

Content Round 1 2024/25

Form Preview

Using this form

Use this form to apply for a **CBF Content Grant**. If you're applying for more than one project or program, please complete and submit a separate application form for each proposal.

The following links contain information to help you prepare your application:

- [Sample Content grant application](#)
- [Content grant guidelines in a Word document](#)
- [Content grant application form in a Word document](#)
- [Checklist information you need to supply in your Content application](#)
- [Steps to success when applying for a Content grant webinar](#)
- [Key changes to the application forms 2024/25 webinar](#)
- [Grant objectives and outcomes webinar](#)

Please note: do not use this form to apply for a [Specialist Radio Programming grant](#) - ethnic, First Nations and Radio Reading (RPH) programming. If you would like to apply for a Specialist Radio Programming grant you need to use a different form.

Navigating the form

Use the *Next Page* and *Previous Page* buttons or the **Form Navigation** list on the right-hand-side to move between pages. This will automatically save your application.

Don't use the *Forward* or *Back* buttons on your website browser as you may lose your progress.

As you complete the form, your responses will determine which questions you will be required to answer. Questions that do not apply to your application will be automatically disabled.

Saving your application

You can start your application, save what you have done and return to it as many times as you like before the grant deadline.

For further instructions on how to use this online form, please see the [SmartyGrants Help Guide for Applicants](#).

Submitting your application

Once you're happy with your responses, click to the *Feedback and How to Submit* page where you will find a *Review* button. You will be able to review your whole application here, download it to share with others and submit it when you are ready.

Need help?

Please let us know if something doesn't work or doesn't make sense. We are here to help you, You can contact us on:

Dean Linguey - 03 8341 5988 and dean@cbf.org.au Radio stations and Remote Indigenous Media Organisations (RIMOs) in Queensland, Western Australia, the Northern Territory and Tasmania.

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Liz Landray - 03 8341 5944 and liz@cbf.org.au Radio stations in New South Wales and the Australian Capital Territory, television stations and any independent producers or not-for-profit organisations looking to partner with a community broadcaster.

Sheah Sutton - 03 8341 5966 and sheah@cbf.org.au Radio stations in South Australia and Victoria

Content Grant Guidelines

Please read these grant guidelines before you apply. The grant guidelines include important information about this grant program, including what you can and can't use the grant funds for. These guidelines apply to Content projects only.

There are separate grant guidelines and application forms for [Specialist Radio Programming](#) and [Development & Operations](#)

1. CBF Content Grant objectives

Content Grants increase and diversify the voices heard in Australian media by supporting the creation of compelling content.

The objectives of the Content grants are to support community media organisations to:

- Increase community participation and engagement in community media that is inclusive and accessible to all
- Amplify and reflect the voices, cultures and languages of Australia's diverse communities
- Build audiences by supporting creativity, excellence and innovation in community media content production
- Expand partnerships to explore new forms of storytelling across topics and platforms

Applications must meet at least one of the objectives listed above

FAQ: [What do the CBF Content funding objectives mean?](#)

2. Who can apply?

You can apply for a Content Grant if you are a current or prospective community broadcaster who is producing content for broadcast by a recognised community media organisation.

While applications are open to any producer, the grant itself must be managed by one of the eligible organisations listed below. We recommend you negotiate an [auspice agreement](#) with an eligible organisation.

Eligible organisations include:

- **community radio station**
- **community television station**
- **an incorporated not-for-profit community media sector organisation**

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- a **Remote Indigenous Media Organisation (RIMO)** or **Remote Indigenous Broadcasting Service**
- **incorporated not-for-profit organisation***

* Incorporated not for profit organisations are eligible where they are producing content or auspicing on behalf of an independent producer (the producer must have a distribution agreement with a recognised community media organisation).

FAQ: [What are community broadcasting sector organisations?](#)

FAQ: [How do we define who is a recognised community media organisation?](#)

FAQ: [What is community media?](#)

3. How much can you apply for?

You can apply for any number of content projects, although a maximum of six projects can be supported per organisation, per financial year (excluding support for Specialist Radio Programming).

All applications will be competitively assessed and may be funded in full, in part or not at all based on the merits of the application and the demand for funding in any given grant round. Where appropriate we will fully fund an application that is highly ranked.

