



ÚDARÁS
CRAOLACHÁIN
NA hÉIREANN

BROADCASTING
AUTHORITY
OF IRELAND

BAI Community Broadcasting Support Scheme 2022

January 2022

The BAI Community Broadcasting Support Scheme offers funding to Community and Community of Interest radio and television broadcasters to enable them to undertake and complete projects aimed at advancing the organisational development of their station.

Organisational development projects can include evaluations of internal processes or external environments, but also governance development and analysis of governance practices, adherence to good financial management practice, the building of strong teams and strong local/community groups and networks, and planning and implementing outreach and engagement initiatives with relevant community groups to ensure that the stations are relevant to the communities they serve. This list is not exhaustive, and stations are invited to submit applications for organisational development projects relevant to them.

1. Aims and Objectives of the Scheme

The aims of the Scheme are to:

- Offer stations the opportunity to source professional advice and support so that they adequately meet the needs of staff, volunteers and the audiences they aim to serve now and in the future.
- Review, and update if necessary, station policies and procedures to help ensure that stations are well governed and have effective procedures and practices in place. These can include for example volunteer policies, financial management handbooks, HR procedures and others.
- Provide training and development opportunities for stations, staff and volunteers to learn from their experiences and that of other stations around the country.
- Improve awareness and implementation of the legal and regulatory codes and standards that stations need to comply with.
- Encourage partnerships between community stations with a view to promote a culture of sharing best practices.

2. Funding Available

- Total funding of €20,000 is being made available to fund reviews under this Scheme. Rounds are run on an open basis; however, the budget will be approved annually (by calendar year).

- There is no minimum or maximum funding amount that can be applied for as this depends on the scope and type of review being proposed by stations. Applicants should note, however, that funds are limited and that the BAI will endeavour to ensure a proportionate distribution of funds.
- The BAI reserves the right to offer a lower amount of funding to an application than is requested. Where this occurs, the BAI will offer feedback and rationale for this decision.

3. The Application Process

- Applications should be submitted on the Application Form attached in Appendix 1. The Application Form requires certain information under a range of headings to enable the BAI to assess the application. Please ensure all relevant sections are complete.
- Completed Application Forms will be assessed by a panel comprising BAI staff members.

4. Submitting an Application

- The Application Form should be completed and signed by an authorised person within the station (usually the Station Chairperson or Manager). Only one application per station will be accepted in any calendar year. Joint applications or partnerships will be considered one application on behalf of all stations involved.
- Applications will not be accepted from stations with an open CBSS project.
- Applications must be submitted to the BAI by email to cbss@bai.ie.
- **As this is an open round, applications may be submitted at any stage and there are no closing dates. Please note that the timeline for assessing the applications may vary depending on resource availability and submission date.** Questions or queries about your application can be forwarded by email to cbss@bai.ie.

5. The Assessment Process

Completed applications will be assessed using the following criteria.

CRITERION	% WEIGHTING
The work being proposed and the rationale for same. How will it address the organisational development needs of the station? Why and how does this project further the development of the station?	40%
The qualifications, experience and suitability of the person/ company who will complete the work.	30%
The proposed budget and the amount of funding being requested from the BAI. Does it represent value for money for both the station and the scheme?	30%
Total	100%

- Applications that are deemed to be incomplete will not be assessed. Applicants will be informed of this decision by the BAI. Applicants may resubmit completed applications at any time.
- Successful Applicants will be offered feedback on their application and offered recommendations on their proposal. It is expected that applicants take BAI recommendations on board. After this stage, applicants will be asked to sign a contract for the drawdown of funding. Funding will generally be released in two stages.
- Unsuccessful Applicants will be offered feedback on their application.

6. Further reading:

We would strongly recommend that all applicants consider reading the following documents which may assist them with their applications.

- The BAI Strategy Statement 2021-2023
- The BAI Sectoral Learning and Development Policy

Both of these documents are available on the BAI website.

Appendix 1 – Application Form

BAI Community Broadcasting Support Scheme (CBSS) 2022 Application Form

1. Applicant/s

	Joint Application (if yes, please answer 1.2. If no, please proceed to 1.3)	Yes		No	
1.1	Station Name				
1.2	Name of joint applicants (for joint application/partnerships)				
1.3	Name of station BAI will contract with				
1.4	Contact person for project				
1.5	Email address				
1.5	Phone number				
1.6	Postal Address for project				

2. Project Outline

2.1	Project Title				
2.2	Subject of review/evaluation/area for development (please mark relevant box with X)				
Operations	<input type="checkbox"/>	Community served by station	<input type="checkbox"/>	Governance	<input type="checkbox"/>
Staff/Volunteer	<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Legal & Regulatory Codes	<input type="checkbox"/>
Other (provide details)					
2.2	Overview of the project				
2.3	Aims and objectives of the project				

2.4	Rationale for why the project 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
2.8	How does this project tie in to the BAI's Strategy Statement 2021-2023?
2.9	Can this work be published/shared with the community sector?

3. Personnel and details of Partnership (if applicable)

3.1	Name of Independent 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
3.4	Outline rationale for this partnership, for example, how does the project benefit all partners involved (only applicable to joint applications/partnerships)

4. 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)
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

5. Budget¹ 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-Funder]	€●	
●[Co-Funder]	€●	
Total	€●	100%

6. 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.

7. Data Protection

The Broadcasting Authority of Ireland shall comply with their obligations under the Data Protection Bill 2018 and any other applicable data privacy laws and regulations.

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.

8. 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: _____