiveness;
* Costs are identifiable and verifiable and backed up by original supporting documents;
* Travel, accommodation, daily allowance/ per diem costs for staff, cast, contributors and crew are in line with Revenue Commissioners’ rates,
* Petty cash expenses are supported by receipts;
* Personal credit cards were not used to pay for production expenses;
* An Independent Accountant’s report has been furnished to the Broadcasting Authority of Ireland as per terms of the Contract.
* Explanations are provided for variations to any line item of the budget where the variation is 10% or more save that any variation of €250 or less shall not be considered a variation to the Budget.

## Tax Clearance Information

Please submit a valid eTax clearance certificate from the Irish Revenue Commissioners for the entity (company, cooperative, charity) who is signing the contract with the BAI. You must ensure you provide the correct Tax Reference and Access numbers. See <http://www.revenue.ie/en/online/tax-clearance.html>. Your tranche payment may be delayed if we receive information from Revenue at the point of payment that your tax affairs are not in order.

## Audio Copy

Please provide a copy or a compilation of the broadcast programmes / content on a CD, in 16bit WAV or 320kb MP3 format. You can post the CD to the BAI offices. The programme / content must adhere to the duration outlined in the Programme and Grant Details as well as the treatment agreed at contracting. If there has been a change, please provide an explanation for the change. The BAI Contract requires formal variation requests to changes of contract, including duration and treatment.

If you wish to submit material on a USB or other carrier instead of CD, this must be agreed with the BAI in advance.

## Required Delivery Materials

Further to the grant payment plan as set out in your S&V4 Funding Contract, the following deliverables are required to be provided when submitting your completed Final Report Form to the Authority:

* M45.
* Up-to-date set of Management Accounts.
* Up-to-date staff list (full-time, part-time, contract, shared position etc. and areas in which they work).
* Copy or Copies of broadcast programme/s, or a compilation depending on volume (see point 6. \*Audio Copy above).
* Evidence of social benefit / community impacts, including an outline of the methods used to measure this impact.
* Evidence of station impacts, including an outline of the methods used to measure this impact.
* Evidence of ‘digital first’ principle impacts, including on accessibility for people who are deaf or hard of hearing, including an outline of the methods used to measure this impact (if applicable).
* Evidence of Training & Development impacts (if applicable).

(*Please note, that the BAI acknowledges the value of feedback / testimonials from participants in a project and that such feedback / testimonials will tell the participants story in their voice and style.*)

## BAI Administrative Process

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| **5.1** Was the application clearly explained and could the guidelines be followed without difficulty? If not, how could it be improved? |
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| **5.2** Was the assessment process appropriate and fair? If not, how could it be improved? |
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| **5.3** Was the funding award sufficient for your proposal needs? If not, how did this impact on the station’s ability to deliver on the project? |
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| **5.4 a)** Was the Social Benefit Framework published in 2020 of assistance in the preparation for your application and implementation of funding activities? |
|  |
| **b)** Would you suggest any changes or improvements to the framework as published based on your experience of applying it to this Funding Round? |
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| **5.5** Was the funding initiative appropriate for the needs of your community station? If not, how could it be improved? |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Block Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## Appendix 1

**Example of Miscellaneous Technical Statement M45 – ‘Grant Claims’ Standard Independent Accountant’s Report**

**Independent accountants report to the BAI on the financial information supporting a claim of grant by the Contractor from the BAI under the** **Funding Contract dated …………….**

We have completed the procedures in relation to the financial information contained in the attached Cost Statement supporting the Contractor’s grant claim for Title of Programme.

**Respective responsibilities of the Contractor and accountants**

The Contractor is solely responsible for providing the BAI with a statement setting out relevant financial information, prepared in accordance with the Contract. The Contractor is responsible for providing accurate and reliable details of expenditure for which grant payment is sought. Our responsibility is to carry out the agreed procedures and to report our conclusions based on those procedures to you.

**Procedures**

Our work was undertaken in accordance with Miscellaneous Technical Statement M45 – “Grant Claims” and consisted of procedures set out in Appendix A to that document. Our procedures included obtaining representations from the directors in relation to certain judgemental matters.

These procedures do not constitute an audit, were restricted to the matters specified in the statement of grant claim and did not extend to Contractor’s financial statements taken as a whole. Therefore, this report does not express any assurance in relation to the financial statements of the Contractor.

The report is made solely to the Contractor as a body, and the BAI in accordance with our contract[[1]](#footnote-2). Our work has been undertaken so that we might report to the Contractor and the BAI those matters we are required to state to them in an accountant’s report on a grant claim and for no other purpose. Our report is addressed to the BAI solely for its use in fulfilling its responsibilities for proper application of grant funds. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the contractors and BAI as a body, for our work, for this report, or for the opinion we have formed.

**Conclusion**

Based on the procedures set out above, in our opinion, the statement of grant claim attached re Title of Programme dated……… is/is not consistent with the records we inspected and has been prepared, in all material respects, in accordance with the requirements set out in the Contract dated ……….

**Accountant Signature Date**

**Mandatory Cost Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET** | |  |  |  |
| Item | Contract Budget Total € | Actual Cost € | Variance € | Variance Explanation where +/- 10% or over €250 |
| 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 Studio Costs | € |  |  |  |
| 2.5 Interviewee / Guests Costs | € |  |  |  |
| 2.6 Administrative Costs | € |  |  |  |
| 2.7 Overheads | € |  |  |  |
| 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 | € |  |  |  |

**Round 41 S&V4**

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1. [↑](#footnote-ref-2)