

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](#)
- [Webinar: Demystifying Outcomes Measurement \(D&O grants\)](#)

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.

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.

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 eligible not-for-profit organisations looking to partner with a community broadcaster.

Development & Operations Grant Guidelines

Please read the below 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](#) and [Specialist Radio Programming](#).

1. Community Broadcasting Foundation Grants

Community Broadcasting Foundation (CBF) grants provide funding support to community broadcasters and the community broadcasting sector to contribute to media diversity, social cohesion and an upskilled, innovative and resilient sector.

2. 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?](#)

3. Who can apply?

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

- **a licensed community broadcasting organisation (radio or television stations)**
- **a First Nations community media organisation whose primary purpose is community broadcasting**

***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.

4. How much can you apply for?

You can submit only one Development & Operations grant application per round. 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, Multicultural*, First Nations, Radio Reading, Disability, Training budgets, depending on eligibility to, and availability of, those budgets.

The funds available for allocation in Development & Operations in Round 2 2026/27 can support the following broadcast services and activities up to the following amounts:

Budget

Round 2

Support for development projects and/or transmission, operational or equipment costs

\$497,992

Support for Multicultural broadcasting*

\$226,603

Support for First Nations broadcasting

\$33,375

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

\$0

Support for Disability projects**

\$0

Support for Training (non CMTO)***

\$193,464

Total available

\$969,538

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 Multicultural budget, you must have submitted a Specialist Radio Programming application. This is inclusive of an updated [Summary of Programs](#), demonstrating eligible multicultural programs within the same funding period as your Development & Operations application. OR the activities

you are applying for clearly demonstrate benefits to culturally and linguistically diverse broadcasters and/or communities.

FAQ: [What does Multicultural funding support?](#)

** Disability projects are those that directly benefit people living with a disability.

*** Training support is available to:

- partner with a non-CMTO Registered Training Organisation to undertake accredited or pathways training, or
- undertake training in business management or leadership skills.

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

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 \$800,000 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?](#)

Multiyear Funding

You can apply for multiyear 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 multiyear funding. Multiyear funding can be for up to three years.

FAQ: [How does multiyear 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).

5. What can you use the grant for?

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

- Operations – including salaries, rent, utilities, administration costs, transmission - costs/equipment/assets
- Infrastructure – including production/ administration equipment, website/ software development, solar panels, capital works

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- Business development – including strategic planning, governance, updating policies and processes, training, marketing, attending conferences and events
- One-off Development projects
- Collaborative projects – shared resources, multiple organisation activities, Reconciliation Action Plans (RAPs)
- 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.
- Developing Reconciliation Action Plans: for more info see [Reconciliation Australia](#) and [the CBF RAP](#).
- 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](#).

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

- 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 December 2026 or any equipment you have already purchased

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

7. 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, aggregated scores and comments and make funding recommendations to our Board
- 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.

Your 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?

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%

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?

20%

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

How will the proposal be carried out?

Details of the grant Budget.

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

- 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 multicultural [Specialist Radio Programming](#) broadcast. For all or part of your grant to be eligible to be drawn from the Multicultural budget, you must have submitted a Specialist Radio Programming application. This is inclusive of an updated [Summary of Programs](#), demonstrating eligible multicultural programs within the same funding period as your Development & Operations application. OR the activities you are applying for clearly demonstrate benefits to culturally and linguistically diverse broadcasters and/or communities.
- 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 across all communities of interest
- stations significantly affected by drought, fire, flood and other disasters.

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

If your application is successful, there will be information in your Grant Agreement regarding reporting requirements, including Progress and Final Reports.

Successful grants may be split into payments. Payment of a second instalment will be contingent upon receipt and approval of a grant Progress Report.

Your Grant Final Report will include a description of what the outcomes of the grant were, a financial report that shows how the grant was spent and a statement certifying that the grant was spent according to the terms of the Grant Agreement.

Successful applicants are reminded that grant funds can only be used for the purpose specified within your Grant Agreement. Any variation to that purpose must receive written agreement from the CBF beforehand.

If you have received more than the agreed threshold in CBF grants 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. We will advise you if this is necessary at the time.

FAQ: [Grant Reports](#)

Contact details

* indicates a required field

Applicant organisation

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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)	
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? *

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☐ 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

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

Organisation details

* indicates a required field

Tell us about your organisation

Video tutorial: [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:

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- What type of programming do you provide?
- How do you engage with your community (e.g., outside broadcasts, 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?
- What is the population of your broadcast footprint?
- 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 *

Word count:

Must be no more than 150 words.

Organisation 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.

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 and / or subscribers do you have at your organisation?

