Application Form

Community Sound Broadcasting Service

Publication date:   
20 March 2025

Contents

[1. Applicant Details 3](#_Toc190425566)

[2. Ownership, Management and Governance of the Applicant 4](#_Toc190425567)

[3. Community and Social Benefit 10](#_Toc190425568)

[4. Programming 10](#_Toc190425568)

[5. Operations 10](#_Toc190425568)

[6. Financial and Business Plan 23](#_Toc190425568)

[7. Proposed Commencement of Broadcasting 25](#_Toc190425568)

[Annex 1. 27](#_Toc190425568)

|  |
| --- |
| Applicants should read the *Guide to Application for a Sound Broadcasting Contract for the provision of a Community Sound Broadcasting Service for East Clare* ("Guide"),published on Coimisiún na Meán’s website [www.cnam.ie](http://www.cnam.ie) before completing this Application Form. The Guide provides guidance on, and details, the requirements for the application.  Applicants must complete the application form in its entirety. An incomplete submission will not be considered as a valid application.  The application must be submitted in electronic form in PDF format and can be in either Irish or English.  All information submitted as part of the application must be true and correct. The application must include 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 an applicant to the application or its accompanying documents, Coimisiún na Meán should be informed immediately. No material alterations will be permitted to the proposals in the application after the closing date.  The application and all copies thereof must be submitted to Coimisiún na Meán via email or by notified electronic transfer by the deadline of 5pm on 18 June 2025. |

## Applicant Details

|  |  |
| --- | --- |
| **Introduction to the Applicant** | |
| *The Applicant will hold the community sound broadcasting contract with Coimisiún na Meán and must be a single legal entity. A copy of the Certificate of Incorporation and Memorandum and Articles of Association must be included with the application where the Applicant is a body corporate.* | |
| **1.1** Applicant’s name and contact details (*Contact person, address, telephone no. and e-mail)* |  |
| **1.2** Trading Name |  |
| **1.3** Registered Company Name (if applicable) |  |

|  |  |
| --- | --- |
| **1.4** Main Contact Details:  *For public purposes: Please nominate at least one individual to deal with any press or public enquiries.* | |
| Contact Person's Full Name: |  |
| Contact Person's Job Title: |  |
| Contact Person's Email Address: |  |
| Contact Person's Phone Number: |  |
| Contact Person’s Postal Address: |  |

|  |  |
| --- | --- |
| **1.5** Proposed Station Name: |  |
| **1.6** Brief description of the programme service (please summarise in one short paragraph the type of community radio service proposed): |  |

|  |  |
| --- | --- |
| **1.7** Please identify the names and addresses of the Applicant’s (where applicable): |  |
| **1.7.1** Consultants |  |
| **1.7.2** Auditors |  |
| **1.7.3** Solicitors |  |
| **1.7.4** Bank |  |

## Ownership, Management and Governance of the Applicant

The members of the Applicant, being members of a local community, must be representative of, and accountable to, the community concerned.[[1]](#footnote-2) A community sound broadcasting service must be "owned and controlled by a not-for-profit organisation" whose structure provides for "membership management and operation and programming primarily by members of the community at large".[[2]](#footnote-3) The information provided in this section should clearly demonstrate how the ownership and control structure of the Applicant will comply with these requirements at all levels of the operation of the service.

The applicant’s approach to Ownership and Control should pay specific regard to, and where possible directly reference, the Social Benefit indicators set out in the Social Benefit Framework. Social Benefit indicators included in the application should follow the S.M.A.R.T model and be verifiable and measurable as key performance indicators over a specific period of time.Please note An Coimisiún will normally require, prior to the signing of the contract with the successful Applicant, that the commitments undertaken with respect to the ownership and control structure of the station are embodied in the constituting documents of the station (for example, the Rules of the Co-operative or the Memorandum and Articles of Association).

