**Sound and Vision 4 – Round** **56**

**Radio Application Form (Published April 2025)**

**Getting started:**

|  |
| --- |
| 1. **Before you begin**, read the latest *Guide for Applicants*. It explains Coimisiún na Meán’s (An Coimisiún) requirements for each section and outlines what’s mandatory for your project. 2. **Complete this Application Form** in the order shown in the Contents. When finished, save it as a single Word / PDF and upload it to your application record. 3. If you have confidential material, save it as a separate PDF appendix, clearly explain why it’s confidential, and upload it with your application. *(If you have a problem submitting the document get in touch with us at* [*sv4@cnam.ie*](mailto:sv4@cnam.ie) *in advance of the Round closing.)* 4. **Submit your application** through [**www.cnamonline.ie**](http://www.cnamonline.ie). You must be registered on the site to apply. All applications must be submitted by **12 noon on Thursday, 29th May 2025**. If you need help, see the *Sound & Vision FAQs* on the site or email [sv4@cnam.ie](mailto:sv4@cnam.ie) for assistance. |

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## *What’s New*

* 1.M Education, Media Literacy, Adult Literacy
* 1.N Artificial Intelligence
* 2 Budget Template: Optional Excel
* 9 Indicative Running Orders & Outlines
* 10 Drama Format: Scripts and Outlines

## 1. 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): |  |
| Resubmission *(see question L below)* | (yes/no) |

|  |
| --- |
| **Overview of the proposed project**  *Do not include running orders or scripts here (include these in sections 9 and/or section 10 where relevant).* |
| 1. **Synopsis:**   *Capture the substance of your project in one short paragraph.* |

*Type here*

|  |
| --- |
| 1. **Programme Content:** *(indicatively 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*

|  |
| --- |
| 1. **Audio approach:** *(indicatively max 1,000 words)*   *Describe the audio approach of the programme.* |

*Type here*

|  |
| --- |
| 1. **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.* |

*Type here*

|  |
| --- |
| 1. **Key Personnel:**   *In the box below list the key crew on this project, e.g. Producer, Director, Cast, etc. Include the job title as set out in your budget and the person’s name. Include biographies in section 7 (****do not include personal information such as phone numbers, personal email addresses or addresses)***  **Ensure the gender of key personnel matches the information you are inputting into the www.cnamonline.ie application record.** |

*Type here*

|  |
| --- |
| 1. **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 provide this.* |

*Type here*

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| --- |
| 1. **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 additional accessibility initiatives for people who are hard of hearing*[[5]](#footnote-6). |

*Type here*

|  |
| --- |
| 1. **Ethos of community broadcasting**   *(mandatory for programmes broadcast on Community stations)*  *Describe 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*

|  |
| --- |
| 1. **Irish Language**   *If relevant, please set out to what extent you intend to use the Irish language. In this regard, you must demonstrate 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*

|  |
| --- |
| **J. 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 if the level of support as set out is sufficient and/or the extent to which the applicant will create opportunities for talent and/or skills development. |

*Type here*

**K. 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*

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

*Type here*

|  |
| --- |
| **M**. **Education, Adult Literacy, Media Literacy**  *If this application relates to a project in the Education format, Adult Literacy Genre or Theme or Media Literacy genre or theme, please outline how it will address the requirements set out in section 3.1.4 of the Guide for Applicants, in particular the intended outcomes and the approach to development, delivery and evaluation of the proposed project.* *The approach to delivery must include the proposed personnel and demonstrate the requisite skills, experience and expertise to deliver the stated intended outcomes.* |

Type here

|  |
| --- |
| **N. AI Use in Funding Applications**  *To understand how emerging technologies are being used by content producers, we are asking applicants about the use of artificial intelligence (AI) tools in the development of their project ideas or in the preparation of their funding applications.*  *Please note that providing this information will not have any impact on how your application is assessed in this round.* |

**AI Use in Project Development**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in generating, developing, or refining your project idea? | Please state Yes or No |
| If yes, please specify the tools used and describe how they contributed to shaping your concept: | *Type here* |

**AI Use in Application Preparation**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in writing, editing, or formatting this funding application? | Please state Yes or No |
| If yes, please specify which tools were used and explain how they contributed to the development of your submission | *Type here* |

## 2. Budget Template

This is mandatory. Applicants must use **either one** of:

1. The below template budget in this Word document.

or

1. An Excel version. This is available for download [[here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=f1e3d837c341125036465b42b401318c)]. If you are using the Excel template, you are permitted to upload this document as a separate attachment to your cnamonline application record.