Must be a whole number (no decimal place).

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

Must be a number.
Whole number only.

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

Whole number only. If you don't have any paid staff, enter "0" (zero)

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.

Financials

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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? *

\$

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.

Activity details

Provide a brief description of the activities you are applying for.

Project title *

Word count:

Must be no more than 10 words.

A brief title to easily identify this grant. E.g. Station Manager salary subsidy

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.*

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- *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:

Must be no more than 150 words.

Provide a short description of your project - what are you hoping to do?

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.

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

- | | | | |
|--|---|--|---|
| ☐ Collaborative projects / partnerships | ☐ Marketing | ☐ Replacing old equipment | ☐ Salaries |
| ☐ Training | ☐ Transmission equipment | ☐ Capital works | ☐ Transmission and operational costs |

Tick all that apply

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 is this project needed?
- What issues/problems will this grant help to solve?
- How will this project help achieve your outcomes?
- What is the demonstrated need?

Why do you need CBF support ? *

Word count:

Must be no more than 300 words.

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Additional supporting documents

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 Impact and Capacity sections on Page 6 and 7, 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 7 (Capacity) are required from all partners involved not just the applicant organisation;
- a strategic plan, or equivalent, attached on Page 7 (Capacity) is required from all partners involved not just the applicant organisation;
- letters of confirmation are required from each partner - this can be an email (attached below). [FAQ: How should I format my attachments?](#)

In the table below, please provide details of each partner, and confirmation of their involvement. Use the "Add more" button if you are partnering/collaborating with more than 1 organisation.

Organisation name	Key contact person - name and role	Confirmation of involvement

Training

The Community Media Training Organisation (CMTO) is funded separately to conduct sector based accredited and pathways training so please contact them directly if you wish to undertake training with them (<https://cmtto.org.au/media-training/>).

Training support is available for:

- **Accredited training:** Partner with a Registered Training Organisation (RTO) that is not the CMTO to undertake accredited training - you will need to demonstrate this partnership and provide a quotation in your budget (other community media sector-based RTOs include [Goolarri Media](#), [Batchelor Institute](#) and [YWAM](#). You can also search for more RTOs on the database of the training.gov.au website).
- **Non-accredited training:** Partner with a service provider, facilitator, mentor, etc to develop business management, leadership skills or other relevant upskilling. Examples include:
 - applying for support for a key staff member or volunteer to undertake a training course in finance management software

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- 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 while developing a Strategic Plan.

FAQ: [What is accredited training?](#)

FAQ: [What is non-accredited training?](#)

What type of training is being delivered? *

- ☐ Accredited training
- ☐ Non-accredited training

Accredited training

What is the course or workshop?

For example, Certificate 4 in Screen and Media

How many people from your organisation(s) will be participating in this accredited training? *

Must be a number.

What skills are being developed?

- ☐ Broadcasting
- ☐ Content creation / production
- ☐ Technical
- ☐ Business management
- ☐ Other:

Estimated number of hours of training per person *

Must be a number.

Attach an agreement and quote from your selected RTO *

Attach a file:

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

Non-accredited training

What is the course or workshop?

Word count:

For example, Risk management

How many people from your organisation(s) will be participating in this non-accredited training? *

Must be a number.

What skills are being developed?

- ☐ Governance
- ☐ Risk management
- ☐ Strategic planning
- ☐ Financial management
- ☐ Staff / volunteer management
- ☐ Sponsorship / fundraising / income generation
- ☐ Marketing / digital communications
- ☐ Other:

Tick all that apply

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](#)

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- [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

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:

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

ACMA Client Number(s) *

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:

- [Technology replacement plan template](#)
- [Fault log template \(supplied by Technorama\)](#)

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?](#)

Salary/Wage support

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Please provide details of the role/s you are seeking salary/wage support funding for.
If requesting funding for more than one role, use the "Add more" button to enter an additional role.

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

Role title *

Full time equivalent *

E.g 1 FTE or full-time, 0.6 FTE or 3 days per week, etc.

Is there already someone in this role? *

- ☐ Yes
☐ No

Please attach a Position Description for this role *

Attach a file:

Transmission and operational costs

For transmission and operational support we need evidence of your expected costs. Please upload evidence of these costs, for example, previous financial statements, utility bills, 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?](#)

Outcomes

In the next sections we ask you to nominate the outcomes you are wanting to achieve and how you will measure them.

Describing outcomes and figuring out suitable measures is not everybody's comfort zone – it's OK if this feels a bit confusing! We have some handy resources and examples to help you think it through:

- [Measuring Outcomes: Key concepts and definitions](#)
- [Development & Operations Outcomes and Measures ideas](#)

We encourage you to have a read, and get in touch with us if you would like to discuss ideas for outcomes and measures, or get some advice on your draft.

