



Coimisiún
na Meán

Community Media Scheme

Round 1: Guide for Applicants

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1. Introduction

Coimisiún na Meán (“An Coimisiún”) is Ireland’s agency for developing and regulating a thriving, diverse, creative, safe and trusted media landscape. We carry out a wide range of activities to support Ireland’s media sector and help develop content for Irish audiences that reflects and shapes Irish society. These activities include the development and operation of funding schemes and the implementation of sectoral learning and development programmes. We also work with broadcasters to continually advance gender equality, equity, diversity and inclusion in the Irish media sector.

Section 154(5) of the Broadcasting Act 2009 provides that An Coimisiún, in preparing a scheme, may have regard to the developmental needs of community broadcasters. Further, recommendation 6-7 by the Future of Media Commission, the ‘FoMC’, recommended the establishment of a Community Media Scheme (CMS), finding there was a “specific need to establish a support mechanism for community media”.

€1m was secured in Budget 2026 by Minister for Culture, Communications and Sport, Mr. Patrick O Donovan, TD for the development of a Community Media Scheme to “reflect the invaluable role that community media plays in community engagement, cohesion, and in the promotion of social inclusion in communities across the State”. In this context, the pilot Community Media Scheme (CMS) has been established with the purpose of supporting the development of the community media sector.

Community Media Broadcasters are expected to serve a clearly defined geographical community or community of interest; promote and support active participation by this community at all levels in the operation and operate in a manner which is in keeping with the ethos or value system which underpins community activity.

The key objective of the Scheme is to support the Community Media sector to strengthen their social benefit contribution. The Scheme aims to support a sustainable, inclusive and participative community media sector that delivers social benefit, by strengthening organisational and operational capacity, enhancing skills development through training, enabling community media organisations to better serve diverse audiences, and promote social inclusion.

The purpose of this document (“the Guide”) is to provide prospective applicants guidance on what the Scheme can fund; who can apply for funding; and, how to apply for funding. It also provides information on the assessment process, notification of funding decisions and the next steps for successful applicants.

All applicants should read this document before completing an official application form and submitting it on cnam.submit.com. Applicants are responsible for ensuring they refer to the relevant Applicant Guide and associated application form when preparing their application.



2. Aims and Objectives

2.1 Aims

The aims of the Scheme are informed by the [Community Media Policy](#) and the [Social Benefit Framework](#) launched in 2021 with the purpose of supporting the development of community broadcasting.

The Scheme aims to offer Community Broadcasters the opportunity to build capacity to further fulfil their social benefit remit as set out in their Programme Policy Statements and Service Descriptions.

The definition and types of social benefit are set down in the Social Benefit Framework for community broadcasters, are as follows.

2.2 Definition of Social Benefit

“Benefits to individuals or collective actors in the community that enhance their lives socially, culturally or economically, or in terms of development, empowerment and/or well-being, that otherwise would not have come about.”

2.3 Social Benefit Types

- Individuals, especially minorities and those marginalised, are growing in confidence and creativity and/or reinforcing a sense of belonging, directly from engaging with the Station.
- Individuals are enhancing their employment prospects, through gaining skills and confidence.
- Community members are informed and aware of what is happening around their community.
- Community members are responding more effectively to issues – local to global – because they have access to diverse viewpoints and to more and better information.
- Collective actors (CBOs, NGOs etc.) are facilitated, and reinforced in their capacity, to achieve their goals.
- The community sense of identity and cohesiveness is enhanced.
- Support the development of the community broadcasting sector by helping to improve outcomes across the management, operations, production and broadcasting in community radio stations and assist in their sustainability.



