Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

Name of applicant (i.e. the body corporate that will hold the licence):

ALL ARTS & MEDIA

Proposed service name:

ALL FM

Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or currently being advertised by Ofcom as shown in the multiplex licence advertisement)

Manchester DAB

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email):

ALL ARTS & MEDIA LTD
LEVENSHULME OLD LIBRARY,
MANCHESTER,
M19 3QE
0161 248 6888
ed@allfm.org

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1. Overview

You should complete this form if you are applying for a community digital sound programme licence ("C-DSP"). You can find further information about C-DSP services in the guidance notes for licenseesand applicants.

This application form is divided into two parts – **Part A** (which we will publish on our website) and **Part B** (which will be kept confidential). This document constitutes Part A; Part B of the applicationformis available on our website.

If you encounter any issues using these forms, please contact broadcast.licensing@ofcom.org.uk.

The purpose of this form

1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.

1.2 A digital sound programme service intended for broadcast by means of a local or smallscale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom's published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than

a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.

1.3 A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.

1.4 As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.

1.5 An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).

1.6 You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the guidance notes for applicants and licensees.

Provision of information

1.7 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.

1.8 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

1.9 Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.

1.10 In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).

1.11 Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.

1.12 Ofcom publishes a monthly radio licensing updatewhich lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

Data protection

1.13 We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's General Privacy Statementfor further information about how Ofcom handles your personal information and your corresponding rights.

Keeping up to date with broadcasting matters

1.14 We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.

1.15 To sign up to receive these communications, you must visit the email updates area of ourwebsiteand select 'Broadcasting.'

2. Applicant's details

About this section

In this section we are asking you for details about the applicant company. This must be a body corporate which is not profit distributing.

In the first part of this section, we are asking for basic details about the applicant. These include company registration number and contact information.

In the second part of this section we are asking for details of the applicant's officers (directors or, in the case of LLPs, designated members), its shareholders and participants. Where applicable, we are also asking for details of the officers of the applicant's parent and associated companies or LLPs etc.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

Certain persons are disqualified from holding a C-DSP licence. This section asks the questions which enable us to consider this for those types of disqualification which apply specifically to bodies corporate. It also asks questions which are relevant to our assessment of the applicant's fitness and properness to hold a C-DSP licence.

Before completing this section of the form, you should read Ofcom's guidance on thedefinition of 'control' of media companies. Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

The response boxes and tables should be expanded or repeated where necessary, or provided in a separate annex.

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

Applicant information and contact details

2.1 Name of applicant (i.e. the body corporate that will hold the licence):

ALL ARTS & MEDIA

2.2 Company registration number stated on Companies House:

05286405

2.3 For UK registered companies, the address of the applicant's registered office stated on Companies House.

For non-UK registered companies, the principal office address:

ALL ARTS & MEDIA LTD
LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE

2.4 If a UK registered company, is the **current** Memorandum and Articles of Association document available on the Companies House website?

Yes

If no, please submit the up to date document and indicate you have done so in the checklist in Section 4 of Part B.

2.5 Contact details of the individual duly authorised by the applicant for the purposes of making this application. This individual should be the company secretary, a director or (if an LLP) designated member.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 2.25 of the guidance notes).

Full name	EDWARD CONNOLE
Job title	Director
Address	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY MANCHESTER M19 3QE
Telephone	0161 248 6888
Mobile phone	
Email	ed@allfm.org

2.6 If the proposed Licensed Service has/will have a website, please provide the website address below.

www.allfm.org

2.7 How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish and maintain the service, please provide details of who is providing that funding/financial assistance and the extent of it.

If you are receiving funding from, or on behalf of, a source that could be considered a political organisation or a religious body, you must set out the nature of that organisation here.

The service will be financed by our fundraising activities such as:

Volunteer subscriptions, live music events , community events aswell as advertising spots.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

2.8 Complete the following table, expanding it if necessary, to provide the following details for each directoror designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Edward Connole	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	Community Asset Services Cooperative Community Consultancy org	N/A
Ruth Daniel	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	N/A	Social entrepreneur
Philip Korbel	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	N/A	Social entrepreneur

Martin Logan	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	Irish Diaspora Foundation Promotıon of Irish culture & history Martin Logan Properties Ltd Property Management	N/A
NIALL POWER	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	ALL FM TRAINING LTD Not for profit training org	N/A
JAMES MCMILLAN	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	N/A	N/A
Dzıdra Noor	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	N/A	Local Councillor
Bernard Stone	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	UK	N/A	N/A

2.9 Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5%

in the applicant ("participants"). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
Comments				

2.10 Complete the following table, expanding if necessary, to identify any entities with which the applicant is affiliated. By affiliated, we mean companies that are related through ownership, either with one company being a minority shareholder in the other, or through multiple companies being owned by a third party.

(If this question is not applicable to the applicant please respond "N/A" in the table.)

n/a				

2.11 Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

(If this question is not applicable to the applicant please respond "N/A" in the table.)