See section 4.2 of the Guide for Applicants for further information

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | Number of Days | | | |  |  |
|  | | Pre-Production | |  | | | |  |  |
|  | | Production | |  | | | |  |  |
|  | | Post-Production | |  | | | |  |  |
| **Eligible Budget** | | | | | | | | |  |
| # | Personnel | | Unit Description | | Number | Rate | Total | | Guidance Notes |
| 1 | Development | | e.g. Day | |  |  |  | | Incurred development costs related to the programme(s) may be included. |
| 2 | Producer | |  | |  |  |  | | This is the cost of all producers involved (if more than one). |
| 3 | Presenter | |  | |  |  |  | |  |
| 4 | Researcher | |  | |  |  |  | |  |
| 5 | Cast/Contributors/Artists | |  | |  |  |  | | May include Cast, Interviewees, Contributors, Chaperones/Tutors, Consultants. |
| 6 | Director | |  | |  |  |  | |  |
| 7 | Writer | |  | |  |  |  | |  |
| 8 | Other | |  | |  |  |  | | May include personnel costs required to produce the project that are not listed under lines 1 -7. |
|  | **Total Personnel Costs** | | | | | |  | |  |
| # | Production | | Unit Description | | Number | Rate | Total | |  |
| 9 | Studio Hire | |  | |  |  |  | | May include Studio, Outside Broadcast, Location Fees, Permits, Facilities for Rehearsal. |
| 10 | Travel & Subsistence | |  | |  |  |  | | May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality. |
| 11 | Interviewee & Guest  Costs | |  | |  |  |  | |  |
| 12 | Insurance | |  | |  |  |  | | Cost for standalone adequate production insurance. The cost of annual company policies should be included under the overhead provision. |
| 13 | Other (Please specify  what this will cover  here) | |  | |  |  |  | | May include production costs required to produce the project that are not listed under lines 9 - 12. |
|  | **Total Production Costs** | | | | | |  | |  |
| # | Post-Production | | Unit Description | | Number | Rate | Total | |  |
| 14 | Editing | |  | |  |  |  | |  |
| 15 | Music/Music  Composition | |  | |  |  |  | | May include cost for original music and costs associated with music composition. |
| 16 | Accounts (mandatory) | |  | |  |  |  | | Cost for provision of independent account M45 report. |
| 17 | Financial & Legal (*related to production only)* | |  | |  |  |  | | May include cost for bank no set off letter and or relevant legal advice. |
| 18 | Digital First Principle (if applicable) | |  | |  |  |  | | 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. **(May not exceed 5% of Eligible Production Budget)** |
| 19 | Other (Please specify what this will cover here) | |  | |  |  |  | | May include post-production costs required to produce the project that are not listed under line 14 – 18. |
|  | **Total Post-Production** | | | | | |  | |  |
|  | | | | | | | | |  |
|  | **Sub-Total Eligible Budget** | | | | | |  | |  |
| 20 | Production Fee | | | | | % |  | | Production Fee must be no more than 10% of eligible budget subtotal and justified in budget notes. |
| 21 | Overheads[[6]](#footnote-7) | | | | | % |  | | Overheads must be no more than 5% of eligible budget subtotal and justified in budget notes. |
|  | **Total Eligible Budget** | | | | | | **€[insert]** | |  |
|  | | | | | | | | |  |
| **Ineligible Budget** | | | | | | | | |  |
| # | Category Description | | Unit Description | | Number | Rate | Total | |  |
| 22 | Other | |  | |  |  |  | |  |
|  | **Total Ineligible Budget** | | | | | |  | |  |
| **Total Budget** | | | | | | | **€[insert]** | |  |

## 3. Budget Notes

Radio applications must include a budget note for each line of the proposed budget.[[7]](#footnote-8) See section 4.3 of the Guide for Applicants for further information.