Funding support is available from either one or a mix of General, Ethnic, First Nations and Radio Reading funding lines depending on eligibility to those funding lines.

The funds available for allocation in Content Grants including Specialist Radio Programming, in Round 1 2024/25 can support the following activities up to the following amounts:

Round 1

Round 2

Content relevant to Ethnic communities

\$1,330,795

\$147,866

Content relevant to First Nations communities

\$856,060

\$95,117

RPH Programming relevant to people with a print disability

\$92,590

\$0

Other content

\$1,170,585

\$130,065

Total available

\$3,450,030

\$373,048

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Please note: available funds are approximate and are subject to change.

FAQ: [How are CBF funding streams allocated?](#)

Requests for more than \$20,000

Applications requesting \$20,000 or more **must** demonstrate financial contributions from other funding sources. These include other funding partners, sponsors, crowdfunding or financial contributions from your organisation's own resources. Financial contributions cannot include other CBF funding, in-kind or volunteer support. The proportion of the co-contribution will be considered in assessment.

FAQ: [What are in-kind contributions?](#)

Multi-year funding

You can apply for multi-year funding support if you have been supported for similar activities by the CBF in previous years. New activities are less likely to be supported with multi-year funding. Multi-year funding can be for **up to** three years.

FAQ: [How does multi-year funding support work?](#)

4. What conditions apply?

- The production must be first broadcast by a recognised community media organisation and, where possible, must continue to be made available to that organisation for re broadcast on request.
- You must acknowledge the CBF's financial support as detailed in our [Acknowledgment Toolkit](#).
- You must ensure a sample of the production is made available for publication on the CBF website.
- The CBF will not acquire a copyright interest in funded content. The owner of copyright in a work is the creator unless the creator has assigned copyright in advance, such as through a presenter's employment, broadcast or auspice agreement.
- You will own the Intellectual Property Rights in the content Activity Material, subject to any third-party Intellectual Property Rights contained in the content Activity Material.
- You will provide the CBF with a permanent, irrevocable, free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, publish, and adapt the content Activity Material for any CBF purposes.
- Where third-party intellectual property rights exist in relation to the content Activity Material, you must, at your cost, undertake reasonable endeavours to arrange for the CBF to be granted a permanent, irrevocable, free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, publish and adapt the content containing the third-party Intellectual Property Rights for any CBF purposes.

5. What can you use the grant for?

Content development and distribution costs directly associated with the production and delivery of a specific program or project, such as:

- project specific wage support - presenters, producers, cast, crew, project management, technicians

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- program specific needs - research materials, music and copyright purchases, relevant project-specific insurance such as defamation insurance for a special broadcast event, travel, marketing, development resources, TV studio hire, venue hire, small equipment, equipment hire, catering, materials for set design, costumes and props, make-up, interpreters, subtitles and captioning, program specific training, phone/internet costs, program website costs, production support and facilities
- organisational support - administration costs for funded projects (up to \$1,000 per project).

FAQ: [Can I apply for wages under Content Grants?](#)

Calculating wages for your project

Our [Wage Rate Guide](#) outlines what we consider reasonable. If wages listed in the project are above the rates listed in our guide, you will need to explain why (eg: experience or specialist expertise in a particular field).

We support the production of new content and established projects, including new episodes of existing programs.

For inspiration and examples of impactful Content grant ideas, please see [Inspiration for your Content grant application](#).

Helpful links

- [Supporting Content Framework](#)
- [Recent successful Content Grants](#)

6. What can't you use grant for?

- Community TV Pilot programs
- Ongoing specialist program costs - First Nations, ethnic, radio reading (RPH) - which should be applied for using the [Specialist Radio Programming](#) application form
- Operational costs, training, or equipment which can be applied for as part of a [Development & Operations](#) grant application
- Subsidies for station salary positions
- Costs incurred prior to 1 July 2024
- Overseas travel
- Costs that could be met by an organisation's in-kind contribution, such as studio hire fees and administrative staff work time
- Contingency costs
- For organisations receiving Sector Investment funding from the CBF, activities that address agreed outcomes as per a current Sector Investment grant agreement or address proposed outcomes in a current Sector Investment funding application.