2.4 Objectives

The Scheme objectives are to:

- **Strengthen the social benefit contribution of the community media sector** by supporting practices and activities aimed at delivering measurable social benefits in line with An Coimisiún's Social Benefit Framework.
- **Support training and professional development** opportunities to build capacity within the Community Media sector, strengthen workforce sustainability and encourage participation.
- **Strengthen fundraising capacity** and funds diversification and management enhancing long-term organisational sustainability within the Community Media sector.
- Enhance the financial and organisational resilience of community media organisations **supporting governance, board management, strategic planning and future readiness** to ensure long-term viability and accountability in delivering public value.
- **Encourage organisational collaboration** such as mentorship programmes and or participatory and mutually beneficial collaboration with organisations such as but not limited to Higher and Further Education Institutions, Libraries, Irish language organisations and other inclusive groups.
- **Promote and strengthen the use of the Irish language** within Community Media participation, outreach, engagement, and organisational development activity.
- **Support accessibility initiatives** which enable broader participation in Community Media by persons with disabilities and strengthen community engagement with underrepresented and marginalised groups supporting community cohesion and intercultural understanding.
- **Attract volunteer and community contributor participation** thereby increasing public engagement and community representation.
- Support Social Benefit Impact by enhancing the capacity of community media to **promote social inclusion, media literacy, counter-disinformation initiatives, democratic engagement** and amplify local public service content, culture and identity.

3. Eligibility/Who can apply for funding

The Scheme is open to An Coimisiún fully licensed community television broadcasters; and community, community of interest, sound broadcasting services; only. Applicants must be regulated entities at the time of applying and pilot services cannot apply.

In this regard, the measure offers grant funding to fully licensed community broadcasting services which:

- Demonstrate effective Corporate Governance & Financial Management;
- Publish compliant annual accounts;
- Have a good compliance track record with An Coimisiún; and
- An email/letter must be provided from two authorised signatories from the station, including at least one member of the Board / Management Committee confirming support for the application.



Coimisiún
na Meán

Community Media Scheme (CMS)
Round 1 – Guide for Applicants

4. How much funding is available

The Minister for Culture, Communications and Sport, Mr. Patrick O Donovan, TD has allocated €1 million to the Community Media Scheme (CMS). This funding covers the grants and the administration costs of the Scheme. An Coimisiún will allocate funding using a contestable funding round system. The number of funding rounds, their timing and the level of funding made available will be determined by An Coimisiún, subject to a number of factors, including availability of funding, the outcome of the 2027 Budget process and possible future iterations of the Scheme.

4.1 Funding Thresholds

An Coimisiún shall have the flexibility to determine, on a case-by-case basis, the most appropriate approach to the allocation of funding to grant applicants and has the discretion to award funding, as it sees fit.

In general, An Coimisiún will allocate grants under the Community Media Scheme (CMS) that represent all of the eligible costs of the proposal and directly associated overhead costs.

The following table provides an example of the funding thresholds available:

Funding Thresholds	
Minimum	Maximum
€30,000	€65,000

An Coimisiún reserves the right to offer a lower amount of funding to an applicant than is requested. Where this occurs, An Coimisiún will offer feedback and rationale for this decision.

4.2 What can be funded?

The aim of the Scheme is to support proposals for projects and activities seeking to further deliver on Community Media's unique Social Benefit contribution thus delivering social gain at a local level among communities and communities of interest / special interest. The financial support for the development of community television and community / community of interest / special interest sound broadcasters aims to positively impact their capacity and sustainability and can include projects and activities relating to areas such as but not limited to:

Outreach, participation and inclusion: Initiatives furthering community participation with community media broadcasters and activities. Activity based projects or events i.e. public engagement/fundraising initiatives, a series of community outreach/workshops and or projects focused on the promotion of media literacy.

Training, education and sectoral learning: In areas such as, but not limited to, journalism, research, audio/video production, organisational development, compliance, administration, governance, financial management, trustee and volunteer leadership, board members training including course participation and the scoping/development of targeted training plans.

Organisational, Leadership and Governance Development: Projects in areas such as, administration, governance, board development, grant writing, procurement and administration, partnership and collaboration development and fundraising development including support for external expertise/consultancy.



Inclusion, Accessibility and Equality Measures: To improve accessibility for disabled people, workers, volunteers and the community. Accessibility audits and accessibility planning. Enabling supports for Irish Sign language (ISL) and enhancing inclusive participation initiatives for minority and underrepresented communities.

Irish language projects and initiatives: Support projects and activities which seek to advance the Irish language within the organisation and the community.

Collaboration: Supporting initiatives including but not limited to feasibility and research projects, mentorship programmes and other activities which seek to further the social benefit contribution of Community Media through collaboration amongst the sector or with mutually beneficial organisations.