For the purposes of this section, the following interpretations apply:

**"*Control*"** – is in a position proprietarily, financially or in terms of voting rights to determine or direct the policy of the company, with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

***"Substantial interests*"** – has sufficient proprietary, financial or voting strength within a relevant company or companies to be able to influence directly or indirectly to an appreciable extent the strategic direction or policy (which shall include editorial policy) of the company (companies), with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

**"*Communications Media*"** – the provision of a broadcasting services, audiovisual on-demand media services, designated online services or the publication of newspapers or periodicals consisting substantially of news and comment on current affairs.

|  |  |  |
| --- | --- | --- |
| **2.1 Organisation Structure and Governing Body** | | |
| **2.1.1** Please describe the type of corporate structure established or proposed for the community sound broadcasting service (e.g. a company limited by guarantee with no share capital, a co-operative society or other not-for-profit organisation): | | |
|  | | |
| **2.1.2** Please state the type of Executive Organ proposed for the Applicant (e.g. a Board of Directors or Committee of Management): | | |
|  | | |
| **2.1.3** Please provide the following details in relation to the members of the Executive Organ: | | |
| 1. The number of members proposed: |  | |
| 1. The number of members who will be appointed in a representative capacity and provide details of such representation: |  | |
| 1. The nomination, election and/or appointment procedures for members: |  | |
| 1. The categories of community membership. Where the categories comprise community groups or other organisations, please provide details of the groups or organisations concerned, the manner in which they are representative of, and accountable, to the community and their relevance to the community and the service. |  | |
| **2.1.4** Please provide the following details in relation to each member of the Executive Organ:   1. name, home address and occupation, 2. background and experience (including but not limited to media/broadcasting, community, management and financial experience) 3. other business, community and/or media interests held (please specify); and/or 4. involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e., position/role held) and period of involvement (commencement date and date of departure). 5. position/role on the Board/Executive Organ (eg. Chair, Treasurer, Secretary etc.)   Name, occupation & address Position on board Other information (b – d above) | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide the same information as above for any other individual whom the Applicant is considering appointing a member of the Executive Organ.

|  |
| --- |
| **2.1.5. Mandatory Documentation to be submitted** |
| 1. **Certificate of Incorporation**  * **Constitution (Memorandum and Articles of Association)** |

|  |  |
| --- | --- |
| **2.2 Membership Structure** | |
| **2.2.1** Please state the current number of members of the Applicant: | |
|  | |
| **2.2.2** Please identify and describe the categories of membership proposed and explain how the overall membership will facilitate representation of the community to be served: | |
|  | |
| **2.2.3** Please set out, where applicable, the categories of shares and the prices of such shares or any other fees associated with membership: | |
|  | |
| **2.2.4** Please detail the strategies to source and increase membership among a broad cross-section of the community over the term of the contract proposed: | |
|  | |
| **2.2.5** Please provide the names of the current members of the Applicant and identifying the categories of membership to which such members belong: | |
|  | |
| **2.2.6** Where a member of the Applicant is a corporate body, please provide the following details in respect of the directors and shareholders with a substantial or controlling interest in that body[[3]](#footnote-4):  a) name and home address;  b) background and experience (including but not limited to media/broadcasting, community and management experience);  c) other business, community and/or media interests held (please specify); and/or  d) involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e., position/role held) and period of involvement (commencement date and date of departure)  Name & address Other information (b – d above) | |
|  |  |
|  |  |
|  |  |
|  |  |
| **2.2.7** Please state the rationale for the involvement of the corporate body in the Applicant, if relevant: | |
|  | |

|  |
| --- |
| **2.2.8 Mandatory Documentation** |
| **Register of Members** please redact home addresses and other personal information and include information on categories of membership, if any. |

|  |
| --- |
| * 1. **Management Structure** |
| **2.3.1** Please describe, in the form of a chart/diagram and narrative, the existing or proposed management structure of the Applicant, clearly indicating the roles and status of management staff to be appointed (full-time, part-time, paid staff and/or volunteers): |
|  |

|  |
| --- |
| **2.3.2** If the management structure proposes the use of sub-committees,[[4]](#footnote-5) please detail the proposed terms of reference of each sub-committee, the membership, the procedures for nomination and election of the members and the rationale for their inclusion in the management structure. |
|  |
| **2.3.3** Please detail the proposed reporting structure between the management team, including any sub-committees, and the Executive Organ of the Applicant: |
|  |
| **2.3.4** Please provide in relation to each of the following individuals, or their equivalents, their name and details of expertise and experience, in particular that which relates to community and/or broadcasting:   1. Station Manager; 2. Compliance Officer. |
|  |
| **2.3.5** Please provide a brief overview of the Applicant's policy in respect of:   1. staff remuneration and benefits; 2. employment contracts; 3. industrial relations; and 4. management training and development. |
|  |
| **2.3.6** Please provide details of any employment support, grant or training schemes and detail any arrangements entered into and commitments provided or received under such schemes***.*** |
|  |