FAQ: [What is a TV Pilot program?](#)

7. How will your application be assessed?

Your grant application will take the following journey:

1. Application is prepared and submitted
2. Application is processed by the Grants Support Team to ensure eligibility criteria are met

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3. Application is assessed against the criteria listed below by at least five assessors, including at least three members of our [Grant Assessor Team](#) and two members of the [Content Grants Advisory Committee](#) (CGAC)
4. CGAC will consider priority weightings applied to average score, scores and comments, and make funding recommendations to our Board
5. Funding allocations are finalised by our [Board of Directors](#)
6. Grants Support Team advises applicants of funding decisions.

FAQ: [How will the application be assessed?](#)

All applications will be competitively assessed and may be funded in full, in part or not at all based on the merits of the application and the demand for funding in any given grant round.

Please note: Due to the volume of applications received, **applications are assessed based on the documentation provided at the time of submission.** The CBF is unable to follow up on missing documentation after applications have been submitted.

At least half of the assessors of applications for and by First Nations Australians, groups and organisations will be First Nations Australians. You may also recommend that assessors with particular skills or perspectives read and score your application (e.g. women to assess projects about women, or film/TV projects to be assessed by assessors with experience in film/TV).

This proposal will be assessed on the following basis:

Weighting

Criteria

Example application form question

40%

Idea - the application puts forward a reasonable proposal or concept for which there is a demonstrated need. The proposal meets at least one of the objectives of the grant category.

What do you need CBF support to do and why is it important now?

How does this project meet the Content grant funding objectives?

30%

Impact - the application will have a demonstrable, positive outcome for the organisation / sector / community.

Who is the target audience of your content?

How will you measure its success?

How might this project achieve greater diversity in participation?

30%

Planning and budget - the application shows you can complete the project, demonstrating clear planning and good value for money.

How will the proposal be carried out?

Who will be involved?

Details of the project Budget.

Your Content Grant application may be considered by CGAC based on:

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- aggregated assessment scores, including priority weightings to be applied to regional and remote based organisations, excluding RIMO's (+ 5%) and broadcasters (not auspice agencies) with an average annual income (over the past 3 years) less than \$100,000 (+5%) (concurrent loadings may apply)
- the number of projects funded per organisation
- the total funding amount funded per organisation
- balancing funding support between new ideas and established projects
- the total funding available in each round
- a balance of regional, remote, suburban and metropolitan organisations
- a balance across all states and territories
- a balance between local, multi-station and a national focus
- a balance of audio, video and online platforms
- a balance across a mix of communities of interest.

8. How will you report on the grant if your application is successful?

You will be required to report on the progress of your grant via a progress report and a final report. For total grants paid \$80,000 and over in a financial year, you will need to provide an Auditor's Financial Certificate (AFC) declaring that grant funds have been expended in accordance with the terms of your grant agreement.

FAQ: [Grant reports](#)

Contact details

* indicates a required field

Applicant organisation

Organisation trading name *

Organisation Name

Can be different from the Entity name listed with the Australian Business Register shown below.

Organisation Australian Business Number *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Contact Details

This is the person we will correspond with about this grant.

Contact person *

First Name

Last Name

Contact position *

Contact phone number *

Must be an Australian phone number.

Contact email *

Must be an email address.

Is this application the primary Content grant application from your organisation this round? *

Yes

No

We only require organisations to complete organisational information for the primary Content grant application each round. If this is your only Content application (including Specialist Radio Programming), then tick "Yes".

Do you want to update your organisation details since the last time you applied?

Yes

No

If you are also applying for a Development & Operations application, you can update your Organisation Details there instead.

Applicant organisation contact details

Please only include contact details that have changed since any previous grant application from your organisation.

Organisation phone number

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Must be an Australian phone number.

Organisation email address

Must be an email address.

Will be subscribed to our email newsletter to receive up-to-date information about the CBF's activities including grant opportunities

Organisation postal address

Address

Traditional place name

E.g Wurundjeri Country

To find an area's Traditional Place name, get in touch with Aboriginal and Torres Strait Islander Land Councils or Cultural Centres in your locality or check the [AIATIS map](#) which shows the general locations of larger groups of people.

