

Development & Operations Round 1 2024/25

Form Preview

Using this form

Use this form to apply for a **Development & Operations Grant**.

Complete and submit **one** form for your organisation and include any requests for support for infrastructure, projects and/or core operations within the same form.

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

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

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 in your browser as you may lose your progress.

As you complete the form, your responses will determine which additional questions you will be required to answer. Questions that are not applicable to your application will be automatically disabled and hidden from view.

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're 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:

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

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.

Development & Operations 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 grant guidelines apply to Development & Operations activities only.

There are separate grant guidelines and application forms for [Content, Specialist Radio Programming](#) and Sector Coordination.

1. Development & Operations Grant objectives

Development & Operations grants support a resilient, thriving community media sector that reflects, amplifies and enriches the ever-evolving communities of Australia.

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

The objectives of Development & Operations grants are to support community media organisations to:

- Strengthen governance policies and practices that support longer term thinking
- Enhance capacity and capability that drives sustainability
- Increase resilience through preparations for unexpected change
- Deepen engagement with identified communities
- Expand partnerships to maximise opportunities
- Develop and embed inclusive and accessible practices

Applications must meet at least one of the objectives.

FAQ: [What do the CBF Development & Operations funding objectives mean?](#)

2. Who can apply?

You can apply for a Development & Operations grant if you are a current or prospective community broadcaster who is producing content for broadcast by a recognised community media organisation.

You are eligible to apply for a Development & Operations grant if you are:

- **a recognised community media organisation (radio and TV)***
- **a Remote Indigenous Media Organisation or Remote Indigenous Broadcasting Service**

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

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A station with a temporary community broadcasting licence (TCBL) must have been in operation for at least two years prior to applying and be broadcasting a minimum of 28 hours per week.

Collaborative and/or partnership projects are accommodated. Applicants with collaborative projects or activities involving multiple stations or partners are highly recommended to contact a Grants Support Team member to discuss their application before submitting.

3. How much can you apply for?

You can submit one Development & Operations grant application. There is no limit to how much you can apply for. The more funding you request, the greater detail assessors will expect in your responses.

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 and Transmission, Ethnic*, First Nations, Radio Reading, National Training Project and Business Skills Training funding lines, depending on eligibility to those funding lines.

The funds available for allocation in Development & Operations Round 1 2024/25 can support the following broadcast services and activities up to the following amounts:

Round 1

Round 2

Operating costs and support for transmission operating and/or equipment costs

\$2,608,490

\$289,832

Support for Ethnic broadcasting*

\$1,789,510

\$198,834

Support for First Nations broadcasting

\$194,592

\$21,621

Support for Radio Reading (RPH) broadcasting (including support for transmission expenses)

\$1,053,534

\$0

Accredited or Pathways training delivery

\$188,610

\$0

Business skills training

\$23,541

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\$0

Total available

\$5,858,277

\$510,287

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

*In order for all or part of your grant to be eligible to be drawn from the Ethnic Community Broadcasting Fund, **you must have submitted a Specialist Radio Programming application**. This is inclusive of an updated [Summary of Programs](#), demonstrating eligible ethnic programs within the same funding period as your Development & Operations application.

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

FAQ: [What is Ethnic funding?](#)

Requests for more than \$25,000

Applications requesting \$25,000 or more must demonstrate financial contributions from other funding sources. These can include other funding partners, sponsors, crowdfunding or financial contributions from your organisation's own resources. Contributions cannot include other CBF funding, in-kind or volunteer support. The proportion of the co-contribution will be considered in assessment.

Exceptional business case requirement

Due to the highly competitive nature of this grant program, if your organisation has an average annual income over the past three years greater than \$700,000 and you intend to seek support for core operational costs (e.g. transmission costs, salaries, power costs, etc.) in your application, you will need to make an exceptional business case in order to be successful. Applicants with this level of income are discouraged from seeking support for core operations except where your organisation supports high levels of specialist programming content or where there are extenuating circumstances. Development or one-off projects do not require an exceptional business case.

