**Sound and Vision 4 – Round 51**

**RADIO Application Form** *(Published October 2023)*

**Getting started:**

|  |
| --- |
| 1. Read the most recent **Guide for Applicants** published [here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=487e29f21bc27510b9f86282b24bcb27) and [www.cnamonline.ie](http://www.baionline.ie/) before completing this Application Form. The Guide will inform you of Coimisiún na Meán’s requirements for each section and what elements are mandatory for your project.
2. Complete this Application Form using the order shown in the Contents overleaf. When completed, **save as one PDF document**, attach it to your [www.cnamonline.ie](http://www.baionline.ie/) application record **and submit on** [www.cnamonline.ie](http://www.baionline.ie/). Any material considered confidential should be saved in an appendix as a separate PDF document, with the rationale for seeking confidentiality clearly set out and upload to your [www.cnamonline.ie](http://www.baionline.ie/) application record. **All applications must be fully completed and submitted on** [www.cnamonline.ie](http://www.baionline.ie/) **by noon on the 14th of December 2023.**
3. Applicants must be registered on [www.cnamonline.ie](http://www.cnamonline.ie) before they can submit an application. Go to [www.cnamonline.ie](http://www.baionline.ie/) to find out how to register. Completed Application Forms must be submitted via [www.cnamonline.ie](http://www.baionline.ie/). Refer to S&V FAQs on [www.cnamonline.ie](http://www.baionline.ie/) if you are unsure how to submit an application.
 |

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## Programme Specification[[1]](#footnote-2)

|  |  |
| --- | --- |
| Contractor Name and Address:[[2]](#footnote-3) |  |
| Title of Programme: |  |
| Episodes & Duration: |  |
| Broadcaster: |  |
| Broadcaster Channel: |  |
| Format[[3]](#footnote-4): |  |
| Genre[[4]](#footnote-5): |  |

|  |
| --- |
| **Treatment***Do not include running orders or scripts here (include these in sections 9 and/or section 10 where relevant).*  |
| Synopsis:*Capture the substance of your project in one short paragraph below.*  |

*Type here*

|  |
| --- |
| Programme Content (max 4,000 words):* *Describe how your programme will fulfil the objectives of the Scheme.*
* *Describe the content of each programme including storyline, structure, relevant characters, contributors, etc.*
* *Describe the narrative approach or how the ‘story’ or subject matter will unfold across the programme or series and why you have chosen this approach*
 |

*Type here*

|  |
| --- |
| Audio approach: (max 1,000 words)*Describe the approach of how audio will be used in the programme below.* |

*Type here*

|  |
| --- |
| Key Contributors:*List the key contributors to the programmes. Include any information about them you think is relevant and indicate whether their involvement is confirmed or not. If confirmed, provide proof of confirmation in section 8 below.* |

*Type here*

|  |
| --- |
| Key Personnel:*In the box below list the key crew on this project, e.g. Producer, Director, Writer, Cast, etc. Include the job title as set out in your budget and the person’s name. Include biographies in section 7 below (****do not include personal information such as phone numbers, personal email addresses or addresses)*** |

*Type here*

|  |
| --- |
| Follow-On Programme or Series **(mandatory for all follow on programmes)** * Set out how the proposed project is ‘new;’ and
* Demonstrate that the original and/or subsequent programme or series is now substantially complete.
* If the previous programme has been broadcast, set out any information that demonstrates the success of the previous series. If audience share information is available please also provide same.
 |

*Type here*

|  |
| --- |
| **Digital First:** If you propose to distribute any programming via online means further to the SV4 Digital First principle, please set out the rationale for such an approach and how it will enhance your project. Please also set out any accessibility initiatives for people who are hard of hearing or deaf[[5]](#footnote-6). |

*Type here*

|  |
| --- |
| Ethos of community broadcasting (**mandatory for programmes broadcast on Community stations)***Describe below how the programme:** *Will promote and preserve the ethos of community broadcasting;*
* *Is based on community access;*
* *Supports active community participation and/or develops skills for members of the community;*
* *Adds to the development of the broadcaster.*
 |

*Type here*

|  |
| --- |
| **Irish Language**If relevant, please set out to what extent is it intended to use the Irish language. In this regard, it must be demonstrated that a minimum of 30% of the final broadcast will be in the Irish language to be considered bi-lingual or multi-lingual programming.  |

*Type here*

|  |
| --- |
| **Talent and Skills Development**Please set out your approach, if relevant, to providing an opportunity for new talent or skills development, particularly people that reflect Ireland's cultural and ethnic diversity and is the level of support as set out sufficient and/or the extent to which the applicant will create opportunities for talent and/or skills development. |

*Type here*

**Gender, Equality, Diversity, and Inclusion**

Please confirm what elements of your proposal, if any, focus on gender, equality, diversity, and or inclusion. In particular please highlight any aspect of the proposal that focus on new Irish communities and voices.