Organisation physical address

Address

Organisation website

Must be a URL

Organisation and activity details

* indicates a required field

Video Tutorial: [Organisation and activity details](#)

Tell us about your organisation

Please provide a brief overview (up to 150 words) of your organisation. You could think about this as an elevator pitch. Imagine you were introducing someone to your organisation for the first time. Some ideas to assist you are:

- What is the core purpose of your organisation?
- If you are a broadcaster, what type of programming do you provide?

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- What kinds of collaborations/ partnerships do you have with other organisations or groups?
- Who is the audience for your content?
- How do your activities address the identified needs of your target community/ies? (for example, peer led, or programs in a specific language or languages other than English)?

Tell us about your organisation *

Word count:

Must be no more than 150 words.

What type of organisation are you? *

Please choose the option that best applies to your organisation.

FAQ: [How do we define who is a recognised community media organisation?](#)

The following questions help the [Content Grants Advisory Committee](#) to determine whether your organisation should receive priority weightings or special consideration. This information will also be used to help the CBF to measure the impact of its grants programs.

What was your organisation's annual income in the previous financial year?

\$

Must be a dollar amount.

Include all income sources and previous grants.

Annual report with financial statements

Must be a URL.

Your organisation's financial statements and annual report may be shared with the CBAA and other sector organisations for the purposes of sector research. If you do not wish us to share this information please contact the CBF Grants Support Team. E.g <https://cbf.org.au/learn/how-we-help/annual-report/>

FAQ: [What are Annual Reports and financial statements?](#)

Financial statement comments

If there's anything in your financial statements you would like to clarify for assessors, such as cash reserves or negative equity, please explain it here. E.g. income from radiothon before the end of last financial year carried over to cover operational costs in this financial year.

Please attach financial statements and other supporting documents

Attach a file:

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[FAQ: How should I format my attachments?](#)

Project title *

Must be no more than 10 words.

A brief title to easily identify this grant (10-word limit). E.g. Beyond the Bars Project, Production of Real World Gardener, Gympie Muster OB, Going Vegan documentary series, Under The Milky Way TV series

Main activity type *

Multimedia projects Regular radio program Regular tv/video program Regular podcast series Short radio series Short tv/video series Short podcast series Outside Broadcast (OB) Special one-off broadcast event Other:

Please choose the option that best describes the project type.

The next question is about how your audiences can access your content. **Please note that the content produced must be first broadcast by a recognised community media organisation.**

Things to consider when answering this question:

- the local station broadcasting your content
- any additional stations intending to rebroadcast or simulcast your content
- any national distribution networks intending to distribute your content (e.g. NIRS, CMAA or RPH MediaPoint, PDS, Aurora)
- any online broadcast platforms your content will be available through (e.g. dedicated program website, podcast, YouTube, Vimeo, station website)

How will your content be broadcast? *

Word count:

Suggested word count: 50 words

Is this program scheduled to be broadcast on the Community Radio Network (CRN)?* *

Yes No

[FAQ: What is the CRN?](#)

Estimated hours of broadcast content for this project *

Must be a number.

Should be the total hours of all broadcast content you expect to produce. e.g. 20

Is this an established program? *

Yes No

An established program means the program already exists and you are seeking support to produce new episodes. You should also tick yes if you are applying for a project that has happened before (e.g. an outside broadcast project that happens annually).

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Please upload a letter of support from a recognised community media organisation demonstrating their commitment to broadcast the production *

Attach a file:

[FAQ: How should I format my attachments?](#)

Idea

* indicates a required field

Video Tutorial: [Idea](#)

Your responses to the following questions will be assessed against the Idea criterion and are worth 40% of your total score.

In the following question, please provide a short summary of what you are seeking funding for and what you hope to achieve.

Project description - What do you need CBF funding to do? *

Provide a short description of your project - what are you hoping to achieve? (100 words recommended)

Please describe how the project activities listed above will lead to outcomes for your organisation, your community and/or the sector and how your goals align with the goals/objectives of this grant category.

Outcomes are the changes to your organisation, community and individuals that you expect to occur because of the activities in your grant.

An explanation of how we define outcomes and examples of outcomes can be found in the [Outcomes and measuring success](#) resource.

If applying for smaller grants (e.g. requesting \$5 - \$10k), you are only expected to complete 2 outcomes.

