

December 2013

FY 2014 Radio Community Service Grant (CSG) Application

The application deadline is close of business on Monday, January 27, 2014.

This application includes all of the information necessary to apply for a CPB Radio Community Service Grant (CSG). The CSG is designed to help noncommercial, educational public radio stations expand the quality and scope of services to their respective communities.

Enclosed is a copy of the **FY2014 Radio Community Service Grant General Provisions and Eligibility Criteria**. It will help you determine your station's eligibility for funding, as well as the requirements for maintaining funding should your station be admitted to the CSG program.

The Public Broadcasting Act requires periodic review of the CSG program policies and requirements. CPB completed one of those reviews in 2012/2013, 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 which 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. FY2014 CSG applicants are required to meet these minimums as stated in the FY2014 Application Questionnaire.

In addition, please review the following documents for additional eligibility requirements:

1. Annual Financial Reporting Guidelines

<http://www.cpb.org/stations/frg/>

After the page displays, click on the following link: Financial Reporting Guidelines

2. Communications Act and Certification Requirements for Grant Recipients

<http://www.cpb.org/stations/certification/>

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 to a grantee. Based on the information the applicant provides in this application, CPB will determine the appropriate CSG Level. Please refer to the Radio CSG Levels and Qualification Table at the end of the Radio Community Service Grant General Provisions for a brief explanation of the different levels and qualification requirements. 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 at all levels are required to 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. In addition to acquiring programming, these funds 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.

Eligible Applicants

Each year CPB establishes an application-filing period and a maximum number of applicants (15 for the

FY2014 grants) that will be admitted to the program that year. Up to that maximum number, eligible and accepted applicants are admitted to the program in the order their applications were received during the application-filing window, with eligible sole-service applicants receiving first priority, other eligible first-service applicants receiving the next-highest priority, and eligible minority applicants receiving the next-highest priority. 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.

Note: For more information, see the FY2014 Radio Community Service Grant General Provisions and Eligibility Criteria, Section 2. Eligibility Criteria.

Application Procedure

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

1. Radio CSG Application Questionnaire (enclosed)
2. FY 2012 Annual Financial Summary Report (FSR) (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 attachments.

The signature of an officer of the licensee's institution is required in several different 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. 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.

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

Jeff Luchsinger
Director, System Investments
Corporation for Public Broadcasting
401 9th Street, N.W.
Washington, D.C. 20004-2037

If you have questions, please contact Jeff Luchsinger at (202) 879-9703 or via email at jluchsinger@cpb.org.