Sound and Vision 4 – Round 58 Radio Application Form (Published October 2025)

**Getting started:**

|  |
| --- |
| 1. **Before you begin**, read the latest *Guide for Applicants*. It explains Coimisiún na Meán’s (An Coimisiún) requirements for each section and outlines what’s mandatory for your project.
2. **Complete this Application Form** in the order shown in the Contents. When finished, save it as a PDF and upload it to your application record.
3. If you are using the **Excel Budget Template,** please also upload it to your application record.
4. If you have **confidential material,** save it as a separate PDF appendix, clearly explain why it’s confidential, and upload it with your application. *If you have a problem submitting the document, get in touch with us at* *sv4@cnam.ie* *in advance of the Round closing.*
5. **Submit your application** through [**www.cnamonline.ie**](http://www.cnamonline.ie). You must be registered on the site to apply. All applications must be submitted by **12 noon on Thursday,27th November 2025**.

 If you need help email sv4@cnam.ie for assistance. |

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## What’s New in 2025

We would like to draw your attention to some of the changes made to this Form in 2025.

Please note that this is not an exhaustive list of amendments made, and applicants should continue to review the Guide in full.

* Section 1.M Education, Media Literacy, Adult Literacy
* Section 1.N Artificial Intelligence
* Section 2 Budget Template: Optional Excel
* Section 3 Individuals in Multiple Roles
* Section 6 Letter/Agreements Index
* Section 9 Indicative Running Orders & Outlines
* Section 10 Drama Format: Scripts and Outlines

# 1. Programme Specification[[1]](#footnote-2)

|  |  |
| --- | --- |
| Contractor Name and Address:[[2]](#footnote-3) |  |
| Title of Programme |  |
| Episodes & Duration |  |
| Broadcaster |  |
| Broadcaster Channel |  |
| Format[[3]](#footnote-4) |  |
| Genre[[4]](#footnote-5) |  |
| Resubmission *(see question L below)* | (yes/no) |

|  |
| --- |
| **Overview of the proposed project***Do not include running orders or scripts here (include these in sections 9 and/or section 10 where relevant).*  |
| 1. **Synopsis:**

Capture the substance of your project in one short paragraph.  |

*Type here*

|  |
| --- |
| 1. **Programme Content:** *(indicatively max 4,000 words)*
* Describe how your programme will fulfil the objectives of the Scheme.
* Describe the content of each programme including storyline, structure, relevant characters, contributors, etc.
* Describe the narrative approach or how the ‘story’ or subject matter will unfold across the programme or series and why you have chosen this approach
 |

*Type here*

|  |
| --- |
| 1. **Audio approach:** *(indicatively max 1,000 words)*

*Describe the audio approach of the programme.* |

*Type here*

|  |
| --- |
| 1. **Key Contributors:**

List the key contributors to the programmes. Include any information about them you think is relevant and indicate whether their involvement is confirmed or not. *If confirmed, provide proof of confirmation in section 8 below.* |

*Type here*

|  |
| --- |
| 1. **Key Personnel:**

Please list the key crew on this project, e.g. Producer, Director, Cast, etc. Include the job title as set out in your budget and the person’s name.*Include biographies in section 7.* **Ensure the gender of key personnel matches the information you are inputting into the www.cnamonline.ie application record.** |

*Type here*

|  |
| --- |
| 1. **Follow-On Programme or Series** (mandatory for all follow-on programmes)
* Set out how the propposed project is ‘new;’ and
* Demonstrate that the original and/or subsequent programme or series is now substantially complete.
* If the previous programme has been broadcast, set out any information that demonstrates the success of the previous series. If audience share information is available, please provide this.
 |

*Type here*

|  |
| --- |
| 1. **Digital First:**

If you propose to distribute any programming via online means further to the SV4 Digital First principle, please set out the rationale for such an approach and how it will enhance your project. Please also set out any additional accessibility initiatives for people who are hard of hearing[[5]](#footnote-6). |

*Type here*

|  |
| --- |
| 1. **Ethos of Community Broadcasting**

**Mandatory for programmes broadcast on Community stations only****Not applicable for all other applications**Describe how the programme:* Will promote and preserve the ethos of community broadcasting;
* Is based on community access;
* Supports active community participation and/or develops skills for members of the community;
* Adds to the development of the broadcaster.
 |