(Please ensure there are no blank rows by clicking the grey minus button to the right of any blank row)

Outcome

How does this meet the grant category objectives?

Outcome	How does this meet the grant category objectives?
What changes do you expect will occur as a result of your project (e.g. Increased cultural and linguistic diversity on air)? Please be brief. One per row. Must be no more than 25 words.	Which of our outcome goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.

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Please demonstrate the need for CBF funding support by including the following in your response:

- Why do you need CBF funding to continue or start these activities?
- Why can't this wait until next year?
- Why can't you fund this yourself?

Why do you need CBF support now? *

Word count:

Must be no more than 300 words.

Established project

What have been the highlights of the project over the past year and what will you achieve with CBF support over the funding period? *

Word count:

Must be no more than 150 words.

Supporting materials and documents

FAQ: [My proposal is for a new program, do I have to provide a demo or previous production?](#)

Demo or previous production

Must be a URL.

What you tick in the following question opens other sections below.

For example: If you tick **Community consultation** you will be asked to provide evidence of what you have done in relation to community consultation.

What supporting documents do you need to provide?

- | | |
|---|--|
| <input type="checkbox"/> Evidence of community consultation | <input type="checkbox"/> Proposed project/program details |
| <input type="checkbox"/> Previous work details | <input type="checkbox"/> Synopsis, story outline, scripts, storyboards, etc. |

Community consultation

The Australian Communications and Media Authority (ACMA) requires evidence of community consultation and engagement as a requirement for licence renewals. Similarly, good community consultation practices should sit at the heart of your content production.

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This helps to ensure content is relevant and representative of the community it is made in, or is broadcast to.

Helpful links

- [Developing a community consultation policy/strategy](#)
- [Community engagement ideas and strategies](#)

Please attach evidence of community consultation for your content *

Attach a file:

[FAQ: How should I format my attachments?](#)

Previous work details

If you have examples of previous work that is relevant to the content in this proposal, please provide details here. This may be in relation to production values, style of production, the tone of the content, etc.

Please attach details of previous work *

Attach a file:

[FAQ: How should I format my attachments?](#)

Proposed project/program details

Please provide any additional information about your project here that helps to demonstrate or clarify your idea.

Please attach details of the proposed work *

Attach a file:

[FAQ: How should I format my attachments?](#)

Synopsis, scripts, etc

Please attach synopsis, story outline, scripts, storyboards, etc *

Attach a file:

[FAQ: How should I format my attachments?](#)

Other supporting documents

Please attach here any other files to support your content idea

Attach a file:

[FAQ: How should I format my attachments?](#)

Impact

* indicates a required field

Video Tutorial: [Impact](#)

Your responses to the following questions will be assessed against the impacts criterion and are worth 30% of your total score.

Measures of success

Now we want to learn more about how you will measure if your anticipated outcomes listed on the Page 5. Idea page have been achieved and *how and with what you will measure this*.

These measures will form the reporting requirements of your grant agreement if your grant is successful.

An explanation of how we define outcomes and examples of outcomes can be found in the [Outcomes and measuring success](#) resource.

(Please ensure there are no blank rows by clicking the grey minus button to the right of any blank row)

Outcome	Objectives for your project	Measure	Current position	Target
These are the goals you have identified already on Page 5. Idea This question is read only.	These are the grant category objectives you have identified already on Page 5. Idea This question is read only.	How will you measure the success of this outcome? Must be no more than 30 words.	What is your current situation in relation to this measure? Must be a number.	Identify a target for the measure you have chosen - an estimated total for your project. Must be a number.

Outcomes supporting documentation

Attach a file:

If there's anything in your outcomes you would like to clarify for assessors, explain it here. [FAQ: How should I format my attachments?](#)

Diversity, inclusion and accessibility

Despite considerable advances made in recent decades, certain groups still experience disadvantages in our society - including in the community media sector. We are committed to supporting diversity, inclusion and accessibility as outlined in [Roadmap 2033](#) - the long-term strategy for community broadcasting in Australia.

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Because policies and programs can affect groups of people in different ways, we give preference to applications and organisations that demonstrate participation, inclusion and equity for all people in your community.

