

# SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



Received 25/11/14

## APPLICATION FORM

**(Please read the Guidance Notes carefully before completing this application)**

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'  
You can continue each question on no more than one side of A4

**All groups should complete Part 1 and Part 4.** Please complete in black ink  
**Please refer to the application notes on the right-hand side when completing**

### PART 1

#### About your group

1. What is the name of your group?

Borders Community Radio & Media Ltd

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

2. Where is your group based?

Galashiels

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

3. Name of main contact

|                   |                 |
|-------------------|-----------------|
| Name              | David Henderson |
| Position in Group |                 |
| Home Address      |                 |
| Post Code         |                 |
| Telephone Number  |                 |
| Email Address     |                 |

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

4. When did your group start?

20/02/12

5. How many committee members are involved in running your group?

3

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

No

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group  
 Company limited by guarantee  
 Company limited by shares  
 Trust  
 Charity recognised by OSCR (Charity Number SC0 )  
 Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

We are a non-profit making community radio station, staffed by volunteers. Our output will not only be relevant to the local community but will involve them too. We will continue to create direct links with listeners, provide training opportunities as well as programme making facilities to ensure that every member of the community is given a voice and be able to take part in how the station is run.

TD1 Radio aims to enhance the area's identity by including the wealth of local business, charities, community groups, non-profit making organisations that currently struggle to have their voices and opinions heard.

There are a large number of 'mature' people in the area, including OAPs and others who are retired. We provide output for this often forgotten demographic when it comes to radio programming, with our varied output also catering for many interest groups.

TD1 Radio caters for listeners of all ages through our unique blend of programming. We will also cater for youngsters, school leavers and the unemployed who get little or no representation on existing local services.

We currently have one SAMH Volunteer who comes in weekly to catalogue music for us. His love for music ensures that he's on the ball when it comes to working with the CDs and also gives him the chance to do something he's interested in, while at the same time, helping out the radio station.

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

9. Tell us your bank account details

|                                  |
|----------------------------------|
| Account Name                     |
| Bank/Building Society Name       |
| Address of Bank/Building Society |
| Post Code                        |
| Sort Code                        |
| Account Number/Roll Number       |

The name on the bank account and annual accounts **should be the same** as the name on your Constitution.

How many people are required to sign each cheque or withdrawal from this account?

|   |
|---|
| 2 |
|---|

**Bank accounts require a minimum of two signatories.** Grants will not be paid into an individual's bank account

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

| Name            | Position |
|-----------------|----------|
| David Henderson | Director |
| Steve Paterson  | Director |
| Kevin Sterrick  | Director |
|                 |          |

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

10. Tell us what your total savings/cash or investments are (all accounts)

|      |
|------|
| £100 |
|------|

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

11. Is your group registered for VAT?      Yes       No

12. Tell us what grants you have received from the Council in the last 2 years?

| Date | Amount | Project Title |
|------|--------|---------------|
|      |        |               |
|      |        |               |
|      |        |               |

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs)

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

We monitor volunteer applications to ensure we have a good cross section from the community. More specifically we can target programming for under-served audiences (eg women) by providing a programme hosted by female volunteers. These programmes can tackle various subjects that affect women and include guests, either in the studio or on the telephone who may be specialised in a particular topic being featured that week (eg the menopause). This is just one example, but can be applied across many different sections of the community.

We also have one volunteer who is partially sighted (but registered blind). This volunteer was keen to become involved but our studio wasn't equipped to allow a visually impaired person to operate the controls and see the computer screens. We had a special unit built that slid the screens forward to allow this person to see what was being displayed. They can now operate the entire studio themselves, thanks to this new unit. Volunteer Development Scotland also carried out a case study on TD1 Radio and the steps we were taking to include volunteers from all walks of life.

The local LGBT group recently celebrated their 30<sup>th</sup> Anniversary. We produced a one hour documentary featuring interviews with past and present members, recalling what life was like back in 1984 and how attitudes have changed over the last 30 years. We provide Outside Broadcast facilities too - meaning that we can take our pop-up studio on the road to broadcast live from any community events. This too, ensures members of the community can become involved.