FAQ: [What is an exceptional business case?](#)

Multi-year Funding

You can apply for multi-year funding if you have been regularly 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?](#)

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).

4. What can you use the grant for?

You can apply for any combination of the following organisational costs in your application:

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- Activities – including strategic planning, updating policies and processes, training, business development, marketing, events
- Infrastructure – including production/transmission/administration equipment, website/software development, solar panels, capital works
- Operations – including salaries, utilities, administration, professional development
- Administration for the grant up to \$1,000

We recognise community media is doing an amazing job creating opportunities for greater participation, engagement and cohesion. We strongly encourage applicants to highlight this in their applications. This includes the following activities:

- Strategic planning in consultation with your community and key stakeholders. We have published this [Strategic Planning Resources](#) article to explain what we would like to see in your strategic planning process.
- Maintaining strong relationships and collaboration with like-minded community media organisations and other community partners.
- Creating and supporting social change movements to help create a stronger society, such as empowering First Nations Australians, gender equity, promoting multiculturalism, and informing our communities so they can make better decisions.
- Showcasing new ideas through inclusive engagement with women, young people, First Nations Australians, multicultural, disability, LGBTQIA+, faith-based and regional and remote communities.
- Providing leadership, business, media, accredited and pathways [training opportunities for your community](#).

For inspiration and examples of impactful D&O grant ideas, please see [Inspiration for your Development & Operations grant application](#).

5. What can't you use the grant for?

- For organisations receiving Sector Investment funding, activities that address agreed outcomes as per a current Sector Investment grant agreement or application, or address proposed outcomes in a current Sector Investment funding application.
- Content production, which can be applied for as part of a [Content grant application](#)
- Overseas travel
- Costs that could be met by an organisation's in-kind contribution, such as studio hire fees
- Contingency costs
- Payment of membership fees
- Financial distress – costs and debt already incurred
- Costs incurred prior to 1 July 2024 or any equipment you have already purchased

FAQ: [What is meant by membership fees?](#)

6. How will your application be assessed?

All applications will be **competitively assessed on their merits** (including requests to support transmission expenses).

Your grant application will take the following journey:

1. Application prepared and submitted

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- 2.Application processed by Grants Support Team to ensure eligibility
- 3.Application assessed against the below assessment criteria by at least five assessors, including at least three members of our [Grant Assessor Team](#) and two members of the [Development & Operations Grants Advisory Committee](#) (DOGAC)
- 4.DOGAC will consider priority weightings applied to average score, scores and comments, and make funding recommendations to our Board of Directors
- 5.Funding allocations finalised by our [Board of Directors](#)
- 6.Grants Support Team advises applicants of funding decisions

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

At least half of the assessors of applications for and by First Nations Australians, groups and organisations will be First Nations Australian assessors. You may also recommend that assessors with particular skills or perspectives read and score your application (e.g. technicians to assess transmission equipment and women to assess a women's training project).

Please note: Due to the volume of applications received, **applications are assessed based on the documentation provided at the time of submission.** The CBF will not follow up missing documentation after applications have been submitted.

This proposal will be assessed on the following basis:

Weighting

Criteria

Example application form questions

20%

Idea - the application puts forward a reasonable proposal or concept for which there is a demonstrated need.

What do you need CBF funding to do?

Why do you need CBF support now?

20%

Capacity - the application demonstrates that your organisation has the capacity to deliver on its goals.

Who will be involved?

How well are you achieving the goals of your strategic plan?

40%

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

How will you measure the success of your activities?

How will your activities increase diversity, inclusivity and accessibility at your organisation?

20%

Planning - the application demonstrates clear planning and good value for money.

How will the proposal be carried out?

Details of the grant Budget.