People

Of the primary beneficiaries, participants and audiences you select in the following question, we will track the following choices as part of our assessment and evaluation processes:

- Females
- Young people
- Culturally and Linguistically Diverse (CALD) people
- People with disabilities
- Religious groups
- LGBTIQ+ people
- First Nations Australians (this option is listed under Ethnic and racial groups)
- Rural/Regional dwellers

Who are the expected primary beneficiaries of this project/program? *

Please choose only groups that are at the very core of your activities such as your community of interest. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

We are gathering data on all the participants involved in this content project.

Total number of participants in this project *

Must be a number.

Including presenters, contributors, producers, production volunteers and any others.

How many identify as women? *

Must be a number.

How many are aged under 26? *

Must be a number.

How many identify as culturally and/or linguistically diverse? *

People from other cultures, or people who speak another language. Must be a number.

How many identify as having a disability? *

Must be a number.

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How many are from a faith based community? *

Must be a number.

How many are from the LGBTIQA+ community? *

Must be a number.

Do any of the participants in this project identify as First Nations Australians? *

- Yes
 No

How many participants identify as First Nations Australians? *

Must be a number.

What role(s) do First Nations Australians have in the production of this content? *

Must be no more than 50 words.

e.g. producer, broadcaster, technician, editing, etc

Planning and budget

* indicates a required field

Video Tutorial: [Planning and budget](#)

Your responses to the following questions will be assessed against the planning criterion and are worth 30% of your total score.

This is where you should tell us how the activities will be carried out and by whom. This can include staff, volunteers and external partners

Things to consider when addressing this criterion:

- who will be responsible for each step of the plan and what expertise do they bring to the project / program?
- partners involved in the project (attach a letter of support from partner organisations if possible).

Project team

This is where you provide details of the experience/expertise of the key people driving this project

Who will be involved in putting your project together? *

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Word count:
Must be no more than 200 words.

The anticipated start and end dates must be between 1 July this year to 30 June next year for single year applications. If your activities are likely to start later or end earlier than these dates please adjust them accordingly.

Anticipated start date *

Must be a date.

Anticipated end date *

For single year applications must be no later than 30 June 2025. If unknown, provide your best guess.
For single year applications must be no earlier than 1 July 2024. If unknown, provide your best guess.

Project timeline

The project timeline table asks you to identify the when, what, how and who of your activities.

If you are planning multiple, complicated activities this table may be too restrictive for you. Instead use a separate template that better suits your needs and attach it under **Other planning documents** below. You will still have to complete the first line of this table to let us know you have attached a document.

(Please ensure there are no blank rows by clicking the grey minus button to the right of any blank row)

Activity	Start date	End date	Who is responsible?
One per row. Add more rows if you want to list additional activities.	Must be a date.	Must be a date.	e.g. Station Manager, Volunteer Coordinator, Technician, Vendor/Supplier

Multi-year funding

Some organisations undertaking initiatives particularly aligning with our funding objectives may be invited to apply for multi-year funding. These applicants will be asked to provide additional information including a more detailed budget. You can apply for a multi-year grant for **up to** three years.

FAQ: [How does multi-year funding work?](#)

Are you applying for multi-year funding? *

Yes No

We will only consider multi-year funding for applications who have been supported for similar activities by the CBF previously. New activities are not eligible for multi-year funding.

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Multi-year funding questions

In order to receive multi-year funding support, the program/project must:

- have broad impact, e.g. a program reaching multiple communities;
- be collaborative involving multiple stations and/or project partners in the production of content; and/or
- demonstrate potential for growth - this growth could be financial, audience, partnerships or other opportunities.

What broad impact will this project/program have? *

Word count:

Must be no more than 100 words.

E.g. reaches diverse communities within your local area or is distributed to other stations or nationally.

If your project is collaborative involving multiple stations and/or project partners, provide details below *

Word count:

Must be no more than 100 words.

E.g. list partners involved

What opportunities will multi-year funding provide to your project? *

Word count:

Must be no more than 100 words.

Opportunities could be financial, audiences, partnerships or other opportunities. You will be asked to report on this and demonstrate your relevance to your audience. This will help inform the Committee in determining further funding requests for this project.