4.3 Funding supports: Eligible Costs

The types of costs that the Scheme may cover are:

- Staff & Salary costs for workers assigned to the delivery of the additional projects / activities (excluding any funding received from other sources that cover staff and salary costs).
- Associated administrative costs (excluding any funding received from other sources that cover administration & overhead costs).
- Associated utilities / running costs (excluding any funding received from other sources that cover administration & overhead costs).
- Station communications and promotions and associated materials for awareness of station's activities relating to the additional funded project and/or activities.
- Training and development and mentoring costs relating to the additional funded project and/or activities.
- Volunteer Expenses relating to the additional funded project and/or activities.
- Travel and expenses for participants relating to the additional funded project and/or activities.
- Some Capital or Office Equipment Costs may be considered for funding on a case-by-case basis.
- Minor ancillary programme production costs must have a strong rationale and may be considered on a case-by-case basis.



4.4 What are Ineligible Costs?

Funding will not be available to finance:

- Content focused production projects
- Digital Transformation Projects
- Debt and Debt Service Charges, Interest Owed, Bad Debts, Work that has already taken place.
- Statutory Fines criminal fines or penalties, License Fees / Copyright, VAT, Shareholder Costs / Loans and any such types of costs.
- BAU Utility bills/ Rent and/or mortgage payments
- Repayment of loans
- Vehicles
- General cost of building repairs, construction or maintenance
- Current business as usual (BAU) costs
- Projects / Activities / Positions that are already receiving ongoing public funding from the Irish Government, or any other public source or the EU
- Charges/Costs for any other projects funded by commercial or public (Government & EU) sources

5. How to apply

5.1 Submitting an application

All applications must be made via the online form at cnam.submit.com by **12noon** on the closing date for the funding round. Applications can only be submitted when a funding round is open. Each funding round will be open for a minimum of four weeks prior to the published closing date. Incomplete applications will be disqualified. An Coimisiún's decision in this regard will be final.

The application consists of the following information:

- An Coimisiún will only accept **one application form per station** to the Scheme.
- You must be registered as a user on cnam.submit.com before applying.
- All applications must be made via An Coimisiún's online application portal cnam.submit.com using the official application for this round.
- Applicants are responsible for ensuring they refer to the Guide and application form when preparing their application. Failure to do so could impact on the assessment of your project.

You must include the following information:

- De Minimis State Aid Declaration complete with two authorised signatories from the station, including at least one member of the Board / Management Committee
- Budget and Budget Notes
- Most Recent Audited or equivalent accounts
- Most Recent Management accounts
- Staff List
- Detailed Training Plan (If Applicable), and
- Any other ancillary documentation that you believe is necessary to aid the understanding of the proposal.



5.2 Application Form

The current application form for the pilot Community Media Scheme should be used and is available via cnam.submit.com

The Application Form requires certain information under a range of headings to enable An Coimisiún to assess the application. Please ensure all relevant sections are complete.

The application and any relevant attachments must be submitted via cnam.submit.com **by 12 noon on Thursday 20th August**

5.3 Registration

Community Media stations must be registered as applicants on cnam.submit.com. If you are unsure how to submit an application, please contact An Coimisiún at community@cnam.ie for information and assistance.

5.4 Application Checklist

To make an application for funding, you must answer 'yes' to the following 16 questions:

1	I have read the Community Media Scheme and the Guide for Applicants, and I confirm my proposal aligns with the Scheme's objectives.	Y/N
2	I have registered as an applicant on the online platform cnam.submit.com .	Y/N
	The Station I represent is a fully licenced community or community broadcaster only	Y/N
3	I will complete the online application form and will ensure that all third-party confirmations are included within the application. Any material considered confidential will be marked and the rationale for seeking confidentiality clearly set out.	Y/N
4	I and the applicant team have the current capability and full capacity to deliver the project as set out from beginning to completion.	Y/N
5	My application is focused on additional projects and activities as defined by the Scheme.	Y/N
6	My project/ activity is not already being funded	Y/N
7	I meet all the eligibility requirements as outlined in the Scheme.	Y/N
8	The Station is a regulated entity at the time of application and the funded project will be subject to the relevant codes and standards of a recognised EU media regulator such as Coimisiún na Meán	Y/N
9	I will provide a project plan and detail how it forms part of future business activities.	Y/N
10	The proposed project is ready to go and is new and has not commenced	Y/N
11	I have included all required information within this application document, and all information is legible.	Y/N
12	My application has been submitted per the Guide for Applicants and contains the following: - Signed De Minimis State Aid Declaration - Budget and Budget Notes - Most Recent Audited or equivalent accounts; - Most Recent Management accounts; - Staff List; - Detailed training plan (If Applicable).	Y/N
13	My request for funding from An Coimisiún does not exceed the allowable thresholds set out in the Guide for Applicants. Minimum €30,000 – Maximum €65,000	Y/N
14	If my project includes children or vulnerable adults, I have declared this on my application and provided information on safeguarding procedures and protocols that will be in place.	Y/N
15	I have completed all mandatory fields on the online part of the application form on cnam.submit.com	Y/N
16	Any personal information included in the application is necessary.	Y/N



The answer to all the above questions should be 'yes'. When you are satisfied 1 – 16 are complete, you are ready to submit your application via cnam.submit.com

5.5 Accuracy of Information

All information submitted as part of an application for funding must be true and correct.

5.6 Closing Date

The application and relevant attachments must be submitted via cnam.submit.com by **12noon on 20th, August, 2026**.

5.7 Confidential Material

Information which an applicant considers to be confidential should be highlighted and marked as '**Confidential Material**'. An Coimisiún will ensure that such information is appropriately handled including on completion of the application process.

5.8 Freedom of Information

An Coimisiún undertakes to use its best endeavours to hold confidential any material provided in response to this process, subject to An Coimisiún's obligation under law, including the Freedom of Information Act 2014 ("FOI Act"). Applicants and grantees are asked to consider if any of the information supplied to An Coimisiún in an application or during subsequent contracting should **not** be disclosed because of its sensitive content, to identify this content and to specify the reasons for its sensitivity. An Coimisiún will consult with applicants about confidential, personal or commercially sensitive information before making a decision on any request received under the FOI Act. Such information may be released in response to an FOI request.

5.9 Data Protection

In order to operate this funding round effectively, we will require information about the applicant and detailed information on the proposed content. This data and documentation may include personal information such as job titles, salaries and e-mail addresses.

An Coimisiún shall comply with its obligations under the General Data Protection Regulation Directive, the Data Protection Act 2018 and any other applicable data privacy laws and regulations when handling and processing any such personal information submitted to this funding initiative. The information submitted in an application, including any personal information, will be used to process the application and to liaise with the applicant.

Any personal information submitted (excluding the Contractor's contact details used for the purposes of the round) will only be retained if the application is successful. Such information would be required for the funding contract and subsequent measuring of the performance of the grant and the associated outcomes. The information may also be used for the purpose of reviewing the scheme and by external researchers. In such instances all personal information would be anonymised.

An Coimisiún is obligated and committed to protecting all personal data submitted in response to a call for applications to this funding round. An Coimisiún has an appointed Data Protection Officer who is registered with the Data Protection Commission. You can find out more on how An Coimisiún processes personal information and An Coimisiún's terms and conditions at: [Data protection & privacy - Coimisiún na Meán](#)



5.10 Conflicts of Interest

An Coimisiún must comply with the Ethics in Public Office Act (1995) and the Standards in Public Office Act (2001). In this regard if, as an applicant, you become aware of circumstances which might give rise to a conflict of interest in the context of your application, you must promptly bring such circumstances to the attention of An Coimisiún.

5.11 State Aid Funding

The Community Media Scheme (CMS) is operating under the [De Minimis Regulation \(Commission Regulation \(EU\) 2023/2831\)](#) (“De Minimis”), as amended. CMS grants will be awarded pursuant to De Minimis.

5.12 De Minimis Aid

Under De Minimis, the current ceiling for all De Minimis aid, regardless of the source of such De Minimis aid, awarded to any single undertaking by any State agency or public body over a three-year period is €300,000. De Minimis aid of up to €300,000 per undertaking over any period of three years is allowed by the European Commission under the De Minimis Regulation as this is considered to be at a level which will not have a substantive effect on trade between Member States nor distort or threaten to distort competition and therefore can be awarded without notification to or clearance by the European Commission.