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

***Fill in where the line items require notes***

Budget Notes may be copied & pasted from the new Excel template available [[here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=f1e3d837c341125036465b42b401318c)]

**Line item 1: Development.** Incurred development costs related to the programme(s) may be included.

Add your notes here:

**Line Item 2: Producer.** This is the cost of all producers involved (if more than one).

Add your notes here:

**Line Item 3: Presenter**

Add your notes here:

**Line Item 4: Researcher**

Add your notes here:

**Line Item 5: Cast/Contributors/Artists** May include Cast, Interviewees, Contributors, Chaperones/Tutors, Consultants.

Add your notes here:

**Line Item 6: Director**

Add your notes here:

**Line Item 7: Writer**

Add your notes here:

**Line Item 8: Other.** May include personnel costs required to produce the project that are not listed under lines 1 -7.

Add your notes here:

**Line Item 9: Studio Hire.** May include Studio, Outside Broadcast, Location Fees, Permits, Facilities for Rehearsal.

Add your notes here:

**Line Item 10: Travel & Subsistence.** May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality**.**

Add your notes here:

**Line Item 11: Interviewee & Guest Costs**

Add your notes here:

**Line Item 12: Insurance.** Cost for standalone adequate production insurance. The cost of annual company policies should be included under the overhead provision.

Add your notes here:

**Line Item 13: Other.** May include production costs required to produce the project that are not listed under lines 9 - 12.

Add your notes here:

**Line Item 14: Editing**

Add your notes here:

**Line Item 15: Music/Music Composition** May include cost for original music and costs associated with music composition.

Add your notes here:

**Line Item 16: Accounts (mandatory) Cost for provision of independent account M45 report.**

Add your notes here:

**Line Item 17: Financial & Legal (related to production only)** May include cost for bank no set off letter and or relevant legal advice.

Add your notes here:

**Line Item 18: Digital First Principle (if applicable)** 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.

Add your notes here:

**Line Item 19: Other** May include post-production costs required to produce the project that are not listed under line 14 – 18.

Add your notes here:

**Line Item 20: Production Fee** must be no more than 10% of eligible budget subtotal and justified in budget notes.

Add your notes here:

**Line Item 21: Overheads** must be no more than 5% of eligible budget subtotal and justified in budget notes.

Add your notes here:

**Line Item 22: Ineligible costs**

Add your notes here:

**4. Finance Plan and Territorial Spend[[8]](#footnote-9)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligible Costs** | | |  |
| Funder | Amount | % of Eligible Budget | Status of Funding |
| Sound & Vision 4 | (do not include decimals) |  |  |
| Broadcaster |  |  |  |
| Other Funder  (if applicable) |  |  |  |
| Other Funder  (if applicable) |  |  |  |
|  |  |  |  |
| Total Eligible Costs |  | 100% |  |
| **Ineligible Costs** | | |  |
| Funder | Amount | % of Ineligible Budget | Status of Funding |
| Other Funder/ Applicant |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Ineligible Costs |  | 100% |  |
| **Total Budget** |  |  | |

**Territorial Spend**

If the grant you have requested from An Coimisiún **is less than 50% of the total budget**, complete line 1 below. If the grant you have requested from An Coimisiún **is 50% or more of the total budget**, complete line 2 below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grant as % of Total Budget** | **S&V allocation** | **Confirm ability to comply with relevant spending criteria Y/N** |
| 1 | Less than 50% of the total budget | 160% of the grant aid awarded to be spent within the territory of the Republic of Ireland |  |
| 2 | 50% or more of the total budget | 80% of the overall production budget to be spent within the Island of Ireland |  |
| If you selected ‘No’ in either instance, provide a rationale below as to why you cannot meet these spending requirements[[9]](#footnote-10): | | | |
| *Type here* | | | |

## 5. Letter of Commitment from an Eligible Broadcaster[[10]](#footnote-11)

*Insert a PDF/ TIFF/ JPEG /image of your recently dated broadcaster confirmation letter here. Do not embed or link documentation externally to the form.*

## 6. Letter(s) of Commitment from other Funders[[11]](#footnote-12)

Letters from parties other than An Coimisiún, broadcaster and applicant should be included if relevant. You should be able to demonstrate that the majority of the remaining finance plan is in place, with adequate funding confirmation letters or agreements. An Coimisiún reserves the right to consider these parties as unconfirmed in the absence of such letters or agreements.