*Type here*

|  |
| --- |
| 1. **Irish Language**

If relevant, please set out to what extent you intend to use the Irish language. In this regard, you must demonstrate that a minimum of 30% of the final broadcast will be in the Irish language to be considered bi-lingual or multi-lingual programming.  |

*Type here*

|  |
| --- |
| **J. Talent and Skills Development**Please set out your approach, if relevant, to providing an opportunity for new talent or skills development, particularly people that reflect Ireland's cultural and ethnic diversity, and if the level of support as set out is sufficient and/or the extent to which the applicant will create opportunities for talent and/or skills development. |

*Type here*

**K. Sustainability**

Please set out your approach to environmentally sustainable programme making and any initiatives that help your productions lessen their impact on the environment.

*Type here*

|  |
| --- |
| **L. Resubmission** If this application is a resubmission, please set out how previous feedback has been addressed and/or any significant changes that have been made to the proposal. *You may list relevant sections in the form where changes have been made.* |

*Type here*

|  |
| --- |
| **M**. **Education, Adult Literacy, Media Literacy****Mandatory for Education format, Adult Literacy Genre or Theme or Media Literacy genre or theme.****Not applicable for all other applications.***If this application relates to a project in the Education format, Adult Literacy Genre or Theme or Media Literacy genre or theme, please outline how it will address the requirements set out in section 3.1.4 of the Guide for Applicants, in particular the intended outcomes and the approach to development, delivery and evaluation of the proposed project.* *The approach to delivery must include the proposed personnel and demonstrate the requisite skills, experience and expertise to deliver the stated intended outcomes.* |

Type here

|  |
| --- |
| **N. AI Use in Funding Applications**To understand how emerging technologies are being used by content producers, we are asking applicants about the use of artificial intelligence (AI) tools in the development of their project ideas or in the preparation of their funding applications.*Please note that providing this information will not have any impact on how your application is assessed in this round.* |

**AI Use in Project Development**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in generating, developing, or refining your project idea? | Please state Yes or No |
| If yes, please specify the tools used and describe how they contributed to shaping your concept: | *Type here* |

**AI Use in Application Preparation**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in writing, editing, or formatting this funding application? | Please state Yes or No |
| If yes, please specify which tools were used and explain how they contributed to the development of your submission | *Type here* |

# 2. Budget Template

This is mandatory. Applicants must use **only one** of:

1. The below template budget in this Word document.

**or**

1. An Excel version. This is available for download [[here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=f1e3d837c341125036465b42b401318c)]. If you are using the Excel template, you are permitted to upload this document as a separate attachment to your cnamonline application record.