Applicants must declare to An Coimisiún any De Minimis aid received by them from any public body in the three years before funding is received from An Coimisiún (and any “in progress” applications for state funding). All projects will be checked for De Minimis applicability as part of the initial application and on submission of claims, and this may result in applications being ineligible for grant aid under this Scheme.

Applicants seeking support under the De Minimis Regulation will be required to submit a declaration to An Coimisiún declaring all De Minimis aid received over the past three years, in accordance with EU State Aid Rules. It should be noted that a false declaration resulting in the threshold of €300,000 being exceeded could later give rise to the aid being recovered by An Coimisiún with interest.

All De Minimis aid granted through the Community Media Scheme will be registered on the central EU database, the [Aid Register](#) as is legally required.



5.13 Monitoring & Reporting Requirements

An Coimisiún will retain records with information and supporting documents to establish that all the conditions laid down in De Minimis are fulfilled for 10 years from the date of the last award of aid under the CMS fund.

An Coimisiún reserves the right to offer a lower amount of funding to an applicant than is requested. Where this occurs, An Coimisiún will offer feedback and rationale for this decision.

5.14 Children First Act

As a public body, An Coimisiún has obligations under the Children First Act (2015). Where An Coimisiún is funding a project or activity which involves children or vulnerable adults, both An Coimisiún and the grantee are obliged to comply with the provisions of the Act. If one or more of your proposed activities involve children or vulnerable adults, this should be indicated in the application form. Please note that as a condition of funding you will be asked to provide a copy of your Child Protection Policy/Vulnerable Adult Protection Policy and to provide assurances that your project is operating in compliance with the Children First Act. Please refer to the [National Guidance](#) document in relation to Children First.

6. Financial Information

Please provide the following details of the financial costs for your proposal:

- Please add your most recent Audited Annual or equivalent Accounts.
- Please add up to date Management Accounts
- Please use the budget template provided
- Please provide associated budget notes that explain each line item and why it is required at the amount indicated.
- VAT: If your Station is registered for VAT, input all line items in the budget exclusive of VAT.
- If your Station is NOT registered for VAT, you may include the VAT cost for the line item. The rationale for inclusion of VAT (plus rate charged) must be set out in your budget notes.
- Any in-kind contributions towards the project should also be included in the budget and explained in the budget notes.
- Travel and Subsistence cost should be in line with the most recent [Civil Service rates](#)
- Accounts Provision must be made in the budget for the cost of an independent accountant's report of the project under the M45 – Grant Claim standard i.e. the engagement of a qualified person to examine and sign off on a final cost statement etc. Guidance on the M45 Grant Claim Standard is available on request from An Coimisiún.



7. Budget and Budget Notes Guidelines

- Budget notes should be provided to assist the understanding of line items included in the budget.
- Use the budget notes to explain how you are going to achieve the proposal described in the application using the resources listed in the budget. Applicants must adequately justify the costs indicated (e.g. by way of the assumptions underpinning the projected costs), and where necessary, provide a breakdown of each input.
- Staff costs for the additional work for those assigned to the additional project or activity
- Clearly identify where the same person fulfils more than one role and indicate rates per day paid and number of days that are proposed for each role.
- The notes should provide a breakdown of any costs that are 'bundled' in the budget, e.g. travel and subsistence, and they should explain why particular cost lines are necessary and justified in the context of the proposal.
- Administrative and overhead costs can include any such costs required to support the proposal such as office materials and supplies, phone, reception, insurance, and utilities excluding any funding received from other sources that cover administration and overhead costs.
- Applicants should also include a summary of the items that have been included in the overhead costs and detail insurance cost indicated.
- If a cost is being provided in full or part in-kind this should be reflected in the budget note



8. Assessment Procedure

There are four stages in the assessment process and each stage involves the assessment of an application against predetermined criteria which are underpinned by the report of the Future of Media Commission (FoMC), the Broadcasting Act 2009, as amended, and the objectives of An Coimisiún. The assessment and decision phases are:

- Preliminary Assessment (Qualification)
- Qualitative Assessment
- Strategic Assessment
- Commissioner Ratification

For the guidance of applicants, An Coimisiún sets out below how the procedures for each of the stages will be applied in assessing applications.