Outcomes are the changes or benefits you expect to occur because of the activities in your grant. Outcomes could be for your organisation, the project participants, your audience or community.

Use the table below to:

- **Describe at least 2 outcomes** that you are aiming to achieve through your project activities (in the "Your outcomes" column)

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- **Select which CBF grant program objective** each outcome aligns with (in the middle column).
- **Link the outcome to your activities** - what you will do in your project activities to help achieve the outcomes?

Please only include:

- The most important outcomes that you aim to achieve - no more than 4.
- Outcomes that you can actually measure (we will ask about this next).
- If applying for grants of less than \$10k, you only need to nominate 2 outcomes.

Use the "Maximise" button at top right of the table, so you can see as you type.

Your outcomes

Please choose the grant objectives that align with your outcomes
How will you achieve your outcomes?

What change do you expect will occur because of your project, and who will benefit? Please be brief – just one outcome per row. Must be no more than 25 words.	Which of our objectives does your outcome contribute to? Select one per row – if multiple apply, pick the most relevant one. No more than 1 choice may be selected.	What will you do to help make this outcome happen? Which of your project activities leads to this particular outcome? Must be no more than 25 words.

Impact

* indicates a required field

Video Tutorial: [Impact](#)

Your response to the following questions will be assessed against the Impact criterion - *the application will have a demonstrable, positive outcome for the station / community / sector*. It is worth 40% of your total score.

Measures and Targets

Now we'd like to know how you will measure your progress towards achieving the outcomes you have nominated.

These measures and targets will form the reporting requirements of your grant agreement if your grant is successful. So it's important to choose measures and targets that are right for your project.

Measures work best when they:

- Clearly relate to the outcome
- Identify a specific unit of measurement, e.g: Numbers of people / episodes / events or partners; \$ of income; % of survey responses, etc
- Set a realistic target that is relevant to that specific outcome and measure

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- Have been tested or are commonly used
- Are used sparingly - you are much better off to track one good reliable measure for an outcome, than multiple vague or impractical measures.

Please use the table below to:

- **Set a measure in column 2**, for the outcome in column 1. Measures should be numeric - something you can count or quantify.
- **Tell us your current position, and set a target** - what's your result for this measure right now (column 3), and where do you want to be at project completion (column 4)? Set a realistic target that is relevant for this specific measure.
- **Outline what data or evidence you will use to measure this outcome** in the last column. E.g. what can you document, observe, or gather feedback about, to see if the outcome is on track or achieved?
- Think about how you'll get the data, and from whom - can you actually do it? If not, think of a more practical measure (or reconsider the outcome if need be).

For more information on these elements, and some examples please see:

- [Measuring Outcomes: Key concepts and definitions](#)
- [Development & Operations Outcomes and Measures ideas](#)

Use the "Maximise" button at top right of the table so you can see as you type.

Your outcomes	Measure	Current position	Target	Data collection method
What change do you expect will occur because of your project, and who will benefit?	What will you measure, to track progress of this outcome? One measure per row. Must be no more than 25 words.	Where are you currently at with this measure? Must be a number.	Identify a target - an estimated new total number/ result for this measure at the end of your project. Must be a number.	How will you track your results? E.g. things like listener/ platform analytics, attendance records, volunteer database, program documents, online survey, etc. Must be no more than 25 words.

Outcomes supporting documentation

Attach a file:

If there's anything in your outcomes you would like to clarify for assessors, please include here (optional).

Target group/s

Who is your target group (or groups) for this project? Either as participants, audience, or both?

Please use the following list to tell us who this grant **most aims to** benefit - the primary beneficiaries of your project (max 3 selections).

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Please only choose group/s at the very core of your activities, such as:

- your community of interest
- group/s with an identified need that you are seeking to address through this grant
- group/s you are seeking to increase your engagement with.

If you don't have a specific target group/s, please select 'Universal'.

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

No more than 3 choices may be selected.

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](#) - community broadcasting's plan for great impact in every Australian community. 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, engage with or encourage members of diverse communities to participate at your organisation? *

Word count:

Must be no more than 100 words.

For example, you could tell us about how your policies, programming, volunteer or member base delivers, or plans to deliver, diverse representation of, and to, your community.

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?](#)

Capacity

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* indicates a required field

Video tutorial: [Capacity](#)

Your responses to the following questions will be assessed against the Capacity criterion - *the application demonstrates that your organisation has the capacity to deliver on its goals*. It is worth 20% of your total score.

