

FY 2017 Radio Community Service Grant Application Guidelines

The CPB Radio Community Service Grant (Program) is designed to help noncommercial educational public radio stations expand the quality and scope of services to their communities. CPB distributes the majority of its funds in support of public broadcasting directly to public radio and television stations in the form of community service grants (CSGs). These guidelines include information necessary for new applicants to apply for the Program.

Please review the fiscal year (FY) 2016 *Radio Community Service Grant General Provisions and Eligibility Criteria* (General Provisions) to help you determine your station's eligibility for funding, as well as the requirements for maintaining eligibility should your station be admitted to the CSG program.

The Public Broadcasting Act requires periodic review of the Program policies and requirements. CPB completed a review of the radio program in 2013, including consultation with public radio representatives that reflect the diversity of the system. The CPB Board of Directors approved a number of policy changes arising from this process. These changes altered the Radio CSG Program General Provisions and Eligibility Criteria, including the requirements related to minimum NFFS, minimum staffing, and Minority Audience Service Station qualification criteria. FY 2017 CSG applicants are required to meet these minimums as stated in the FY 2017 Radio CSG Application. All stations must complete an application.

Please review the following documents for additional eligibility requirements:

1. Annual Financial Reporting Guidelines (FY 2015 Version)

- Location: www.cpb.org/stations/frg/

2. Communications Act Certification Requirements for CSG Recipients (Certification Requirements)

- Location: www.cpb.org/stations/certification/

The application deadline is 5:30 PM EDT on Monday, May 16, 2016.

About the Community Service Grant

The CSG is a single grant program consisting of several levels of qualification. Each level has specific requirements that determine the amount of funding that will be awarded. Based on the information you provide in this application, CPB will determine the appropriate CSG Level.

Approximately **25 percent** of the Community Service Grant (the "restricted" portion) must be spent on costs related to the acquisition or production of national programming. All CSG grantees must allocate this percentage exclusively for the acquisition, production, promotion and/or distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance in all programs or series of programs of a controversial nature.

To qualify as a "national" program benefiting from restricted CSG funds, a program must be placed in the national marketplace of public radio programming. These funds also may be used for the direct costs associated with placing a program produced with CSG funds into the national marketplace, such as the cost of purchasing satellite time, or other direct distribution costs.

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Eligible Applicants

CPB will accept up to 15 stations into the Program during CPB's FY 2017 grant year. Eligible applicants are accepted into the program in the order their applications were received, with priority status given to eligible sole-service applicants, first-service applicants, and eligible minority applicants. CPB, at its sole discretion, will determine the eligibility of each applicant based on its thorough review of a station's application and any other information obtained as part of the process.

Application Procedure

To apply for a CPB Community Service Grant, the following items must be completed and returned to CPB:

- 1) FY 2017 Radio CSG Application and related Exhibits
- 2) FY 2015 Annual Financial Summary Report (FSR) (MS Excel format)

Applicants should retain a completed copy of these materials for their files.

Please read the materials before filling out the forms, and be sure to include all required exhibits. The signatures of officers of the licensee's institution are required in several places. Application submission **does not guarantee** that a grant offer will be made. The application forms and attachments (and other measures deemed necessary by CPB management) will be used to determine the eligibility of the station. CPB reserves the right to request additional information from the applicant that may help determine eligibility for CSG funding. For example, additional information could be requested in the following areas:

- programming
- station operations
- technical capacity
- financial viability

CPB management retains the sole authority to determine whether a grant offer will be made to an applicant. Determinations will be announced after review of all application materials.

Applications must be postmarked by 5:30 PM EDT on Monday, May 16, 2016.

Keep a copy of your application for your records and mail the completed (original and signed) application to the following CPB contact:

Andrew Charnik
Director, Radio CSG Policy & Administration
Corporation for Public Broadcasting
401 Ninth Street, NW, Washington, DC 20004-2129

If you have questions, please contact Andrew Charnik at (202) 879-9643 or acharnik@cpb.org.