8.1 Preliminary Assessment

Applications must meet a number of minimum criteria to be considered for funding. Applicants to the scheme must be eligible to apply, and the application must be for additional projects or activities and the associated permitted costs.

Further guidance on these criteria is set out below and the Preliminary Assessment Scoring Matrix is set out at Appendix 1 for information and reference. If any of these minimum criteria is not met, applications will be disqualified. An Coimisiún's decision in this regard will be final.

8.2 Qualitative Assessment

If the applicant and application are deemed eligible following the Preliminary Evaluation Assessment, the application qualifies for consideration for the award of funding. The next stage is the Qualitative Assessment, during which each application is assessed on its own merits, against predetermined qualitative criteria, which are embedded in the objectives of the Community Media Scheme (CMS). The Qualitative Assessment Scoring Matrix is set out in Appendix 1 for information and reference.

We will assess how the application will align with the overall aims and objectives of the Community Media Scheme. Whether the applicant demonstrates how their proposal furthers the stations social benefit contribution. The assessment will consider whether the expected project outcomes are made clear and realistic and whether the proposal has clearly shown that the proposal is additional, feasible and has made a strong case for funding. The track record of the applicant with its current Broadcasting contract, any funding contracts, and the capacity of the applicant to deliver the project outcomes will be considered. Proposals will be assessed for demonstrating plans which seek to strengthen the resilience, capacity and sustainability of the organisation

There are 3 mandatory criteria. An applicant must achieve a score of 50% or more in each mandatory criterion to qualify for further assessment for the award of funding. The mandatory assessment criteria are as follows:

- **Quality of Application, Social Benefit Contribution and alignment with Scheme Objectives**
- **Feasibility, Additionality, Resources & Case made for funding (including track-record)**
- **Building Resilience and Sustainability**



8.3 Strategic Assessment

In instances where there are more qualifying applications than funds available, An Coimisiún will have a further assessment phase.

This will focus on the quality of individual applications and the overall package of funding awards that best fulfils the aims of the Scheme collectively. A final package of recommendations is then submitted to the Commissioners for consideration and ratification. The Strategic Assessment Scoring Matrix is set out in Appendix 1. The assessment criteria for this phase are:

- Diversity of participants/participation and representation.
- Strategic need, public value and building longer term resilience.

8.4 Commissioner Ratification

The final stage involves the Commission's consideration of the package of recommendations emerging from the previous assessment phases. Following ratification, each applicant is notified by e-mail of the funding decision pertaining to their application.

8.5 The Decision-making Process

The following procedures will be followed by An Coimisiún in determining the suitability of an applicant for the award of funding:

An initial evaluation will be made of each application to ensure that it meets the qualifying criteria of the Scheme, including applicant eligibility, and that all the information and documentation required have been submitted. Any applicant who does not meet any one of the listed criteria will be disqualified and will be excluded from the application process (refer to Appendix 1). An Coimisiún staff will check for any potential conflicts of interest with the assessors prior to distributing any applications to the next stage of assessment. The eligible applications are then arranged in groups and assigned to a Qualitative Assessment Panel.

The Panel could be made up of An Coimisiún staff or of An Coimisiún staff and external assessors, and in the formation of each panel, An Coimisiún will take into account the appropriate skills and experience required to assess the projects. Each panel member assesses each application independently and then a meeting is convened to discuss each application. The panel will agree on a score for each application, and a list of the funding recommendations will be agreed upon. An Coimisiún will then circulate a draft of the matters agreed upon to each panel member for consideration and approval. On completion of all the panel assessment meetings, including signoff on the assessment meeting documentation, the complete list of funding recommendations is compiled. A funding award will be granted to the strongest application, as agreed by the panel.

A Strategic Assessment Panel is established of senior members of An Coimisiún management and staff members involved in the running of the Scheme round. This forum considers collectively the Qualitative Assessment Phase scores, the Panel recommendations and the strategic criteria.

An Coimisiún is obligated to aim for a balance of outcomes that facilitates the best overall mix of Community Media Projects based on the applications received for the round. For the Round 1 funding, the applications that best fulfil the objectives of the funding round and scheme and accordingly achieve the highest scores will be awarded funding.