|  |  |
| --- | --- |
| Production Stage | Number of Days |
| Pre-Production |   |
| Production |   |
| Post-Production |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Eligible Budget** |  |  |  |  |  |
| # | Personnel | Unit Description | Number | Rate | Total | Guidance Notes |
| 1 | Development | e.g. Day |  |  |  | Incurred development costs related to the programme(s) may be included. |
| 2 | Producer |  |  |  |  | This is the cost of all producers involved (if more than one). |
| 3 | Presenter |  |  |  |  |   |
| 4 | Researcher |  |  |  |  |   |
| 5 | Cast/Contributors/Artists |  |  |  |  | May include Cast, Interviewees, Contributors, Chaperones/Tutors, Consultants. |
| 6 | Director |  |  |  |  |   |
| 7 | Writer |  |  |  |  |   |
| 8 | Other |  |  |  |  | May include personnel costs required to produce the project that are not listed under lines 1 -7. |
|  | **Total Personnel Costs** |  |  |  | € | Add amount in “Total” column. |
| # | Production | Unit Description | Number | Rate | Total |  |
| 9 | Studio Hire |  |  |  |  | May include Studio, Outside Broadcast, Location Fees, Permits, Facilities for Rehearsal. |
| 10 | Travel & Subsistence |  |  |  |  | May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality. |
| 11 | Interviewee & Guest Costs |  |  |  |  |   |
| 12 | Insurance |  |  |  |  | Cost for standalone adequate production insurance. The cost of annual company policies should be included under the overhead provision. |
| 13 | Other (Please specify what this will cover here) |  |  |  |  | May include production costs required to produce the project that are not listed under lines 9 - 12. |
|  | **Total Production Costs** |  |  |  | € | Add amount in “Total” column. |
| # | Post-Production | Unit Description | Number | Rate | Total |  |
| 14 | Editing |  |  |  |  |   |
| 15 | Music/Music Composition |  |  |  |  | May include cost for original music and costs associated with music composition.  |
| 16 | Accounts (mandatory) |  |  |  |  | Cost for provision of independent account M45 report. |
| 17 | Financial & Legal (*related to production only)* |  |  |  |  | May include cost for bank no set off letter and or relevant legal advice.  |
| 18 | Digital First Principle (if applicable) |  |  |  |  | May include costs for provision of Digital First related content. See section 4.11 of the current Sound & Vision 4 Guide for Applicants for more information. **(May not exceed 5% of Eligible Production Budget)** |
| 19 | Other (Please specify what this will cover here) |  |  |  |  | May include post-production costs required to produce the project that are not listed under line 14 – 18. |
|  | **Total Post-Production** |  |  |  | € | Add amount in “Total” column. |
|  | **Sub-Total Eligible Budget** |  |  |  | € | Add amount in “Total” column. |
| 20 | **Production Fee** |  |  | % |  |  |
| 21 | **Overheads[[6]](#footnote-7)** |  |  | % |  |  |
|  | **Total Eligible Budget** |  |  |  | **€[insert]** | Add amount in “Total” column. |
|  |  |  |  |  |  |  |
|  | **Ineligible Budget** |  |  |  |  |  |
| # | Category Description | Unit Description | Number | Rate | Total |  |
| 22 | Other |   |  |  |  |  |
|  | **Total Ineligible Budget** |  |  |  | **€[insert]** | Add amount in “Total” column. |
| **Total Budget** | **€[insert]** | Add amount in “Total” column. |

# 3. Budget Notes

Radio applications must include a budget note for each line of the proposed budget. See section 4.3 of the Guide for Applicants for further information.

Budget Notes can be inserted below on the form below or if using the Excel template use the column named Budget Notes.

**Individuals in Multiple Roles**

If a single individual is undertaking multiple roles in the production, the budget should list all of their input on one budget line. The individual should be paid at one flat rate for the entirety of their work on the project. The line description can be amended to reflect the roles to be undertaken. A budget note should be added to set out any relevant information to support same*.*

**Fill in where the line items require notes**

Budget Notes may be copied & pasted from the new Excel template available [[here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=f1e3d837c341125036465b42b401318c)]

**Line item 1: Development:** Incurred development costs related to the programme(s) may be included.

*Type here*

**Line Item 2:** **Producer:** This is the cost of all producers involved (if more than one).

 *Type here*

**Line Item 3:**  **Presenter**

 *Type here*

**Line Item 4: Researcher**

*Type here*

**Line Item 5:** **Cast/Contributors/Artists:** May include Cast, Interviewees, Contributors, Chaperones/Tutors, Consultants.

*Type here*

**Line Item 6: Director**

*Type here*

**Line Item 7: Writer**

*Type here*

**Line Item 8: Other:** May include personnel costs required to produce the project that are not listed under lines 1 -7.

*Type here*

**Line Item 9: Studio Hire:** May include Studio, Outside Broadcast, Location Fees, Permits, Facilities for Rehearsal.

*Type here*

**Line Item 10: Travel & Subsistence:** May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality**.**

*Type here*

**Line Item 11: Interviewee & Guest Costs**

*Type here*

**Line Item 12: Insurance:** Cost for standalone adequate production insurance. The cost of annual company policies should be included under the overhead provision.

*Type here*

**Line Item 13: Other:** May include production costs required to produce the project that are not listed under lines 9 - 12.

*Type here*

**Line Item 14: Editing**

*Type here*

**Line Item 15: Music/Music Composition:** May include cost for original music and costs associated with music composition.

*Type here*

**Line Item 16: Accounts (mandatory) cost for provision of independent account M45 report.**

*Type here*

**Line Item 17: Financial & Legal (related to production only)** May include cost for bank no set off letter and or relevant legal advice.