*Type here*

**Sustainability**

Please set out your approach to environmentally sustainable programme making and any initiatives that help your productions lessen their impact on the environment.

*Type here*

|  |
| --- |
| **Resubmission** **If this application is a resubmission, please set out below how previous feedback has been addressed and/or any significant changes that have been made to the proposal.** |

*Type here*

## Budget[[6]](#footnote-7)

**Mandatory Budget Form for Radio Projects[[7]](#footnote-8)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |   | Number of Days |   |
|  | Pre-Production |   |   |
|  | Production |   |   |
|   | Post-Production |   |   |
| **Eligible Budget** |
| # | Personnel | Unit Description | Number | Rate | Total |
| 1 | Development | e.g. Day |  |  |  |
| 2 | Producer |  |  |  |  |
| 3 | Presenter |  |  |  |  |
| 4 | Researcher |  |  |  |  |
| 5 | Cast/Contributors/Artists |  |  |  |  |
| 6 | Director |  |  |  |  |
| 7 | Writer |  |  |  |  |
| 8 | Other |  |  |  |  |
|   | **Total Personnel Costs** |  |
| # | Production | Unit Description | Number | Rate | Total |
| 9 | Studio Hire |  |  |  |  |
| 10 | Travel & Subsistence |  |  |  |  |
| 11 | Interviewee & Guest Costs |  |  |  |  |
| 12 | Insurance |  |  |  |  |
| 13 | Other |  |  |  |  |
|   | **Total Production Costs** |  |
| # | Post-Production | Unit Description | Number | Rate | Total |
| 14 | Editing |  |  |  |  |
| 15 | Music/Music Composition |  |  |  |  |
| 16 | Accounts (mandatory) |  |  |  |  |
| 17 | Financial & Legal (*related to production only)* |  |  |  |  |
| 18 | Digital First Principle if applicable |  |  |  |  |
| 19 | Other |  |  |  |  |
|   | **Total Post-Production** |  |
|  |
|   | **Sub-Total Eligible Budget** |  |
| 20 | Production Fee | % |  |
| 21 | Overheads[[8]](#footnote-9)  | % |  |
|   | **Total Eligible Budget** |  |
|   |
| **Ineligible Budget** |
| # | Category Description | Unit Description | Number | Rate | Total |
| 22 | Other |   |  |  |  |
|   | **Total Ineligible Budget** |  |
| **Total Budget** |  |

**Guidance Notes**

|  |  |
| --- | --- |
| Line item 1: | Incurred development costs related to the programme(s) may be included. |
| Line Item 2: | This is the cost of all producers involved (if more than one). |
| Line Item 5: | May include Cast, Interviewees, Contributors, Chaperones/Tutors, Consultants. |
| Line Item 8: | May include personnel costs required to produce the project that are not listed under lines 1 -7. |
| Line Item 9: | May include Studio, Outside Broadcast, Location Fees, Permits, Facilities for Rehearsal. |
| Line Item 10: | May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality. |
| Line Item 12: | Cost for standalone adequate production insurance. The cost of annual company policies should be included under the overhead provision. |
| Line Item 13: | May include production costs required to produce the project that are not listed under lines 9 - 12. |
| Line Item 15: | May include cost for original music and costs associated with music composition.  |
| Line Item 16: | Cost for provision of independent account M45 report. |
| Line Item 17: | May include cost for bank no set off letter and or relevant legal advice.  |
| Line Item 18: | May include costs for provision of Digital First related content. See section 4.11 of the current Sound & Vision 4 Guide for Applicants for more information. |
| Line Item 19: | May include post-production costs required to produce the project that are not listed under line 14 – 18. |
| Line Item 20: | Production Fee must be no more than 10% of eligible budget subtotal and justified in budget notes. |
| Line Item 21: | Overheads must be no more than 5% of eligible budget subtotal and justified in budget notes. |

## Budget Notes[[9]](#footnote-10)

Radio applications must include a budget note for each line of the proposed budget.[[10]](#footnote-11)

*Type here*

## Finance Plan and Territorial Spend[[11]](#footnote-12)

**Finance Plan**

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

## Letter of Commitment from an Eligible Broadcaster[[12]](#footnote-13)

*Insert information here, do not embed or link documentation externally to the form.*

## Letter(s) of Commitment from other Funders[[13]](#footnote-14)

*Insert information here, do not embed or link documentation externally to the form.*

## Biographies of Key Personnel[[14]](#footnote-15)

*Insert information here, do not embed or link documentation externally to the form.*

##  Letters of Commitment from Key Contributors[[15]](#footnote-16)

*Insert information here, do not embed or link documentation externally to the form.*

## Indicative Running Orders[[16]](#footnote-17)

Please provide an indicative running order(s) to assist the understanding of your programme(s).