The final stage sees the Commissioners make the final decisions on the applications, considering the recommendations emerging from the previous assessment phase. The Commissioners' decisions are final.



8.6 Funding Decisions

Successful applications

Where An Coimisiún has approved an application for funding, the following steps apply:

- i. A Coimisiún will inform the applicant of the decision, setting out any condition(s) attached to the funding offer.
- ii. An Coimisiún will make public a list of the funding offers ratified by the Commissioners.
- iii. The successful applicant must confirm acceptance of the offer of funding and any condition(s) stipulated by An Coimisiún.
- iv. A successful applicant is required to enter into a contractual agreement with An Coimisiún, on terms to be specified by An Coimisiún. Such terms include the provision of contract deliverables by the successful applicant, and a schedule relating to the drawdown of funds by an applicant. Funds are administered by An Coimisiún in accordance with the terms of the contractual agreement.

Unsuccessful applications

Where An Coimisiún has rejected an application for funding, applicants are notified individually and provided with information on the performance of their application in the assessment process. The notification of the funding decision to the applicant will indicate at what stage the application was rejected:

- If the application is rejected during the Qualification Assessment, the notification will indicate 'Rejected - Preliminary'.
- If an application is rejected during the Qualitative Assessment, the notification will indicate it as 'Rejected – Stage 1' when the Round has been ratified.
- If an application is rejected during the Strategic Assessment, the notification status will indicate it as 'Rejected – Stage 2' when the Round has been ratified.



8.7 Contracting and drawdown of funds

When contracting with An Coimisiún, a successful applicant will be required to provide certain deliverables to An Coimisiún. For information, below is a **non-exhaustive** list of what may be required at contracting. Note that these documents may not have to be in place when making an application, they are included here for guidance only:

The award of a funding contract will be subject to the successful applicant confirming their acceptance of the offer of funding and any condition(s) attached thereto by An Coimisiún. In this regard, a successful applicant is required to enter into a contractual agreement with An Coimisiún, on terms to be specified by An Coimisiún.

On signing of the funding contract, An Coimisiún will agree the drawdown schedule for release of funding.

- Signed De Minimis State Aid Declaration complete with two authorised signatories from the station, including at least one member of the Board / Management Committee
- Budget
- Finance Plan
- Project plan, including milestones, outputs and outcomes
- Grant Details
- No Set Off Letter from the relevant Bank
- Tax Clearance Information
- Insurance

8.8 Reporting

The grantee must report on the expenditure of the grant to confirm that it has been used for the purpose as outlined in the application for funding and as approved by An Coimisiún on the award of funding. A final report on the project will be required. An Coimisiún will provide final report guidelines.

In this regard, all grantees must submit a final report within two months of the completion date of the project and grant agreement. All reports should contain information on how the money has been spent and the outcomes achieved. Please use the Final Project Report form published by An Coimisiún.

8.9 Audit

All grantees must retain documentary evidence of expenditure incurred against the grant for audit purposes. An Coimisiún will conduct random audits as provided for in An Coimisiún's funding contract. All funding contracts and associated deliverables and financials are also open to EU audits.

8.10 Duplication of Funding

If successful you will be asked to certify that the costs of the activities proposed are not being met from any other source.

8.11 Disclaimer

The information supplied in this document is not an exhaustive account of the statutory requirements and legal obligations on applicants for funding under the Scheme. It should not be regarded as a complete or authoritative statement of the law. Persons to whom the present document is made available must make their



own independent assessment after taking their own professional advice and making such further investigations, as they deem necessary on all relevant matters.

An Coimisiún makes no representation or warranty, express or implied, with respect to the information contained in the present document or with respect to any oral or written information made or to be made available to any potential applicant or its professional advisers. Any liability in this regard is expressly disclaimed.