|  |
| --- |
| **2.4.1 Character of the Applicant** |
| An Coimisiún has a duty to ensure that broadcasting contracts are held by persons who are of suitable character, and who have available to them adequate expertise, experience and financial resources. The following ‘Character Test’ is expressed in the form of 8 questions which must be answered using a "yes" or "no", on behalf of each of the directors, shareholders having a substantial or controlling interest and the Station Manager and the Compliance Manager. If the answer is "yes" to any of the following questions, please provide full details.   1. Have you ever been convicted of an offence (excluding ‘spent convictions’) relating to any of the following:- fraud or dishonesty; membership of a criminal organisation; corruption; terrorist offences; money laundering; terrorist financing; child labour; human trafficking? 2. Have you ever been restricted or disqualified as a Company Director, or convicted of any offence under the Companies Act 2014 in this jurisdiction or under equivalent legislation in any other jurisdiction? 3. Have you ever been adjudicated a bankrupt, become insolvent or entered into a voluntary arrangement with creditors, or had a receiver appointed to any of its assets, in this or any other jurisdiction? 4. Have you ever been a director of a company to which a receiver was appointed, which went into compulsory liquidation, creditors’ voluntary liquidation, examinership or which made any arrangement with its creditors or class of creditors? 5. Have you ever been convicted of an offence under any legislation by which Broadcasting and/or Wireless Telegraphy is regulated in this or any other jurisdiction? 6. Have you ever had a licence or contract issued by a broadcasting licensing body or any other statutory body suspended or revoked in this or any other jurisdiction? 7. Have you ever been the subject of any of the following: - adverse findings by a tax authority; adverse findings by a regulatory body in relation to gross professional misconduct; adverse findings by a competition authority in relation to anti-competitive conduct? 8. Are you aware of any reason why you may not be a fit and proper person to be awarded a contract? |
| ***Details:*** |
| **2.4.2 Mandatory Documentation** |
| **A completed character test questionnaire for each relevant person**. |

***Note:*** *applicants should note that failure to pass any of the tests set out above may or may not automatically disqualify an applicant or a request for a change of ownership and control. The Commission will have regard to all of the relevant information provided and subsequent clarifications provided, as deemed necessary.*

## Community and Social Benefit

The Applicant should demonstrate knowledge and an understanding of the needs of the community concerned and present appropriate proposals for the active participation by that community at all levels of the operation of the service. The Applicant should demonstrate that the service will address the interests of and provide a social benefit to the community and submit any supporting documentation and research. All relevant documents should be cited indicating, where relevant, the source, author/s, publisher and year of publication.

The applicant’s approach to community and audience relations should pay specific regard to, and where possible directly reference, the Social Benefit indicators set out in the Social Benefit Framework. Social Benefit indicators included in the application should follow the S.M.A.R.T model and be verifiable and measurable as key performance indicators over a specific period of time.

|  |
| --- |
| Geographic community to be served |
| **3.1.1** Please define and provide a profile of the geographic community to be served: |
|  |