Your Development & Operations grant application may be considered by DOGAC based on:

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- aggregated assessment scores, including priority weightings to regional and remote based organisations, excluding RIMOs (+ 5%) and organisations with an average annual income (over the past 3 years) less than \$100,000 (+5%) (concurrent loadings may apply)
- the level of ethnic [Specialist Radio Programming](#) produced. In order for all or part of your grant to be eligible to be drawn from the Ethnic Community Broadcasting Fund, **you must have submitted a Specialist Radio Programming application.** This is inclusive of an updated [Summary of Programs](#), demonstrating eligible ethnic programs within the same funding period as your Development & Operations application.
- the total amount of CBF funding to the organisation in previous rounds
- the overall financial position of your organisation
- the total funding available in each round
- a balance of regional, remote, suburban and metropolitan stations
- a balance across all states and territories
- a balance between stations and sector organisations
- a balance across all communities of interest
- stations significantly affected by drought, fire, flood and other disasters.

7. 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 over \$80,000 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

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ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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.

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

Yes

No

Applicant organisation contact details

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

Organisation phone number

Must be an Australian phone number.

Organisation email address

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Must be an email address.

You will be subscribed to our email newsletter so you can 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

Activity and organisation details

* indicates a required field

Tell us about your organisation

Video tutorial: [Activity and Organisation Details](#)

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 type of programming do you provide?
- How do you engage with your community (e.g., OBs, community announcements, interviews with locals, engage with local multicultural groups, events and festivals)?
- Where do you broadcast from?
- What features of your area impact your organisation?
- Do you collaborate/partner with other organisations or groups?
- Who is your audience?
- What local content do you provide?
- How does your service meet the identified needs of the community (for example, number of local interviews per week, or a particular weekly program in a language or languages other than English)?

Tell us about your organisation *

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Word count:
Must be no more than 150 words.

Activity details

The following information will be used to help us understand more about your organisation as we assess your application and track the trends in the organisations we support.

Project title *

Word count:
Must be no more than 10 words.
A brief title to easily identify this grant. E.g. Station Manager salary

Organisation details

What type of organisation are you? *

Please choose the option that best applies to your organisation.

Organisation website *

Must be a URL.

How many financial members do you have at your organisation?

Must be a whole number (no decimal place).

How many paid staff do you have at your organisation? *

Whole number only.

How many subscribers do you have at your organisation?

Must be a number.
If you don't have subscribers, put zero.

Total number of volunteers involved in your organisation over the past 12 months *

Must be a number.
Whole number only.

Financials

What was your organisation's annual income last financial year? *

Must be a dollar amount.
Whole dollars only. Should include all income sources including previous grants.

What was your organisation's annual sponsorship income last financial year?

Must be a dollar amount.
Whole dollars only.

What was your organisation's annual expenditure last financial year? *

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\$

Must be a dollar amount.

Whole dollars only. Include all expenditure including previous grants.

What is your organisation's current cash balance? *

\$

Whole dollars only.

FAQ: [Why do we ask questions about your organisation's current cash balance?](#)

Idea

* indicates a required field

Video tutorial: [Idea](#)

Your responses to the following questions will be assessed against the Idea criterion - **the application puts forward a reasonable proposal or concept for which there is a demonstrated need**. It is worth 20% of your total score.

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

Use the following Project description examples as a guide:

Support for transmission operating costs will free up other funding to make it possible to attend more events and conduct outside broadcasts.

An Engagement Coordinator will help us reach out to our diverse communities and increase memberships.

We need to raise the broadcast antenna to remove the radiation hazard from the top of the water tank and create a safer working environment.

New studio equipment will enable us to activate a second broadcast capable studio, train new broadcasters, pre-record content and record podcasts.

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

Word count:

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

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

For example: If you tick **Transmission equipment** you will be asked for evidence of the need for new equipment, a block diagram of your current and planned broadcast chain and your ACMA Client Number(s).

Are you applying for any of the following activities (please tick)?

Collaborative projects / partnerships Marketing Replacing old equipment Salaries

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Accredited or Pathways training
 Business or Leadership training
Tick all that apply

Transmission equipment

Capital works

Transmission operational costs

How will the activities as listed above lead to outcomes for your organisation, your community or the sector? How do 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 your activities.