*Type here*

**Line Item 18: Digital First Principle (if applicable)** May include costs for provision of Digital First related content. May not exceed 5% of Eligible Production Budget

*Type here*

**Line Item 19: Other:** May include post-production costs required to produce the project that are not listed under line 14 – 18.

*Type here*

**Line Item 20: Production Fee:** must be no more than 10% of eligible budget subtotal and justified in budget notes.

*Type here*

**Line Item 21: Overheads** must be no more than 5% of eligible budget subtotal and justified in budget notes.

*Type here*

**Line Item 22: Ineligible costs**

*Type here*

# 4. Finance Plan and Territorial Spend [[7]](#footnote-8)

|  |  |
| --- | --- |
| **Eligible Costs** |  |
| Funder | Amount | % of Eligible Budget | Status of Funding |
| Sound & Vision 4 | (do not include decimals) |  |  |
| Broadcaster  |  |  |  |
| Other Funder (if applicable) |  |  |  |
| Other Funder (if applicable) |  |  |  |
|  |  |  |  |
| Total Eligible Costs |  | 100% |  |
| **Ineligible Costs** |  |
| Funder | Amount | % of Ineligible Budget | Status of Funding |
| Other Funder/ Applicant |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Ineligible Costs |  | 100% |  |
| **Total Budget** |  |  |

**Territorial Spend**

If the grant you have requested from An Coimisiún **is less than 50% of the total budget**, complete line 1 below. If the grant you have requested from An Coimisiún **is 50% or more of the total budget**, complete line 2 below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grant as % of Total Budget** | **S&V Allocation** | **Confirm ability to comply with relevant spending criteria Y/N** |
| 1 | Less than 50% of the total budget | 160% of the grant aid awarded to be spent within the territory of the Republic of Ireland |  |
| 2 | 50% or more of the total budget | 80% of the overall production budget to be spent within the Island of Ireland |  |
| If you selected ‘No’ in either instance, provide a rationale below as to why you cannot meet these spending requirements[[8]](#footnote-9): |

Type here

#

# Letter of Commitment from an Eligible Broadcaster[[9]](#footnote-10)

*Insert (i.e. paste) a PDF/ TIFF/ JPEG /image of your recently dated broadcaster confirmation letter here.*

***Do not embed or link documentation externally to the form.***

# 6. Letter(s) of Commitment from other Funders[[10]](#footnote-11)

Applicants must provide adequate evidence of funding commitments from other funders, broadcasters and applicants to demonstrate that at least 85% of the finance plan is confirmed. Coimisiún na Meán reserves the right to consider funding as unconfirmed in the absence of such evidence. Sound & Vision funding can be considered as confirmed for the purpose of application.

**If at least 85% of the funding is not adequately demonstrated as secured at the time of application submission, An Coimisiún reserves the right to discount the project from the application process.**

**For a list of elements to include, please reference section 4.6 of the most recent Guide for Applicants.**

Where more than two letters or agreements are submitted, please provide a list/index of the documents in the order in which they appear in this form.

*Insert (i.e paste) information here, and ensure commitments are complete and fully legible.*

**Do not embed or link documentation externally to the form**.

# 7. Biographies of Key Personnel[[11]](#footnote-12)

*Insert (ie paste) relevant information here.*

***Do not embed or link documentation externally to the form.***

*Please do not include personal information such as email addresses, phone numbers, PPSN etc.*

##

# 8. Confirmation(s) of Commitment from Key Contributors[[12]](#footnote-13)

*Insert (ie paste) a PDF/ TIFF/ JPEG / other format of your confirmation of commitment here.*

***Do not embed or link documentation externally to the form.***

*Please do not include personal information such as email addresses, phone numbers, PPSN etc.*

Where more than two letters or agreements are submitted, please provide a list/index of the documents in the order in which they appear in the form.

# 9. Indicative Running Orders[[13]](#footnote-14)

Radio applications must include indicative running orders for their projects, except for radio drama applications that include a full script. For a series with multiple episodes, you should include at least one indicative running order and outlines of all other programmes.