|  |
| --- |
| **3.2 Community Access and Participation** |
| **3.2.1** Please set out how the proposed service will be promoted among the community to be served and how the community will be facilitated in participating at all levels of its operation. |
|  |
|  |
| **3.2.3** Please outline the applicant's proposed approach to the issue of community and audience evaluation, including the methodologies to be relied upon and the frequency with which such evaluations will be conducted. Please indicate the budget to be allocated to this activity in the Financial section of your application. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.3 Community Interests and Social Benefit** | | | | |
| **3.3.1 Please** set out how the proposed service will serve the diverse interests of the community.  Please include any previous evaluations or research if applicable to support your answer. | | | | |
|  | | | | |
| **3.3.2** Please set out how the proposed service will continue to develop and enhance its social benefit role over the lifetime of any contract.  This should be demonstrated in terms of at least three of the six areas identified in the Social Benefit Framework with timeframes and sources of evidence.  The six social benefit areas are set out below (please delete as appropriate). | | | |
| **Social Benefits** | **Indicators**  "Social Benefit is being achieved through…." | **Timeframe:** Is this Social Benefit ongoing or to be achieved in the immediate or long-term future (provide target date) | **Source of Evidence:**  Please reference supporting documentation/links etc. as evidence or how this will be measured under the term of the contract. |
| **Social Benefit 1**  Individuals, especially minorities and those marginalised, are growing in confidence and creativity and/or reinforcing a sense of belonging, directly from engaging with the station. | 1.1. placements from community organisation working with marginalised/ disadvantaged people  1.2. station volunteers making programmes and in administration and support  1.3. training of marginalised/ disadvantages individuals; and taking in interns from external entities  1.4. isolated or marginalised individuals listening to radio programmes addressing their interests |  |  |
| **Social Benefit 2**  Individuals are enhancing their employment prospects, through gaining skills and confidence reinforcing community identity | 2.1. media training that enhances vocational prospects.   2.2. volunteer opportunities that enhance employment prospects through personal development and skills acquisition  2.3. staff experience and training that enhance their vocational prospects |  |  |
| **Social Benefit 3**  Community members are informed and aware of what is happening around their community | 3.1. regular bulletins of everyday information such as traffic, weather events etc.  3.2. specific social bulletins such as death notices, social events, etc.  3.3. transactional information services such as Job Search or Marketplace delivered free or at low-cost |  |  |
| **Social Benefit 4**  Community members are responding more effectively to issues– local to global–because they have access to diverse viewpoints and to more and better information | 4.1. producing/broadcasting content and format that addresses local to global, with diverse views presented in a balanced and constructive format, in studio and outside broadcasting  4.2. providing facilities and resources for volunteers to do the same, covering issues of local interest and concern  4.3. referencing local advocacy groups when reporting on news items  4.4. actively engaging in the community through projects, advocacy and interactions on issues or local interest and concern |  |  |
| **Social Benefit 5**  Collective actors (CBOs, NGOs etc.) are facilitated, and reinforced in their capacity to achieve their goals | 5.1. providing airtime to local CBOs to discuss and present their work, issues and requests to the public  5.2. facilitating CBOs to produce dedicated regular slots or entire programmes, including training and facilities  5.3. actively collaborating, beyond broadcasting, with collective actors for advocacy and joint work on issues relating to social benefit |  |  |
| **Social Benefit 6**  The community sense of identity and cohesiveness is enhanced. | 6.1. bringing diverse community groups in interactive programmes to discuss local issues, including to deal with conflicts and tensions  6.2. helping to mobilise community members around issues of concern locally, for collective action, advocacy, etc. in an inclusive manner |  |  |

## Programming

When answering the questions in this Section, The Applicant should clearly set out how the service will:

* 1. Serve the community and/or communities within the franchise area;
  2. Promote and support active participation by the community in its programming output;
  3. Add to the diversity of programming available in the franchise area; and
  4. Operate in accordance with the ethos or value system that underpins community activity.

The applicant’s approach to Programming should pay specific regard to, and where possible directly reference, the Social Benefit indicators set out in the Social Benefit Framework. Social Benefit indicators included in the application should follow the S.M.A.R.T model, and be verifiable and measurable as key performance indicators over a specific period of time.

|  |
| --- |
| **4.1 Programming Strategy** |
| **4.1.1 Please** detail the ongoing strategies which the Applicant proposes to implement in relation to:   * programme research; * programme production; * quality control; * ensuring compliance with the statutory requirements and the community sound broadcasting contractual obligations for programme content; and, * ensuring the service will operate in accordance with the ethos or value system that underpins community activity. |
|  |