Coimisiún
na Meán

Community Media Scheme (CMS)
Round 1 – Guide for Applicants

Appendix 1 - Assessment Scoring Matrices

Preliminary Assessment Scoring Matrix

Criteria	Yes/ No
Eligibility: Is the applicant eligible to apply for funding under the Scheme? This has regard to whether: The status of the applicant complies with the requirements of the Scheme; is the applicant an entity holding a current fulltime community sound broadcasting contract with An Coimisiún.	
The funding amount requested falls within the limit permissions of the Round and the De Minimis has been signed as per the Guide for Applicants.	
Is the Application Complete? Has the applicant complied with all the competition guidelines and submitted all the relevant documentation?	

If any of these minimum criteria are not met, applications will not be considered further.



Qualitative Assessment Scoring Matrix

Criteria	Available Score
Quality of Application, Social Benefit Contribution and alignment with Scheme Objectives: To what extent does the proposal provide a social benefit to the community /community of interest / community of special interest (such as through social inclusion, audience empowerment, opportunities for community members and/or individuals to enhance and improve their personal and social skills, training and workshops and facilitation of collective actors)? Has the applicant indicated which objective(s) their application aligns with and successfully illustrated the intended outcomes? Is the application of good quality, well-presented and considered in its approach? Will the project lead to greater diverse representation at the broadcaster and enhance accessibility to taking part in the broadcaster's activities within the Community? Has the applicant included any partnerships, formal or informal, with relevant third parties/ actors? What level of enhancement will it bring to the project; i.e. greater diversity, community participation, social inclusion etc.?	45
Feasibility, Additionality, Resources & Case made for Funding (including track-record): Are the resources proposed clearly explained and are they adequate and realistic in the context of the proposed project/activity? Does the proposal represent value for money? What is the level of need for this funding? Regard will be given to the level of funding structures at the station, including funding allocated by An Coimisiún generally and, in particular, recent / ongoing funding contracts. The extent to which the applicant demonstrates that the funding sought is necessary. Has the applicant clearly outlined the additional nature of the project and or activity demonstrating that the proposal meets a clear gap or unmet need in the organisation i.e. the project/activity is not seeking funding for business as usual (BAU). Is the budget realistic and has it taken into consideration all of the costs associated with the proposed project or activity. To what extent will public funding enable activities or outcomes that would otherwise not occur or significantly enhance their scale, quality, reach or timing? Does the proposal clearly demonstrate in terms of objectives, approach and planning that the project outcomes are feasible? Has adequate information been provided on all resources involved in the project from beginning to completion. Regard shall be given to the relevant experience, qualifications and suitability of the person or team responsible for project delivery and completion. The track record of the applicant with its current Broadcasting contract, any funding contracts, and the capacity of the applicant to deliver the project outcomes will be considered.	40
Building Resilience and Sustainability: To what extent does the proposal strengthen the resilience, capacity and sustainability of the organisation? Does the proposal seek to reduce organisational risks and strengthen the organisation's ability to adapt to future challenges and opportunities. Has due consideration been given to plans beyond the funded period. Can the proposal enhance the financial and organisational resilience of the organisations i.e. through supporting governance, board	15

management, administration, grant management, fund raising diversification, strategic planning and future readiness to ensure organisational viability and accountability in delivering public value.	
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An applicant must score a minimum of 50% under each criterion to qualify for consideration of award of funding.

Strategic Assessment Scoring Matrix

Criteria	Available Score
Diversity of participants / participation and representation: The extent to which the proposal will add to the diversity of community members / actors participating in station activities, and the impact on the diversity of representation at the community station. The extent to which the proposal will achieve the introduction and retention of new volunteers, including with regard to training and development, and the impact on diversity of participation or representation. The extent to which the applicant has demonstrated the likelihood of the proposal meeting community needs and strengthening links within the community franchise area. The extent to which the proposal supports accessibility initiatives which enable broader participation in Community Media by persons with disabilities. The extent to which the project or activity advances Irish language within the community.	30
Strategic Need, public value and building for longer term Resilience: Does the project address a demonstrable need and deliver value for money outcomes that would not be possible without the funding. Does the proposal explain how the benefits and improvements may be sustained after the funding period has ended Can the project leave the organisation stronger, more resilient and better able to serve its community after the funding ends. Will the project deliver meaningful inclusive and lasting benefits for communities and contribute to a stronger Community Media sector.	20
Qualitative Assessment Score: <i>Score awarded by the Qualitative Assessment Panel.</i>	/100