Full name of entity	Address	Affiliates
Manchester DAB CIC	1a Manchester One, 53 Portland Street, Manchester, M1 3LF	Paul Lindsay Boon Edward Connole Gaydio Community Interest Company Lawrence Galkoff Associates LTD OpenDAB CIC Reform Radio CIC

Details of persons who control the applicant

2.12 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder's agreement), each such person must be identified here:

(If this question is not applicable to the applicant please respond "N/A" in the table.)

Full name of individual or body	Address	Affiliates
Edward Connole	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	Community Asset Services Cooperative
Ruth Daniel	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	N/A
Philip Korbel	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	N/A
Martin Logan	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	Irish Diaspora Foundation Martin Logan Properties Ltd
NIALL POWER	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	ALL FM TRAINING LTD
JAMES MCMILLAN	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	N/A

Dzıdra Noor	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	N/A
Bernard Stone	ALL ARTS & MEDIA, LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE	N/A

2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An "officership" refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

(If this question is not applicable to the applicant please respond "N/A" in the table)

Full name of individual	Name of body in which officership held	Affiliates of that body
Martin Logan	Irish Diaspora Foundation Martin Logan Properties Ltd	N/A
NIALL POWER	ALL FM TRAINING LTD	N/A
EDWARD CONNOLE	Community Asset Services Cooperative	N/A

2.14 Complete the following table, expanding it if necessary, to list all bodies corporate which are controlled by any body corporate listed in response to question 2.12, and their affiliates:

(If this question is not applicable to the applicant please respond "N/A" in the table)

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
N/A		

2.15 In relation to each body corporate identified in response to question 2.12, complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the body corporate concerned (i.e. "participants"). You may, but are not required to, exclude from this table any bodies listed in response to question 2.12. If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

(If this question is not applicable to the applicant please respond "N/A" in the table)

Name of body corporate identified in response to question 2.11	ALL ARTS & MEDIA LTD			
Full name of >5% participant	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
Comments ALL ARTS & MEDIA LTD, HAS A BOARD OF DIRECTORS, LISTED ABOVE. ITS NON SHARE BASED AND LTD BY GUARANTEE				

Name of body corporate identified in response to question 2.11				
Full name of >5% participant				
Comments				

Involvement of the applicant in specified activities

2.16 Please state below whether the applicant, or any of the directors, shareholders or other individuals named above, including their associates (i.e. directors of their associates and other group companies), is, or is involved in, any of the below, and the extent of that interest.

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	yes	ALL ARTS & MEDIA receives grant funding from Manchester City Coucil on the basis of its community engagement
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	no	
A body whose objects are wholly or mainly of a religious nature;[1]	no	
An individual who is an officer of a body falling within (b) or (c);	no	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	no	
An advertising agency or an associate of an advertising agency	no	

Details of applications, licences and sanctions

2.17 Is the applicant (i.e. the body corporate that will hold the licence) a current licensee of Ofcom?

[1] Please refer to Sections 3 to 5 of Ofcom's religious guidance note for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

No

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of multiplex

2.18 Has the applicant (i.e. the body corporate that will hold the licence) held an Ofcom broadcasting licence before?

YES

If yes, please provide the details expanding the table if necessary:

Licence number	Name of service or multiplex
CR000023	ALL ARTS & MEDIA

2.19 Has anyone involved in the proposed service held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

YES

If yes, please provide the details expanding the table if necessary:

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
AS ABOVE		

2.20 Does the applicant (i.e. the body corporate that will hold the licence) control an existing Ofcom licensee?

No

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of service or multiplex

2.21 Is the applicant (i.e. the body corporate that will hold the licence) controlled by an existing licensee or by any person who is connected (within the meaning of Schedule 2 to the Broadcasting Act 1990) with an existing licensee (i.e. as a "participant")?

No

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service or multiplex

2.22 Has the applicant – or any person(s) controlling the applicant - made any other application to Ofcom (or its predecessor broadcast regulators – the Independent Television Commission and the Radio Authority) for any licence which has since been surrendered by the licensee or revoked by Ofcom (or one of its predecessor regulators)?

No.

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service or multiplex

2.23 Is the applicant – or any person(s) controlling the applicant - subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

No

If yes, please provide the following details expanding the table if necessary:

Licence number (or equivalent)	Name of service or multiplex	Details of the investigation

2.24 Has the applicant – or any person(s) controlling the applicant – ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction?

No

If yes, please provide the following details relating to each sanction expanding the table if necessary:

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction imposed	Date sanction imposed

2.25 Has the applicant – or any person(s) controlling the applicant – ever been convicted of an unlicensed broadcasting offence?

No

If yes, please provide the following details:

Full name	Date of conviction/action (dd/mm/yy)	Penalty

2.26 Please provide any further information you hold, relating to the past conduct of the applicant or those individuals listed, in regulatory matters or in matters going to honesty and/or compliance, which may be relevant to Ofcom's consideration of whether or not the applicant is fit and proper to hold a broadcast licence. If the applicant or the form signatory fails without reasonable excuse at this point to declare any matter of which Ofcom

subsequently becomes aware, and which we do consider to be relevant to the applicant's eligibility to hold a licence, we will take it into account in determining the question of whether the applicant/licensee remains fit and proper to hold a licence.