|  |  |
| --- | --- |
| **4.2 Programme Policy Statement**  The Programme Policy Statement sets out the commitments that the Applicant is willing to make to An Coimisiún in respect of key aspects of the programme service. It will serve as a yardstick against which the successful Applicant's future performance is measured and assessed and as such will form part, subject to further negotiations between An Coimisiún and the successful Applicant, of the contract between An Coimisiún and the successful Applicant. | |
| **4.2.1 Broadcasting Philosophy and Community Ethos** | |
| (a)Please detail in the form of a statement the Applicant's overall broadcasting philosophy and vision for the radio service: | |
|  | |
| (b)Please describe the means by which community access and active participation will be facilitated and encouraged in the programming of the service: | |
|  | |
| (c) please explain how the service will recognise local communities and be supported by the various interests in the community OR serve communities of interest (e.g. the service provides a unique and innovative service for communication between individuals and groups and promotes inclusion and representation among the community, reflects the cultural diversity within the community etc.) | |
|  | |
| **4.2.2** Broadcast Day: Please indicate the following: | |
| (a) total number of broadcasting hours per day: |  |
| (b) the hours of live programming (start and end) per day: |  |
| (c) the hours of repeat programming (start and end) each day: |  |
| (d) the hours of pre-recorded programming (start and end) each day: |  |
| (e) the percentage of broadcasting hours for the 07.00 – 19.00 period dedicated to: | |
| 1. music programming 2. speech-based content 3. news and current affairs 4. Commercial communications as defined in An Coimisiún's General Communications Code for the 07:00 -19.00 period |  |
|  |
|  |
|  |
| (f) the percentage of broadcasting hours for the total broadcast day dedicated to: | |
| 1. music programming 2. speech-based content 3. news and current affairs 4. Commercial communications as defined in An Coimisiún's General Communications Code for the 07:00 -19.00 period |  |
|  |
|  |
|  |
| **4.2.3 News:** Please set out the approach envisaged for news programming and in particular:  a) the types of news to be broadcast (local, community etc.) and its community focus;  b) the sourcing of the various types of news; and  c) the number and duration of news bulletins and (if applicable) extended news programmes (weekday and weekend). | |
|  | |
| **4.2.4 Current Affairs:** Please set out the approach envisaged for current affairs programming and in particular:  a) the format, duration and frequency of such programmes (weekdays and weekends); and  b) the relevance of these programmes to the community and how the same will contribute to the diversity of current affairs and/or programming available in the specified area. | |
|  | |
| **4.2.5 Statutory News & Current Affairs Requirement:**  Please demonstrate how the Applicant will comply with the statutory news and current affairs requirement (2 hours of broadcasting time between 07.00 – 19.00 and 20% across the total broadcast day). | |
|  | |
| **4.2.6 Sports:** Please set out the approach envisaged for sports programming and in particular:  a) the types of sports to be covered and their relevance to the community; and  b) how the sports programming will add to the diversity of sports programming already available in the specified area. | |
|  | |
| **4.2.7 Speech:** Please set out the approach to general or specialist speech-based programming that does not have news, current affairs or sport as its focus (arts, entertainment, culture, historic, education, minority interests etc). In particular, please detail:  a) the format (documentary, magazine etc.), language,[[5]](#footnote-6) duration, content and frequency (weekly, monthly etc.) of such programmes; and  b) the relevance of these programmes to the community and how the same will add to the diversity of speech and/or programming available in the specified area. | |
|  | |
| **4.2.8 Irish Language:** Please indicate the amount and type of programming to be broadcast relating to (i) Irish language, (ii) Bilingual (% of Irish Language)[[6]](#footnote-7): | |
|  | |
| **4.2.9 General and Specialist/Niche Music:** Please set out the proposed policy in respect of the music programming, in particular:  a) the range and type of music proposed across the broadcast day with reference, where applicable, to genres, charts, origins and/or eras, providing the percentage to be represented by each type;  b) the relevance of the music policy to the community and how the music programming will add to the diversity of music and/or programming available in the specified area: | |
|  | |
| **4.2.10 Irish Music:** Please define the Irish music that will be aired and, as a percentage of total music output, the approximate amount of Irish music that will be played across the total broadcast day: | |
|  | |
| **4.2.11 Promotion of Irish Culture and Talent:** Please detail how the proposed service will create new opportunities for Irish talent and culture having regard to music, drama and entertainment through programming, production or sponsorships etc.: | |
|  | |
| **4.2.12 Purchase and sale of broadcast material:** Please detail the proposed policy in relation to the purchase and sale of broadcast material, both from other broadcast organisations and independent producers: | |
|  | |
| **4.2.13 Other programming proposals:** If relevant, please describe any other programming proposals which are proposed to be carried on the service: | |
|  | |

|  |
| --- |
| **4.3 Programme Schedule** |
| **4.3.1** Please provide a typical weekly programme schedule setting out the proposed hours of broadcasting and details of programme content with explanatory notes as to how the programmes meet with the various commitments as outlined in the Programme Policy Statement and generally, the diversity of programming in the specified area: |
|  |