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:

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

Must be a URL. Or similar document if you have a long-term organisational plan that you call something else. See [Strategic Planning resources](#)

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. [CBF's Annual Report](#)

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Financial statement comments

Word count:

Must be no more than 150 words.

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 - Strategic Plan and/or Financial statements (if not provided as a URL above)

Attach a file:

Such as any documents demonstrating the capacity of your organisation to achieve its goals. [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

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 - *the application demonstrates clear planning and good value for money*. It 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 December 2026 to 30 June 2027. If your activities are likely to start later or end earlier than these dates please adjust them accordingly.

Anticipated start date *

Applications must be no earlier than 1 December 2026. If unknown, provide your best guess.

Anticipated end date *

For single year applications must be no later than 30 June 2027. If unknown, provide your best guess.

Timelines

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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.

Use the "Maximise" button at top right of the table so you can see as you type.

(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

Multiyear funding

FAQ: [How does multiyear funding work?](#)

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

☐ Yes

☐ No

You can apply for multiyear 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 multiyear funding.

Multiyear funding

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

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! The Total Cost of an item must equal the CBF Request + Other Funds.**

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- 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.
- Where there are "Other Funds" being contributed (including in kind contributions), identify who this is from under "Contributor - other funds".
- 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, in-kind or volunteer support).
- 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](#)

Budget - Year 1/Single 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.

HINT: Click save to use the "Maximise" button at top right of the table, so you can see as you type.

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

Expenditure category	Expenditure item	Total cost	CBF grant funds	Other funds	Contributor - other funds	Quotes / supporting documents
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.	Also include any "in kind" funding here. Must be a dollar amount.	Please identify who other funder is.	Attach quotes for each item as required. You can attach multiple quotes against the one item for

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						comparison by clicking 'Attach a file'.

Sub-totals - Year 1/Single Year

Total cost (Year 1) *

This number/amount is calculated.

Amount Requested Year 1 *

This number/amount is calculated.

Other funds (Year 1)

This number/amount is calculated.

Budget checker (must = \$0) *

This number/amount is calculated.

Budget - Year 2

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.

HINT: Click save to use the "Maximise" button at top right of the table, so you can see as you type.

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

Expenditure category	Expenditure item	Total cost	CBF grant funds	Other funds	Contributor - other funds
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.	Also include any "in kind" funding here. Must be a dollar amount.	Please identify who other funder is.

Sub-totals - Year 2

Total cost (Year 2)

This number/amount is calculated.

Amount Requested Year 2

This number/amount is calculated.

Other funds (Year 2)

This number/amount is calculated.

Budget checker (must = \$0)

This number/amount is calculated.

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Budget - Year 3

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.

HINT: Click save to use the "Maximise" button at top right of the table, so you can see as you type.

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

Expenditure category	Expenditure item	Total cost	CBF grant funds	Other funds	Contributor - other funds
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.	Also include any "in kind" funding here. Must be a dollar amount.	Please identify who other funder is.

Sub-totals - Year 3

Total cost (Year 3)	Amount Requested Year 3	Other funds (Year 3)	Budget checker (must =\$0)
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Overall budget totals

For Single Year grants, these figures should match the Year 1 sub-totals. If they don't, please contact the Grants Support Team before submitting!

Total Project Cost *	Total CBF Amount Requested *	Total Other funds
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Budget comments

Word count:

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Must be no more than 150 words.

Other planning documents

Attach a file:

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

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 and grantee organisations to privacy protection. Where personal or organisational 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, information contained in grant applications and reports and information relating to your grant may be used by the CBF for evaluation and public reporting purposes, and/or shared with other community broadcasting sector representative organisations, consultants, training providers, training regulatory authorities and funding providers, for the purposes of supporting and developing the community broadcasting sector, in line with CBF's [Data Sharing Policy](#).

- CBF will not share information about your grant that is deemed to be Sensitive Information with any other party, without your prior written consent.
- If you do not wish us to share **any** information relating to your grant with community broadcasting sector representative organisations, consultants or funding providers, please contact the CBF Grants Support Team.

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- CBF may use information about your grant in training videos or resources that we or SmartyGrants provide to support grant-seekers and other grant-makers. Any potentially identifying information will be carefully de-identified or removed before publication.

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>.

Individuals have the right to access, update or correct any of their personal information held by the CBF at any time.

Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Australian Information 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 CEO on (03) 8341 5900 or by e-mail via executive@cbf.com.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 *

Must be a date.

Feedback and How to Submit

Feedback

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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:

[Applicant Feedback Survey Round 2 2026/27](#)

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.