Budget

When completing the budget below:

- **If you are registered for GST, please show only GST exclusive amounts in the grant budget.**
- **If you are not registered for GST, please show GST inclusive amounts.**
- Make sure your budget balances!
- You should identify all budget items required to complete the activities (even those that do not require grant assistance).
- You should describe each item required, for example: "4 hours per week * 26 weeks @ \$35 per hour".
- You should include any financial and in-kind contributions from your organisation and partners.

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- Applications requesting \$20,000 or more **must** demonstrate financial contributions from other funding sources such as other funding partners, sponsors, crowdfunding or financial contributions from your organisation (which cannot include other CBF funding).
- You can request up to \$1,000 toward the costs of administering this grant.
- Use whole dollars only.

FAQ: [How do I complete the budget table?](#)

FAQ: [What are in-kind contributions?](#)

Resource: [Example budgets](#)

Income

Income source	Income amount \$
Please complete the first line with the amount you are requesting for this CBF grant. You can then use the other income sources listed or edit to add your own. Click add more to add any additional income sources and remove any lines that are blank	Must be a whole dollar amount (no cents).
CBF grant	\$
Organisation financial contribution	\$
Organisation in-kind contribution	\$
Other funders (please identify who this is)	\$

Income total

Total income amount

\$

This number/amount is calculated.

Expenditure

We want grantees to demonstrate good practices including researching options to best meet their needs.

Multiple quotes for the same make and model of equipment for example does not necessarily demonstrate good purchasing practice. We would prefer to see quotes and/or technical specifications for similar pieces of equipment (e.g. 10-channel studio mixers) and your explanation how one better meets your needs than the others.

(Please ensure there are no blank rows by clicking the grey minus button to the right of any blank row)

If required, the maximise button on the bottom left will enable all the text to be viewed

Content Expenditure category	Expenditure item	Expenditure amount \$	Quotes (if required)
Please select the Content expenditure item from the drop down category list below	Eg, Producer wages, \$40 PH x 5 hours a week x 30 weeks, TV studio hire, music fees	If you are registered for GST, show GST exclusive amounts in the grant budget. If you are not	Attach quotes for each item as required. You can attach multiple quotes against the one item for comparison

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		registered for GST, show GST inclusive amounts. Must be a whole dollar amount (no cents).	by clicking 'Attach a file'. FAQ: How should I format my attachments?
		\$	
		\$	
		\$	
		\$	
		\$	

Expenditure total

Total expenditure amount *

\$

This number/amount is calculated.

Income - Expenditure *

\$

This number/amount is calculated.

Must equal \$0

Income multi-year

You can apply for a multi-year grant for **up to** three years. Please leave the final column blank if only applying for two years.

Income source multiyear	2024/25	2025/26	2026/27
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
CBF grant	\$	\$	\$
Organisation financial contribution	\$	\$	\$
Organisation in-kind contribution	\$	\$	\$
Other funders (please identify who this is)	\$	\$	\$

Income totals

Total income 2024/25 *

\$

This number/amount is calculated.

Total income 2025/26 *

\$

This number/amount is calculated.

Total income 2026/27 *

\$

This number/amount is calculated.

Total Income Amount *

\$

This number/amount is calculated.

Expenditure multi-year

We want grantees to demonstrate good practices including researching options to best meet their needs.

Multiple quotes for the same make and model of equipment for example does not necessarily demonstrate good purchasing practice. We would prefer to see quotes and/or technical specifications for similar pieces of equipment (e.g. 10-channel studio mixers) and your explanation how one better meets your needs than the others.

(Please ensure there are no blank rows by clicking the grey minus button to the right of any blank row)

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Content expenditure category	Expenditure item	2024/25	2025/26	2026/27	Quotes (if required)
Please select the Content expenditure item from the drop down category list below	Eg, Producer wages, \$40 PH x 5 hours a week x 30 weeks, TV studio hire, music fees	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Attach quotes for each item listed as required. You can attach multiple quotes against the one item for comparison by clicking 'Attach a file'. FAQ: How should I format my attachments?
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	

Expenditure totals

Total expenditure 2024/25 *

\$

This number/amount is calculated.

Total expenditure 2025/26 *

\$

This number/amount is calculated.

Total expenditure 2026/27 *

\$

This number/amount is calculated.

Total expenditure Amount *

\$

This number/amount is calculated.