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 measures.

(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?

What changes do you expect will occur as a result of your project (e.g. Increase in financial members)? Please be brief. One per row. Must be no more than 25 words.	Which of our funding objectives will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.

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?
- What is the demonstrated need?

Why do you need CBF support now? *

Word count:
Must be no more than 300 words.

Additional supporting documents

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Attach a file:

This could include planning permits, community statistics, results of community consultation, letters of support, a brief audio/video file from people/partners involved in the activities, etc. [FAQ: How should I format my attachments?](#)

Collaborative / partnership projects

Applications for collaborative projects between stations and other partners must clearly show the benefits for all involved. If you are applying on behalf of a number of organisations or your project is a partnership between a number of organisations, we highly recommend you contact a Grants Support Team member to discuss your project before submission.

Other things to consider are:

- one eligible community media organisation will be the applicant and be the legal entity within the funding agreement if successful;
- in the Capacity and Impacts sections on Page 5 and 6, please refer to the capacity of all partners involved and the impacts across all of the organisations and communities involved;
- annual reports and/or financial statements attached on Page 5 (Capacity) are required from all partners involved not just the applicant organisation;
- a strategic plan, or equivalent, attached on Page 5 (Capacity) is required from all partners involved not just the applicant organisation;
- letters of support and/or confirmation of partnership from each partner is required (can be an email). Please attach below.

Collaborative project supporting documents

Attach a file:

Must include the following from each partner involved: annual report/financial statements, strategic plan, confirmation of partnership as a minimum. [FAQ: How should I format my attachments?](#)

Accredited or Pathways training

To apply for funding to support **Accredited or Pathways training**, your organisation is required to demonstrate a partnership with a Registered Training Organisation (RTO).

- **Accredited training** is nationally recognised training delivered by an RTO.
- **Pathways training** is unaccredited training that is based on accredited training resources and provided by recognised trainers. The aim is to develop skills and to encourage trainees to engage with accredited training in future.

In order to access the specific training funds we have available to support Accredited or Pathways training you will need to:

- partner with an RTO to deliver the training - community media sector-based RTOs include the [Community Media Training Organisation](#), [Goolarri Media](#), [Diversitat](#), [Batchelor Institute](#) and [YWAM](#). You can also search for other RTOs on the database of the [training.gov.au](#) website.
- work with the RTO to determine your needs and establish how much the training will cost - this will help you to complete the budget in your application form.
- demonstrate the partnership that you have in place with the RTO by uploading a copy of the agreement and quote from your selected RTO below.

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Attach an agreement and quote from your selected RTO *

Attach a file:

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

Number of Accredited training hours to be delivered *

Must be a number.
Enter 0 if not applicable.

Number of Pathways days of training to be delivered *

Must be a number.
Enter 0 if not applicable.

Business or Leadership training

To apply for support to develop **business and/or leadership skills** you will need to determine and explain what your needs are, calculate the costs of accessing relevant training or skills development and demonstrate how it is important to your organisation. Examples include:

- applying for support for a key staff member or volunteer to undertake a training course in finance management software
- applying for support to develop a mentoring relationship between your Station Manager and an experienced manager at a like-minded station
- applying for support for governance training for your whole Board to participate in.

How many people from your organisation(s) will be participating in this business or leadership training?

Must be a number.

Attach an agreement or evidence of costs with your training partner *

Attach a file:

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

Marketing

To apply for marketing costs you will need to provide a strong marketing plan to demonstrate how funding will be complimented by other marketing activities.

Marketing plan templates:

- [Nonprofit marketing plan template](#)
- [Nonprofit marketing plan in 8 steps](#)
- [Hubspot's How to Create a Marketing Plan With These Free Templates](#)

Attach a marketing plan *

Attach a file:

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

Transmission equipment

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For transmission equipment requests please upload a copy of your transmission block diagram. We need this to ensure your plans will effectively meet your needs and the Australian Communications and Media Authority (ACMA) license requirements.