Our studios are all on the ground floor - this means wheel chair access is no problem for anyone with mobility problems. We're also keen to provide more specific broadcasts (eg Polish programming) and this is something we'll look to develop further.

**The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.**

**In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4**

**PART 2 (PROJECT GRANTS)**

**About your project** You can continue each question on no more than one side of A4  
**Please refer to the application notes on the right-hand side when completing**

14. Tell us the name of your project

TD1 Radio FM

15. Tell us about your project, what it will do and how the grant will be spent

TD1 Radio has been in existence since December 2008 broadcasting solely across the Internet. From that date we have been pursuing a Community Radio licence to broadcast on FM. We were awarded the licence by Ofcom in 2013, with the condition that broadcasting begins no later than Feb 14<sup>th</sup> 2015.

In order to expand our services on to FM we need to purchase and install a transmitter, antenna and cabling as well as some equipment to allow the broadcasts to take place from our new studio.

We plan to launch our full community radio service, in February 2015.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

TD1 Radio fills a gap left by other local broadcasters. The combined population of the central Borders (according to 2001 census data) is 21,593. These people have no other option but to listen to programming from Glasgow (and further afield) at certain times of the day and night, and the area has little or no local TV coverage now that Border TV has merged with Tyne Tees and is being broadcast from Gateshead. By providing local community broadcasting we will ensure that we give a voice back to Borderers.

It will offer more listening choice and will allow us to include more local news, features, interviews as well as helping to promote local artists and give airtime to minority sports. We will monitor our performance on a quarterly basis to ensure we're meeting all targets. The radio regulator, Ofcom, also asks that we have certain "key commitments" or promises that form part of our licence. (eg broadcasting for at least 10 hours a day). We need to report on a regular basis that we are meeting these key commitments.

Broadcasting on FM will mean listeners will be able to hear us on any suitable radio giving us a wider local audience.

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

A need was identified because local radio and TV services were and still are being cut back in favour of sharing programmes across several stations - therefor losing the local content. (The local commercial radio station now only broadcasts from Galashiels a total of 8 hours at the weekend as an example)

We've held two public meetings - both of which were well attended and these helped us further identify what was needed. We also carried out two surveys online to gain further information about what people thought of our current level of service and what they'd like us to do in the future.

We involve the community by making sure they know we have an "open doors" policy and that anyone can come in and see us. We also encourage new volunteers to join us and do this through social media, on air and via our website. We also have links with other community groups who help promote what we do. We also have quotes from various local organisations that demonstrate there is a need for what we do and their support for us.

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

February 2015

20. If your project involves work to a building or land who is the owner?

Galashiels Golf club

Do you have the following? (please tick relevant)

A lease agreement (Date of lease and duration 5 years)

Written permission of owner

Planning Permission (Reference No 14/01127/FUL )

21. Tell us how much money you need for the project?

| Item or Activity           | Total Cost of Item | Amount Requested from CGS |
|----------------------------|--------------------|---------------------------|
| Transmitter Package        | £4061              | £4000                     |
| Mixing Console             | £3294              |                           |
| Broadcast Delay Unit       | £2478              |                           |
| Cables + Connectors        | £478               |                           |
| Electrical work            | £1250              | £1000                     |
| Station Imaging + Software | £1320              |                           |
| Security                   | £50                |                           |
| Furniture, Mics + H/phones | £440               |                           |
| Soundproofing              | £300               |                           |
| Publicity                  | £1320              |                           |
| Totals                     | £14,991            | £5,000                    |

The scheme cannot give grants for activities/ expenditure which have already taken place. **Applications should be submitted at least 2 months in advance of project start dates** to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

| Name of Funding Body | Amount | Progress       |
|----------------------|--------|----------------|
| Awards For All       | £9,991 | Just submitted |
|                      |        |                |
|                      |        |                |
|                      |        |                |
|                      |        |                |
|                      |        |                |

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

How much will your group contribute to the project?

Based on volunteer input being valued at £9.38 per hour and management input being valued at £13.13 per hour, this would mean our volunteer time equates to a total of £812.29 per week (assuming each volunteer gives at least 3 hours per week to the project)

**Requests of £500 and over require a minimum of 10% match-funding.** 'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes  No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please give details below

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

**Now go to Part 4 to complete your application from project funding.**

**The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)**