

**APPLICATION FORM FOR PERMISSION FOR SETTING UP COMMUNITY
RADIO STATION
(Five Copies to be submitted)**

To,
The Secretary,
Ministry of Information & Broadcasting
'A' Wing, Shastri Bhawan, New Delhi – 110 001

Sir,

I hereby submit the following details in support of the eligibility as prescribed in 'the Policy Guidelines for setting up of Community Radio Stations in India', for grant of permission for setting up a Community Radio Station.

S. No.	Description	Details			
1	Name of the applicant Institution/Organization				
2	Address of the Institution/Organization				
		District			
	State/ UT		PIN		
3	Contact details of the Institution/Organization	E-mail		Phone No	
				Mobile No.	
4	Name of Head of the Institution/Organization				
5	Name, designation and address of the authorized signatory responsible for complying with the terms and conditions of the Grant of Permission Agreement (GOPA)	Name			
		Designation			
		Complete Address for communication			
		E-mail		Mobile No.	

6	Details of Governing Body members of the Institution / Organization along with 'Self Declaration' (Please furnish details as per enclosed format of Annexure-II)			
7	Category of applicant (Please tick one)	Educational Institution	Agricultural University/ ICAR institution/ Krishi Vigyan Kendra	Non-profit Organizations, Voluntary organizations, NGOs etc.

8(A): If applicant is Educational Institution, then please mention

a)	Whether the educational institution is Government Institution?	(Yes/ No) {pl. strike out whichever is not applicable}		
b)	Whether the educational institution is recognized / affiliated by (Please tick one)	Central Government	State Government	
c)	Please furnish details with documentary proof	In case the applicant is University	Please enclose a copy of Act under which university has been established	
		In case the applicant is Deemed University	Copy of communication issued by Government/Notification regarding declaration of the institution as deemed university	
		In case the applicant is College/ school	Copy of Recognition certificate / affiliation certificate	
d)	Please give a brief write up on profile of the Educational Institution. (Please attach a separate sheet)			
e)	Please furnish documents (like certificate under section 12-A of Income Tax Act or any other document in support of the institution being "Non-Profit" as certified in paragraph 6 of the Certificate/Affidavit (Annexure-I) [To be submitted by private institution]			

8(B): If applicant is Agricultural University/ ICAR Institution/ Krishi Vigyan Kendra then please mention

a)	Whether the institution is Government Institution?	(Yes/ No) {pl. strike out whichever is not applicable}	
b)	Whether the institution is recognized by (Please tick one)	Central Government	State Government
c)	Please furnish a copy of recognition certificate issued by Central/ State Government		
d)	Please give a brief write up on profile of the Institution. (Please attach a separate sheet)		

8(C): If the applicant is Non-Profit Organizations, Voluntary Organizations, NGOs etc. then please mention

a)	Whether registered under Societies Act or any other such Act relevant to the purpose:	Yes/ No	
b)	Date of registration		
c)	Please furnish a copy of registration certificate		
d)	Mention Unique ID of NGO Darpan Portal of NITI Aayog		
e)	Enclose a copy of the Memorandum of Article of Association/ Deed of Trust		
f)	Enclose copies of Audited balance sheet, for the last three years, of the Organization.		
g)	Give a profile of the organization including past achievements, community-based projects undertaken. (Please attach a separate sheet)		
h)	In case the applicant organization is a Public Charitable Trust, enclose a self-declaration by trustee(s) that they are not blood relatives/members of family (wife or husband, son or daughter, parents, siblings)		

9: Information, pertaining to proposed location of Community Radio Station, to be provided by all applicants

a)	Complete address of the location where the Community Radio Station (FM transmitter and Antenna) has been proposed to be set up				
		District	State	PIN	
b)	Enclose a map of the area proposed to be served by the Community Radio Station				
c)	Whether the proposed location is in Left Wing Extremism (LWE) affected area or Border area	(Yes /No) {pl. strike out whichever is not applicable }			
d)	Geo-coordinates of the location {Latitude and Longitude in Degrees, Minutes and Seconds (DMS) format} where the Community Radio Station (FM transmitter and Antenna) has been proposed to be set up	Latitude: N	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Longitude: E	<input type="text"/>	<input type="text"/>	<input type="text"/>
e)	Height of the proposed location above mean sea level (AMSL in meters)				
f)	Power of the proposed FM transmitter (Up to 100 Watts ERP is generally permitted)				
g)	Height of the proposed tower (The height of antenna between 15 to 30 meters above the ground level)				

10: Other general information, to be provided by all applicants:

a)	Nature/Types of programmes to be broadcast	
b)	Language(s) in which programme is to be produced/broadcast	
c)	Number of hours proposed to be broadcast	

d)	Profile of the community located within 10 Km radius of the proposed Community Radio Station & their problems. (Give brief details)	
e)	How your programmes are going to help the community? (Give brief details)	
f)	How do you propose to involve the local community in the production of programmes and management of Community Radio Station? (Give brief details)	
g)	Have you made any survey amongst the community about the need for setting up Community Radio Station and the requirements of the targeted population? (Give brief details)	
h)	Details of sources of funding and amount proposed to be invested for:	Setting up of infrastructure
		Maintenance
		Programme production
i)	Foreign aid, if any (Please attach a copy of FCRA clearance under Foreign Contribution Regulation Act, 1976, if applicable)	
j)	Whether the organization had applied for CRS in past. If yes Please provide details.	Date of last application