*Insert (ie paste) information here.*

***Do not embed or link documentation externally to the form.***

# 10. Scripts[[14]](#footnote-15)

Scripts **must** be provided for all Drama projects, in the language to be broadcast, and are advised for dramatic elements contained in other formats such as documentaries. For series where not all scripts are available at least one script must be included along with outlines for remaining episodes.

*Insert (ie paste) information here.*

**Do not embed or link documentation externally to the form.**

# 11. Summary checklist for all Applicants

|  |  |  |
| --- | --- | --- |
| 1 | I have registered with [www.cnamonline.ie](http://www.baionline.ie/). | Y/N |
| 2 | I have checked the Contractor for my programme is also registered with [www.cnamonline.ie](http://www.baionline.ie/) and that entity is entered in the “Contractor” field on my application | Y/N |
| 3 | I have read the Round 58 Guide for RADIO Applicants and confirm that the project aligns with the Round's objectives.  | Y/N |
| 4 | I will complete this Form and will save it as **one PDF document** before uploading to www.cnamonline.ieI have included all required third-party confirmation letters and agreements are included within this application document, and all information is legible. **No documentation has been included as embedded/external links in this application document.** If using the Excel Budget Template,you have uploaded it to your application record. Any confidential material will be saved in a separate attachment and uploaded to my application record as **one PDF document.**  If you are unable to upload this attachment, please contract sv@cnam.ie for assistance. | Y/N |
| 5 | I will check this document for computer viruses before it is uploaded to www.cnamonline.ie. | Y/N |
| 6 | My application has been submitted per Sections 4.2 & 4.3 of the Guide for Applicants and contains both * a completed An Coimisiún Budget Template (either in the Application Form or Excel upload) **and**
* Budget Notes
 | Y/N |
| 7 | I have completed all mandatory fields on the online part of the application form on www.cnamonline.ie. | Y/N |
| 8 | My proposed project is ready to go into production and I have all necessary rights to produce the project. | Y/N |
| 9 | My proposed project has not commenced production. | Y/N |
| 10 | My proposed project is new. | Y/N |
| 11 | My proposed project is not news or current affairs. | Y/N |
| 12  | My request for funding from An Coimisiún does not exceed **€500k.** | Y/N |
| 13 | The majority of other finance required to produce this project is demonstrated as secured in my application (refer to section 4.6 of the Guide for Applicants for information). | Y/N |
| 14 | An eligible Radio broadcaster has provided a recently dated letter of commitment with this proposal. | Y/N |
| 15 | If my project includes Children or vulnerable adults, I have declared this on my cnamonline application record and provided information on safeguarding procedures and protocols that will be in place.  | Y/N |
| 16 | Any personal information included with the application is necessary. | Y/N |
| *When you can mark 1-16 as “Y” you are ready to submit your application via* www.cnamonline.ie. |

1. See section 4.1 of the Guide for Applicants [↑](#footnote-ref-2)
2. Please ensure the contractor is registered on [www.cnamonline.ie](http://www.cnamonline.ie) as a contractor, the contactor is the entity that will contract with An Coimisiún if the project is awarded funding. [↑](#footnote-ref-3)
3. Accepted Formats: Documentary; Education; Animation; Drama; and Entertainment [↑](#footnote-ref-4)
4. Accepted Genres: Children’s; Arts/Culture; Contemporary Society; History/Heritage; Science/Nature/Environment; and Adult/Media Literacy [↑](#footnote-ref-5)
5. See sections 3.1.7 and 4.13 of the Guide for Applicants [↑](#footnote-ref-6)
6. Archiving and all podcasting costs should be included as part of the fee for overheads [↑](#footnote-ref-7)
7. See section 4.4 of the Guide for Applicants [↑](#footnote-ref-8)
8. See section 3.1.8 of the Guide for Applicants [↑](#footnote-ref-9)
9. See section 4.5 of the Guide for Applicants [↑](#footnote-ref-10)
10. See section 4.6 of the Guide for Applicants [↑](#footnote-ref-11)
11. See section 4.7 of the Guide for Applicants [↑](#footnote-ref-12)
12. See section 4.8 of the Guide for Applicants [↑](#footnote-ref-13)
13. See section 4.9 of the Guide for Applicants [↑](#footnote-ref-14)
14. See section 4.10 of the Guide for Applicants [↑](#footnote-ref-15)