## Operations

|  |
| --- |
| **5.1 Studios** |
| **5.1.1** Please provide a detailed scaled drawing of the studio area together with an overall plan of the studio and office complex that is proposed: |
|  |
| **5.1.2** Please provide the proposed location (including the name and address) and total floor area available. In cases where it is proposed to locate on a number of floors or in separate buildings, please specify the floor area of each section: |
|  |
| **5.1.3** Please provide a detailed description of the proposed building including details of its construction, age of building, permitted classes of use, level of access to people with disabilities and why in the Applicant's view it is suitable for use as a radio studio and/or office location. |
|  |
| **5.1.4** Please provide a detailed drawing that includes the dimensions of the proposed studios, technical facilities, news, office and administration areas. In particular, details of the manner by which it is proposed to construct the studios, together with the acoustic treatments are required.  *Please note that the studio layout, equipment and studio worktop heights should be so designed to facilitate full access and use by all without the need for temporary structures. The drawing should include an overlay of all studio and office furniture and include the dimensions of all door openings, corridor widths and circulation and movements areas around studio and office furniture. The drawings should clearly demonstrate compliance and understanding of building regulations, in particular Part M and the NDA Buildings for Everyone Guidelines. In particular, studios must be designed and built to meet the studio circulation requirements set out in Annex 1.* |
|  |
| **5.1.5** Please provide outlines of the proposed heating, ventilation and standby power plant and where such equipment is to be located: |
|  |
| **5.1.6** Please provide details of the security mechanisms proposed to guard against unauthorised access to the on-air studios: |
|  |
| **5.1.7** Please provide an itemised list, including costs, for the purchase and installation of studio and broadcast related technical equipment: |
|  |
| **5.1.8** Please provide a list of the itemised costs for building refurbishment, studio construction, office fixtures, fittings and IT: |
|  |
| **5.1.9** Please provide a list of the itemised costs for building refurbishment, studio construction, office fixtures, fittings and IT: |
|  |

|  |
| --- |
| **5.1.10** In cases where an applicant proposes to use existing studios, office or computer equipment or buildings, please specify the age of the equipment / facilities proposed, the life expectancy of the equipment and the plan to replace and refurbish such equipment / facilities during the lifetime of any new contract, in addition to all the information requested above: |
|  |
| **5.1.11** Please set out how community access will be promoted and facilitated in the various aspects of the service, for example, the location of, and accessibility to, studios[[7]](#footnote-8): |
|  |

***Note****:* No guarantee is given that studio premises currently in use by a sound broadcasting contractor will be approved for use under any new contract. In proposing premises, applicants must strictly adhere to the requirements set out in this section.

Applicants should submit the details as requested under this section for studio information for any proposed additional opt-out studios.

|  |
| --- |
| * 1. **Transmission** |
| **5.2.1** Please set out the rationale for the proposed transmission plan that includes (i) a general description of the proposed coverage area, (ii) the mechanisms by which overspill coverage is minimised into areas outside of the proposed franchise area, and (iii) identifies any areas that may receive marginal or unsatisfactory reception.  *Applicants should ensure that their transmission proposals are confined to their franchise area.* |
|  |
| * + 1. Please provide a table of the main technical characteristics of the proposed transmitter station in the following format: -  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Site Name** | **Site Coordinates** | **Site Height  ASL** | **Antenna Height AGL** | **ERP per pol** | **Antenna Restrictions Proposed** | |  |  |  |  |  |  |   The site coordinates must be provided in either:   * Metric format, i.e., Eastings and Northings. These can be easily determined from a 1:50000 scale map. * Latitude/Longitude format. These must be provided in Degrees, Minutes and Seconds, e.g., 52º 14' 56" North, 7º 45' 34" West. |
|  |
| **5.2.3** Please outline the status of site negotiations and provide written confirmation from the owner and/or operator of the transmission facility that is proposed. |
|  |
| **5.2.4** Please provide the following additional information:   * + - 1. The details and type of antenna system that is required to meet the radiation pattern proposed for the transmitter station.       2. Details of the band pass filter / combiner system and directional coupler proposed to ensure compliance with the licence terms.       3. Details of the audio feed from the studio to the transmitter. Confirm if an emergency backup generator or other standby power supply will be provided for use by the Applicant at the transmission facility.       4. Confirm if an emergency backup generator or other standby power supply will be provided for use by the Applicant at the transmission facility.   **(e)**  In cases where the applicant group proposes to locate on or in close proximity to an existing mast, information regarding the owner and principal users of said mast is required.  Please indicate if a planning application has been made and/or approved for the transmission facility. |
|  |
| **5.2.5** Please provide a computer predicted coverage plot of the coverage that can be achieved using the proposed transmission characteristics, superimposed on a suitable map, in the application in an A4 format and as a high-resolution image file    The level of coverage should be clearly demonstrated by using a suitable colour palette that is based on an incremental step of between 3 and 6dBµV/m. The prediction model, clutter attenuation, resolution of the terrain database, height of the receive antenna above ground and the consequential minimum signal level required for stereo reception in urban and rural areas must be provided. |
|  |
| **5.2.6** Please provide a description and diagram of the link network that includes an indication of the level of protection or back-up systems that will be deployed. The total capital cost and associated annual charges should be provided. |
|  |
| **5.2.7** Please provide itemised capital costs for the proposed transmission equipment including VHF transmitters, receivers, RDS encoders, band pass filters, directional couplers, feeder cable and antenna system, modulation limiter, radio links, building, heating, ventilation, standby power plant, antenna support structure and installation of all of the above. In cases where an existing transmission company is providing facilities, the capital and annual cost and details of the level of equipment and service is required. In cases where an applicant proposes to use existing transmission equipment, the age of the equipment proposed to be used, the life expectancy of the equipment and a plan, that includes costs, to replace and refurbish such equipment during the lifetime of any new contract must be provided. |
|  |
| **5.2.8** Please provide details of the technical expertise available to the applicant group |
|  |