Income - expenditure = *

\$

This number/amount is calculated.

Must = \$0

What you tick in the following question opens other questions below.

For example: If you tick **Evidence of support** you will be asked for letters of support and/or audio/video files from people/partners involved in the activities proposed.

What supporting documents do you need to provide?

- Budget documents
 Bio (resume / CV) of contributors / partners
 Production schedule
- Evidence of support
 Marketing / promotion plan

Budget documents

If there's anything in your project budget you would like to clarify for assessors, please upload information here. For example, a more detailed project budget.

Budget attachments *

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Attach a file:

[FAQ: How should I format my attachments?](#)

Evidence of support

This could include letters of support, audio/video files or other media from people / partners involved in your project

Evidence of support *

Attach a file:

[FAQ: How should I format my attachments?](#)

Bios / resumes / CVs

Please attach bios / resumes / CVs *

Attach a file:

[FAQ: How should I format my attachments?](#)

Marketing / promotion plan

Please attach marketing / promotion plan *

Attach a file:

[FAQ: How should I format my attachments?](#)

Production schedule

Please attach a Production schedule *

Attach a file:

[FAQ: How should I format my attachments?](#)

Other supporting documents

Please attach any other planning or support documents

Attach a file:

[FAQ: How should I format my attachments?](#)

Please provide any comments regarding your budget, quotes or the other supporting documents you have attached.

Supporting document comments

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Word count:

Must be no more than 100 words.

E.g If you are including multiple quotes, please identify which are the preferred ones and why.

Assessment and Declaration

* indicates a required field

Assessment

Wherever possible the CBF will endeavour to align assessors with relevant skills and experience to each project detailed in your application. This process will not guarantee individual assessors to score your proposal, but allows applicants to express a preference for the knowledge base of people assessing their proposal.

FAQ: [Why is there a question about suggesting assessors in the application form?](#)

If you feel your application should be assessed by assessors with particular skills or perspectives, please select your preference/s here:

You can select up to 5

Other:

If you feel your application should be assessed by assessors with particular skills or perspectives that aren't listed in the drop-down above, please specify

Privacy statement

The Community Broadcasting Foundation (CBF) respects the right of individuals to privacy protection. Where personal information is supplied to the CBF it is used to assist in providing resources and other services to community broadcasters and community broadcasting organisations, and in meeting our responsibilities as the funding agency for the community broadcasting sector. To this end personal information may be shared with other community broadcasting sector representative organisations, consultants and funding providers. Individuals have the right to access, update or correct any of their personal information held by the CBF at any time.

Entities that are collecting personal information for provision to the CBF in a funding application or for related purposes must ensure that the individuals concerned consent to the provision of their personal information to the CBF, receive a copy of this Privacy Statement, and have been advised that our Privacy Policy is available at <https://cbf.org.au/privacy-policy/>.

Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Privacy Commissioner who has power to award compensation in appropriate circumstances. For more information please see our [Privacy Policy](#) on our website or contact the Foundation's Chief Executive Officer on (03) 8341 5900 or by email via executive@cbf.com.au.

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Declaration

The Declaration must be made by a person with the appropriate authorisation at the applicant organisation.

I understand that this application will be competitively assessed on its merits against the assessment criteria published in the grant guidelines and that the application may not receive support, or may receive part-support.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the grant agreement.

Name *

First Name

Last Name

Position *

Date *

Must be a date.

Feedback and How to submit

Feedback

We encourage grantees to provide constructive feedback so we can learn more about your experience in working with us and to help us improve our grants process. The following anonymous survey should take you no longer than 5 minutes to complete:

<https://www.surveymonkey.com/r/submittedgrantsR12425>

How to submit

Once you have completed your Content Grant form, you can review and then submit the form.

You can print/download the application as a pdf document to share with others by clicking *Download PDF* at the top of the Review page.

To submit your application, click the *Submit* button at the top of the Review page.

- Any unsubmitted forms will not be accessible to the CBF and will not be assessed.
- If a required question is left blank or you have entered incorrect characters in a question (like letters in a number question), you will be unable to submit a form. Use the Application Form Navigation list to return to the question that requires completion.

Once you successfully submit your application you will receive an automatic email confirming receipt of your application with an attached pdf version for your records.