11: Details of payment of application fee

<p>Please attach a copy of receipt of payment made towards application fee (The applicant is required to make payment of Rs. 2500/- through BharatKosh portal (https://bharatkosh.gov.in/), for the purpose of “Application processing fee for CRS Application” under the head “the Ministry of Information and Broadcasting”)</p>	
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DECLARATION

1. I/We are duly authorized to sign this application for and on behalf of-----
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2. I/We hereby certify that the above statements are true and correct to the best of my/our knowledge and belief.
3. I/We hereby undertake to inform Ministry of Information and Broadcasting if any of the facts furnished above undergo a change in future.
4. I/We undertake to abide by the programme code of AIR including conditions laid down in para 5 of Guidelines.
5. I/We undertake to preserve tapes/CDs or recordings of the broadcasts in any form for 3 months and provide the same to Government, as and when required.
6. I/We undertake to comply with all the terms and conditions laid down in the Guidelines and such other instructions as may be issued by the Government from time to time.
7. Affidavit as in Annexure-I and bio-data of members as in Annexure-II are enclosed.

[Signature of applicant (s)]

(Name in Block letters)

Designation of Signatory

Place:

Date:

CERTIFICATE/AFFIDAVIT

1. I understand that this application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the requisite processing fee, shall be summarily rejected.
2. I undertake to follow in letter and spirit the programme code being followed by AIR or any other code(s), which may come into force anytime.
3. I understand that if at any time any averments made or information furnished for obtaining the permission is found incorrect, my application shall be liable to be rejected and any permission granted on the basis of this application shall be liable for termination.
4. I certify that the institution/organization shall not undertake transmission of sponsored programmes except the programmes sponsored by Central & State Governments and other organisations to broadcast public interest information.
5. I certify that the institution/organization shall undertake limited advertising and announcements relating to local events, local businesses and services and employment opportunities and the maximum duration of such limited advertising shall not exceed 7 (seven) minutes per hour of broadcast.
6. I certify that the institution/organization is a 'Non-Profit' entity.
7. I certify that the revenue generated from such advertisement and announcements shall be utilized only for the operational expenses and capital expenditure of the CRS. I certify that after meeting the full financial needs of the CRS, surplus amount shall, with prior written permission of the Ministry of Information & Broadcasting, be ploughed into the primary activity of the organization i.e. for education in case of educational institutions / for furthering the primary objectives for which the NGO has been established.
8. I hereby certify that after issue of Letter of Intent (LOI) by the granter and having obtained the SACFA clearance from WPC wing of Ministry of Communication & IT, I shall sign the Grant of permission agreement (GPOA) for Community Radio Broadcasting with Ministry of Information & Broadcasting. I undertake to comply fully with all the terms and conditions therein; failing which the granter may terminate/ revoke/cancel the agreement.
9. I certify that to the best of my knowledge and belief, the statements made in this application are correct. I understand that the Government of India reserves the right to revoke the permission if at any time any statement made is found to be false and to have been made by me or any member or any officer knowing it to be false.

Name and Signature of Authorized Signatory

(Office Seal)

Self-Declaration for Organization and Authorized signatory & All Governing body members/Trustees for whom security clearance is sought

- a. Name & address and registration number of the Organization

- b. Name & Addresses of Authorized Signatory & all Governing Body Members / Trustee(s) of the organization (please attach a list)
 - 1.
 - 2.
 - 3.
 - .
 - .
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- c. Is the Organization or any of the Governing body members listed above, the subject of any,
 - 1. Preventive detention proceedings (PSA/NSA etc): Yes/No
 - 2. Criminal Proceedings : Yes/No
 - 3. Pending Warrants : Yes/No
 - 4. Attachment Proceeding : Yes/No

If Yes, please provide following details: -

- 1. Detention/case/FIR/Warrant Number :
- 2. Police Station and District having jurisdiction:
- 3. Section of law:
- 4. Name and place of court:

The above-mentioned details are in respect of both India and any other foreign country.

Note: The above self-declaration is required to be signed and filled by Authorized Signatory of the Organization.

Proforma for furnishing details of Applicant Organization and its authorized signatory & all governing body members/trustees etc.

Details in respect of the Organization/Institutions/Krishi Vigyan Kendra etc.

Full Name of the Organization/Institution	Date of Registration of the Organization/Institution	Address of Head Office, Regional Offices and Registered Office	Previous Name of the Organization, if any	FCRA Registration, if any. If yes, Details of Foreign contribution received	Power Output and Height of the Antenna

Details in respect of Authorized Signatory & All Governing Body members/Trustees/Office Bearers etc.

S. No.	Full Name of Board of Directors and Key Executives (Wherever applicable)	Present Position	Date of Birth	Parentage		Present and Permanent address	Nationality	Passport Nos. and issue date, if any	Contact Address and mobile number
				Father	Mother				

(use one row for each member. Add more no. of rows, if required)

Signature of Authorized Signatory &
Seal of the Organization