***Note*:**

An Coimisiún is not bound to accept any aspect of a transmission proposal, and it is open to An Coimisiún and ComReg to require alterations to any part of the transmission plan as part of contract negotiations with any successful applicant.

Care should be taken in selecting transmitter locations, particularly in urban areas, to avoid de-sensitising domestic receivers in the immediate area. Transmitters should therefore be located on elevated positions away from residential areas.

All VHF-FM transmitter installations must conform to the technical conditions set out in ComReg Technical document 12/04a which is available on ComReg's website, [www.comreg.ie](http://www.comreg.ie)

|  |
| --- |
| **5.3 Resources (Staffing)** |
| **5.3.1** Please set out the proposed staffing structure in diagrammatic form, clearly indicating the number and categories of staff employed for the operation of the proposed service and the basis of their employment (e.g., full-time, part-time and whether paid or on an unpaid / volunteer basis: |
|  |
| **5.3.2** Please listthe Applicant’s proposed HR policies (list of policies or online links will suffice) applicable to both paid staff and volunteers: |
|  |

|  |
| --- |
| **5.4 Paid Staff** |
| **5.4.1.** Please provide details of the proposed salary level for each full-time and part-time post identified under 5.3 above: |
|  |
| **5.4.2.** Please provide details of the Applicant's proposals in relation to the sourcing and recruitment of paid staff: |
|  |
| **5.4.3.** Please provide details of the Applicant's industrial relations policy, including its policy on recognising trade union membership: |
|  |
| **5.4.4.** Please provide details of the Applicant's proposed policies in relation to staff remuneration and benefits, including pension and insurance schemes etc.: |
|  |
| **5.4.5.** Please provide details of the Applicant's proposals for staff training and development, including the proposed annual budget: |
|  |
| **5.4.6.** Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes: |
|  |
| **5.4.7.** Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of paid staff in the ownership, control and/or management of the Applicant (e.g., membership of the Executive Organ, Subcommittees etc.): |
|  |

|  |
| --- |
| **5.5 Volunteers**  **The Applicant’s approach to working with Volunteers should pay specific regard to, and where possible directly reference, the Social Benefit indicators set out in the Social Benefit Framework. Social Benefit indicators included in the application should follow the S.M.A.R.T model and be verifiable and measurable as key performance indicators over a specific period of time.** |
| **5.5.1**. Please provide details of the number of volunteers required to operate the service proposed: |
|  |
| **5.5.2.** Please provide details of the Applicant's strategies for sourcing and recruiting volunteers over the term of the contract: |
|  |
| **5.5.3.** Please provide details of the Applicant's proposals for involving volunteers in all areas of operation of the service (e.g. programme planning, production, presentation, fundraising etc.): |
|  |
| **5.5.4.** Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of volunteers in the ownership, control or management of the Applicant (e.g. membership of the Executive Organ, Subcommittees etc.): |
|  |
| **5.5.5.** Please provide details of the Applicant's proposals for the training, support and development of volunteers, including the proposed annual budget: |
|  |
| **5.5.6.** Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes: |
|  |