**If An Coimisiún believe a significant amount/percentage of Finance has not been demonstrated as secured, An Coimisiún may discount the project from the application process. Please reference section 4.6 of the most recent Guide for Applicants for further information.**

Elements to include:

* Signed letter on headed paper and recently dated.
* Confirmation of amount to be contributed.
* Any relevant terms and conditions.
* Letters should be provided in either the Irish or English language.
* Please insert each letter below as a scanned JPEG or TIFF that is visible and legible in this application document, do not attach as a thumbnail or linked document.

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

## 7. Biographies of Key Personnel[[12]](#footnote-13)

*Insert relevant information here, do not embed or link documentation externally to the form. Please do not include personal information such as email addresses, phone numbers, PPSN etc.*

## 

## 8. Confirmation(s) of Commitment from Key Contributors[[13]](#footnote-14)

*Insert a PDF/ TIFF/ JPEG / other format of your confirmation of commitment here, do not embed or link documentation externally to the form. Please do not include personal information such as email addresses, phone numbers, PPSN etc.*

## 9. Indicative Running Orders[[14]](#footnote-15)

Radio applications must include indicative running orders for their projects, except for radio drama applications that include a full script. For a series with multiple episodes, you should include at least one indicative running order and outlines of all other programmes.

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

## 10. Scripts[[15]](#footnote-16)

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.*

## 11. Summary checklist for all applicants

|  |  |  |
| --- | --- | --- |
| 1 | I have registered with [www.cnamonline.ie](http://www.baionline.ie/). | Y/N |
| 2 | I have checked the Contractor for my programme is also registered with [www.cnamonline.ie](http://www.baionline.ie/) and that entity is entered in the “Contractor” field on my application | Y/N |
| 3 | I have read the Round 56 Guide for RADIO Applicants and confirm that the project aligns with the Round's objectives. | Y/N |
| 4 | I will complete this Form and will save it as **one PDF document** prior to uploading to [www.cnamonline.ie](baionlinehttp://www.baionline.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](baionlinehttp://www.baionline.ie/). as **one PDF document.** | Y/N |
| 5 | I will check this document for computer viruses before it is uploaded to [www.cnamonline.ie](baionlinehttp://www.baionline.ie/). | Y/N |
| 6 | My application has been submitted per Sections 4.2 & 4.3 of the Guide for Applicants and contains both   * a completed An Coimisiún Budget Template (either in the Application Form or Excel upload) and * Budget Notes | Y/N |
| 7 | I have completed all mandatory fields on the online part of the application form on [www.cnamonline.ie](baionlinehttp://www.baionline.ie/). | Y/N |
| 8 | My proposed project is ready to go into production and I have all necessary rights to produce the project.. | Y/N |
| 9 | My proposed project has not commenced production. | Y/N |
| 10 | My proposed project is new. | Y/N |
| 11 | My proposed project is not news or current affairs. | Y/N |
| 12 | 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 |
| 13 | An eligible Radio broadcaster has provided a recently dated letter of commitment with this proposal. | Y/N |
| 14 | Any personal information included with the application is necessary. | Y/N |
| *When you can mark 1-14 as “Y” you are ready to submit your application via* [www.cnamonline.ie](baionlinehttp://www.baionline.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 An Coimisiún if the project is awarded funding. [↑](#footnote-ref-3)
3. Accepted Formats: Documentary; Education; Animation; 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 3.1.7 and 4.13 of the Guide for Applicants [↑](#footnote-ref-6)
6. Archiving and all podcasting costs should be included as part of the fee for overheads [↑](#footnote-ref-7)
7. Please consider how the information provided will assist the understanding of your budget. [↑](#footnote-ref-8)
8. See section 4.4 of the Guide for Applicants [↑](#footnote-ref-9)
9. See section 3.1.8 of the Guide for Applicants [↑](#footnote-ref-10)
10. See section 4.5 of the Guide for Applicants [↑](#footnote-ref-11)
11. See section 4.6 of the Guide for Applicants [↑](#footnote-ref-12)
12. See section 4.7 of the Guide for Applicants [↑](#footnote-ref-13)
13. See section 4.8 of the Guide for Applicants [↑](#footnote-ref-14)
14. See section 4.9 of the Guide for Applicants [↑](#footnote-ref-15)
15. See section 4.10 of the Guide for Applicants [↑](#footnote-ref-16)