*Insert information here, do not embed or link documentation externally to the form.*

## Scripts[[17]](#footnote-18)

Scripts **must** be provided for all Drama projects , in the language to be broadcast, and are advised for dramatic elements contained in other formats such as documentaries. For series where not all scripts are available at least one script must be included along with outlines for remaining episodes.

*Insert information here, do not embed or link documentation externally to the form.*

1. **Summary Checklist**

|  |  |  |
| --- | --- | --- |
| 1 | I have registered with [www.cnamonline.ie](http://www.baionline.ie/). | Y/N |
| 2 | I have checked the Contractor for my programme, i.e. the entity to receive funding if successful, is also registered with [www.cnamonline.ie](http://www.cnamonline.ie). | Y/N |
| 3 | I have read & understood the current S&V4 [Guide for RADIO Applicants](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=487e29f21bc27510b9f86282b24bcb27).  | Y/N |
| 4 | I will complete this Form and will save it as **one PDF document** prior to uploading to www.cnamonline.ie. All required third-party confirmation letters and or agreements are included within the application and all information is legible. External links have not been included to any required documentation. Documentation has not been included as embedded links or thumbnails within the application document. Any material considered confidential has been saved in a separate attachment and uploaded to my application record on [www.cnamonline.ie](http://www.cnamonline.ie) as **one PDF document.** | Y/N |
| 5 | I will check this document for computer viruses before it is uploaded to [www.cnamonline.ie](http://www.cnamonline.ie).  | Y/N |
| 6 | I have completed all mandatory fields on the online part of the application form on [www.cnamonline.ie](http://www.cnamonline.ie).  | Y/N |
| 7 | My proposed project is ready to go into production. | Y/N |
| 8 | My proposed project has not commenced production. | Y/N |
| 9 | My proposed project is new. | Y/N |
| 10 | My proposed project is not news or current affairs. | Y/N |
| 11 | The majority of other finance required to produce this project is demonstrated as secured in my application (refer to section 4.6 of the Guide for Applicants for information). | Y/N |
| 12 | Any personal information included with the application is necessary. | Y/N |
| *When you can mark 1-12 as “Y” you are ready to submit your application via* [*www.cnamonline.ie*](http://www.cnamonline.ie) |

1. See section 4.1 of the Guide for Applicants [↑](#footnote-ref-2)
2. Please ensure the contractor is registered on [www.cnamonline.ie](http://www.cnamonline.ie) as a contractor, the contactor is the entity that will contract with Coimisiún na Meán if the project is awarded funding. [↑](#footnote-ref-3)
3. Accepted Formats: Documentary; Education;; Drama; and, Entertainment [↑](#footnote-ref-4)
4. Accepted Genres: Children’s; Arts/Culture; Contemporary Society; History/Heritage; Science/Nature/Environment; and, Adult/Media Literacy [↑](#footnote-ref-5)
5. See sections 3.1.6 and 4.11 of the Radio Guide for Applicants [↑](#footnote-ref-6)
6. See section 4.2 of the Guide for Applicants [↑](#footnote-ref-7)
7. 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-8)
8. Archiving and all podcasting costs should be included as part of the fee for overheads [↑](#footnote-ref-9)
9. See section 4.3 of the Guide for Applicants [↑](#footnote-ref-10)
10. Please consider how the information provided will assist the understanding of your budget. [↑](#footnote-ref-11)
11. See section 4.4 of the Guide for Applicants [↑](#footnote-ref-12)
12. See section 4.5 of the Guide for Applicants [↑](#footnote-ref-13)
13. See section 4.6 of the Guide for Applicants [↑](#footnote-ref-14)
14. See section 4.7 of the Guide for Applicants [↑](#footnote-ref-15)
15. See section 4.8 of the Guide for Applicants [↑](#footnote-ref-16)
16. See section 4.9 of the Guide for Applicants [↑](#footnote-ref-17)
17. See section 4.10 of the Guide for Applicants [↑](#footnote-ref-18)