## Financial and Business Plan

|  |
| --- |
| **6.1 Overall Financial Strategy** |
| 6.1.1. Please detail the proposed financial strategy over the first three- to five- year period. The strategy must detail how the Applicant proposes to meet all pre-operational funding requirements set out in Table A below as well as subsequent funding requirements. The strategy should set out how the applicant will implement a not-for-profit operating model: |
|  |

|  |  |
| --- | --- |
| **6.2. Investment Proposal** | |
| 6.2.1. Please provide details of the total funding requirements, and how these will be met, completing Tables A and B: | |
| **Table A – Funding** | |
| **Share Capital / Members' Subscriptions** | **€** |
| **Medium / Long-term Borrowing** | **€** |
| **Leasing / HP Facilities (capital value)** | **€** |
| **Grants** | **€** |
| **Fundraising** | **€** |
| **Bank Overdraft** | **€** |
| **Other (please specify)** | **€** |
| **Total** | **€** |
| **Table B - Expenditure** | |
| **Capital Expenditures (including capital value of leases)** |  |
| **Other Pre-operational Expenditure** |  |
| **Working Capital (at on-air date)** |  |
| **Other** |  |
| **Total** |  |

|  |
| --- |
| **6.3. Sources of Funding and Expenditure** |
| **6.3.1.** Please detail the strategies for generating revenue form the various sources of funding outlined in Table A: |
|  |
| **6.3.2.** In respect of proposed or existing borrowings:   * 1. The amount, type and duration of the facility;   2. The drawdown schedule;   3. Any security or guarantee required in support of the facility;   4. Principal covenants / Condition precedent;   5. Warranties / undertakings in the event of default;   6. The timeframe for putting the facilities in place. |
|  |
| **6.3.3.** Please specify the amount of funding which will be put in place prior to contract, prior to launch and after the launch of the service: |
|  |
| **6.3.4.** Please outline the proportion of capital expenditure provision that has been allocated to transmission, studio buildings, studio equipment, office fit out and other costs: |
|  |

|  |
| --- |
| **6.4. Financial Projections** |
| *The information for subsections 6.4.1, - 6.4.5 should be provided in an annex to the application and be clearly marked.*  **Please provide in such a financial annex:**  **6.4.1** detailed projected income and expenditure accounts for the first three years clearly identifying the various sources of revenue (e.g., advertising, sponsorship, fundraising, grants etc.)[[8]](#footnote-9) and expenditure by the area of operation or activity (staffing, programming etc.);  **6.4.2** projected balance sheets for the first three years;  **6.4.3** projected monthly cash-flow statements showing gross inflows and outflows for the first three years.  **6.4.4** financial statements for the last 3 year.  **6.4.5** management accounts for the period 1 January to 31 May 2025. |
|  |
| **6.4.4** Please provide a full listing of the underlying assumptions on which the financial projections are based, relating such assumptions clearly to other sections of the application: |
|  |
| **6.4.5** Please provide the measures that will be taken if the financial projections are not achieved (e.g., to address a deficit or increased borrowings over the term of the contract): |
|  |

## Proposed Commencement of Broadcasting

|  |
| --- |
| **7.1. Readiness Date** |
| **7.1.1.** Please indicate the commencement date envisaged for the service: |
|  |

|  |
| --- |
| **7.2. Critical Path Analysis** |
| **7.2.1.** Please identify all actions and decisions and their timescale that the Applicant must carry out from the time of the award of the community sound broadcasting contract to the on-air date: |
|  |

## Annex 1: Studios

**Studio Circulation Requirements**

Figure 2 shows the important dimensions for accessibility purposes in a typical studio. The minimum and recommended values of A, B & C are as follows.

The minimum values of A & B are 750mm.

A & B should be at least 1.2m.

If either A or B are less than 1.2m then a 1.5m turning circle is required at the presenter's position behind the desk.

The minimum value of C is 1.2m.

Ideally there should be a 1.5m turning circle in front of the desk.

A

B

C

Figure 2: Studio circulation requirements

**Coimisiún na Meán**

1 Shelbourne Buildings

Dublin D04 NP20.

Telephone: 01 644 1200

Email: [info@cnam.ie](mailto:info@cnam.ie)

Website: www.cnam.ie

1. Section 64(a) of the 2009 Act. [↑](#footnote-ref-2)
2. Coimisiún na Meán’s Community Media Policy 2021. [↑](#footnote-ref-3)
3. A person will be deemed to be a “significant” member if s/he is the legal or beneficial owner of shares in the applicant to which are attached ten percent (10%) or more of the voting rights exercisable at a general meeting of the applicant. [↑](#footnote-ref-4)
4. As sub-committees of the Board of Directors. [↑](#footnote-ref-5)
5. Where programmes in other languages are proposed, an English transcript must be available if requested by An Coimisiún for monitoring or compliance purposes. [↑](#footnote-ref-6)
6. This should be 40% minimum Irish or English. [↑](#footnote-ref-7)
7. The community’s involvement in ownership and control and programming should be addressed in those sections of the application. [↑](#footnote-ref-8)
8. [↑](#footnote-ref-9)