You can find your ACMA Client Number(s) on the [Register of Radiocommunication Licenses](#).

This [sample transmission site block diagram](#) demonstrates the level of detail we're looking for. **Hand-drawn is fine.**

Block diagram of transmission chain *

Attach a file:

ACMA Client Number(s) *

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

Replacing old equipment

If you are replacing old equipment we need evidence to show why the equipment needs to be replaced. Please upload a fault log, photos of damaged/ageing equipment or an independent technician's report here.

These templates demonstrate the level of detail we're looking for:

- [Simple technology replacement plan template](#)
- [Simple fault log template](#)

Evidence of the need to replace equipment *

Attach a file:

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

Capital works

If you are undertaking capital works, please upload the designs, plans or layout of your planned works here.

Designs, plans or layouts *

Attach a file:

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

Salaries

For salary requests please upload a Position Description. We need to consider the tasks the position will undertake and the skills required for the position.

FAQ: [What should I include in a position description?](#)

Position description(s) *

Attach a file:

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

Transmission operational costs

For transmission operational requests we need evidence of your expected costs. Please upload here evidence of these costs, for example, previous financial statements, previous invoices and/or a statement of expected costs from vendors

Evidence of expected costs *

Attach a file:

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

Capacity

* indicates a required field

Video tutorial: [Capacity](#)

Your responses to the following questions will be assessed against the Capacity criterion and is worth 20% of your total score.

The Capacity criterion is assessed on how your application demonstrates that your organisation has the capacity to deliver on its goals.

In the following question include details like:

- name and position of any key staff/volunteers in the organisation
- their experience undertaking the activities identified in this application
- any relevant leadership experience on your Board/Committee or management team

Who will be responsible for the activities identified in this application and what relevant experience/expertise do they have? *

Word count:

Must be no more than 200 words.

Include a link to a website demonstrating the experience or expertise of key staff and volunteers if you require more space.

In the following question we want you to demonstrate how well your organisation is achieving the goals listed in your strategic plan. How do the activities you are seeking funding for fit within your organisation's strategic goals?

How well is your organisation tracking against its strategic plan? *

Word count:

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Must be no more than 200 words.

Please provide links to your Strategic Plan (or similar planning document) and Annual report (with financial statements). If these are not available on your website, attach them below at Supporting documents.

Strategic plan

Or similar document if you have a long-term organisational plan that you call something else. Must be a URL. See <https://cbf.org.au/strategic-planning/>

Annual report with financial statements

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. Must be a URL. E.g. <https://cbf.org.au/learn/how-we-help/annual-report/>

Financial statement comments

Word count:

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).

Organisational chart

Attach a file:

Showing your governance structure and any staff. Click here for an example of [organisational chart](#) and [FAQ: How should I format my attachments?](#)

Supporting documents

Attach a file:

Such as any documents demonstrating the capacity of your organisation to achieve its goals or experience of key employees/volunteers. [FAQ: How should I format my attachments?](#)

Please confirm that you have provided your most recent financial documents above. *

- Provided via a web link (URL)
- Uploaded with this application

Impact

* indicates a required field

Video Tutorial: [Impact](#)

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Your response to the following questions will be assessed against the Impact criterion and is worth 40% of your total score.

Measures of Success

Now we want to learn more about how you will measure whether your anticipated outcomes (as listed on Page 5. Idea) have been achieved *and with what and how 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:

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

People

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

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

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

Please choose only the group/s that are at the very core of this project/program.

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. Because policies, practices 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 with a focus on women, young people, First Nations Australians, multicultural, disability, LGBTQIA+, faith-based and regional and remote communities.

FAQ: [Why is the CBF asking questions about diversity, inclusion and accessibility?](#)

How do you represent and engage with the diverse communities (cultures, beliefs and languages) within your broadcast area? *

Word count:

Must be no more than 100 words.

For example, you could tell us about your programming, volunteers, membership, audience

In what ways do you encourage members of diverse communities to participate at your organisation? *

Word count:

Must be no more than 100 words.

Either tell us what you are doing currently or plan to do in the future.

How is your organisation accessible and inclusive for people with a disability? *

Word count:

Must be no more than 100 words.

E.g. accessible building infrastructure, training and support, policies and procedures

Relevant policies

Attach a file:

E.g. Diversity, Access, Equity and Inclusion Policies or similar. [FAQ: How should I format my attachments?](#)

Planning and budget

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* indicates a required field

Video Tutorial: [Planning and budget](#)

Your responses to the following questions will be assessed against the implementation criterion and is worth 20% of your total score.

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

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

Anticipated start date *

Anticipated end date *

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

Timelines

The activities timeline table asks you to identify the when, what 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** at the bottom of this page. 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

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

Would you like any of the activities described in this application to be considered for multi-year funding? *

Yes, all Yes, some 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.

Multiyear funding

What opportunities and/or benefits will multiyear funding provide your organisation? *

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Word count:
Must be no more than 200 words.

Budget

When completing the budget below:

- **If you are registered for GST, show GST exclusive amounts in the grant budget.**
- **If you are not registered for GST, 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.
- Applications requesting \$25,000 or more must demonstrate financial contributions from other funding sources such as other funding partners, sponsors, crowdfunding or financial contributions from your organisation's own resources (which cannot include other CBF funding).
- If selecting "Other Funders" as another source of income, please identify who this is.
- You can request up to \$1,000 toward the costs of administering this grant.
- Use whole dollars.

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

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

Resource: [Sample 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.	Must be a dollar amount.
CBF grant	\$
Organisation financial contribution	\$
Organisation in-kind contribution	\$
Other funders (identify who this is)	\$

Income Total

Total Income Amount

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\$

This number/amount is calculated.

Expenditure

Select from the drop down list "*Expenditure category*" the choice that best reflects the item you are seeking funding for.

E.g. *Operational > Transmission operational costs* would best align with funding being sought for transmission site rental or transmission electricity costs.

A note on quotes

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 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).

Expenditure category	Expenditure item	Expenditure amount	Quotes (if required)
Select from the drop down list the choice that best reflects the item you are seeking funding for.	e.g. transmission costs, station manager salary, strategic planning, studio console, etc.	\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Expenditure total

Total Expenditure Amount *

\$

This number/amount is calculated.

Income - Expenditure = *

\$

This number/amount is calculated. Must = \$0.

Income multi-year

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

Income source multiyear	2024/25	2025/26	2026/27
Please complete the first line with the amount	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

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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.			
CBF grant	\$	\$	\$
Organisation financial contribution	\$	\$	\$
Organisation in-kind contribution	\$	\$	\$
Other funders (identify who this is)	\$	\$	\$

Income totals

Total income 2024/25	Total income 2025/26	Total income 2026/27	Total Income Amount
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Expenditure multi-year

Select from the drop down list "*Expenditure category*" the choice that best reflects the item you are seeking funding for.

E.g. *Operational* > *Transmission operational costs* would best align with funding being sought for transmission site rental or transmission electricity costs.

A note on quotes

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 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).

Expenditure category	Expenditure item	2024/25	2025/26	2026/27	Quotes (if required)
Select from the drop down list the choice that best reflects the item you are seeking funding for.	e.g. transmission costs, station manager salary, strategic planning, studio console, etc.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Attach quotes for each item as required. You can attach multiple quotes against the one item for comparison by clicking 'Attach a file.' FAQ: How should

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					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.

Other planning documents

Attach a file:

This could include technical specifications, project management plan, risk management plan, communications plan, business case. [FAQ: How should I format my attachments?](#)

Budget comments

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

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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 to executive@cbf.org.au.

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 *

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Must be a date.

Feedback and How to Submit

Feedback

We encourage grant applicants to provide us with constructive feedback so we can learn more about your experiences 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 Development & Operations grant application form, **Review and 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 and Submit** page.

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