If you have no information to provide, please respond "N/A".

N/A

3. The proposed service

About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simulcast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**

If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

Your proposed service and target community

3.1 What is the proposed service name?

ALL FM

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

Manchester DAB

3.3 Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).[2]

LEVENSHULME OLD LIBRARY, MANCHESTER, M19 3QE

3.4 If the proposed service is a simulcast or corresponding service of an existing licensed radio service, please list that below and provide the licence number.

CR000023

3.5 What is the target community of the service? Please include the geographical area that you wish to serve in addition to the interests or characteristics that define your target community. The area you wish to serve must be geographically located within the coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words**.

Our 103 active volunteers and their shows at ALL FM reflect the diverse communities of Manchester that we broadcast to and engage with. These include foreign language shows

[2] If you propose to provide your service on a local, rather than a small-scale, radio multiplex service, there is no requirement for your studio to be located within the licensed area of that local radio multiplex service.

(Farsi, Cantonese, Mandarin, Punjabi, Urdu, Spanish, Polish), shows by and for; African community, Caribbean community, Irish Community, LGBTQ, older people, young people, those on the Autism Spectrum, carers, those with disabilities.

We target those in Manchester at greater risk of economic and social exclusion and aim to provide a positive medium of expression for those whose voices are least heard. So we have a divese range of volunteers, shows and audience and we will continue to to reach out and engage those closer to the margin.

3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

ALL ARTS & MEDIA (trading as ALLFM)is a limited by guarantee company and registered charity. We have monthly board meetings where finance is scrutinised and the projects' progress updated and the radio station's progress is also updated. We have numerous policies in place to ensure that we remain loyal to our aims, these include a finance policy which ensures that any payments made require approval from two non related staff or board members.

On the board we have the co chairs of the Volunteer Steering Group to act as a voice for volunteers and input their views and feed back to the Volunteers at steering group meetings.

Social gain

3.7 What community benefits will your service bring to your target community(ies) and, if applicable, the general public. Please include summaries of evidence to support your answer, including details about other organisations you intend to work with. **Answer in fewer than 500 words. Please do not provide names of individuals in your answer.**

Each year we support approx 100 active volunteers (presently 103) and via radio training enagae approx 85 new people. These are people who are at greater risk of social & economic exclusion.

We have two fully accessible studio spaces where shows broadcast 16 hrs per day, 7 days per week on ALL FM 96.9. Our present training projects include, enaging:

- Young people, aged 13- 17 where we train them in all aspects of radio production. This leads to a monthly live show on Mondays at 6pm and a fortnightly pre recorded show on Sat lunchtime. The project is free and we have young people who have been attending for over a year.

- Older people, 60+. We work with a range of older people; retired, disabled, unemployed. They are trained in all radio production aspects. This a long term project

which commenced during lockdown to help those in greatest need at that time. They presentlty broadcast three live shows and we're enaging more older people each week.

- Hong Kong residents newly arrived. We use radio training production to improve a range of skills and help them settle in the NorthWest. They broadcast a fortnightly show.
- Our partners include:
- Chapel St Primary School
- Inspired Taskforce
- Gorton Visual Arts
- Chorlton Arts Festival
- Levenshule Inspire
- Gorton Community Centre

We regularly evaluate trainees and volunteers. As part of the last volunteers evaluation (10 being highest, 1 being lowest)

Being involved at ALL FM has helped my self confidence 8.89

Being involved at ALL FM has helped me find my voice 9.04

Being involved at ALL FM has made me feel part of a community 9.05

ALL FM has contributed to a better Manchester 9.11

In Oct 2019 ALL FM won the National Community Radio Award for 'Station of the Year'. In the same year we were awarded 'Best Community Development Project' at these awards. Three months previously we won The Manchester Award. Two years ago ALL FM were presented with the Queen's Award for Voluntary Service. In Oct 22, ALL FM were awarded 'Volunteer team of the year' at the Spirit of Manchester Awards. In the same month we won the 'Innovation' award at the Community Radio awards for the Echo project - which engages newly arrived people from Hong Kong.

3.8 Please summarise how your service will facilitate discussion and the expression of opinion. Answer **in fewer than 200 words**.

We engage the community to express their opinions in different ways:

Consultation: each year we host open days where we invite the community in to give them the opportunity to look around ALL FM, input ideas, make suggestions, become volunteers and talk to staff and volunteers

We also hold extensive consultations off site. For example in Feb & Mar this year,they took place at: Gorton Visual Arts, Manchester, M 8 8EG Levenshulme Inspire Community Centre, Stockport Rd., Manchester M19 3AR. They're hosted off the ALL FM site so we can attempt to engage as many people as possible who have had no connection/loyalty to ALL

FM. On this occasion we enaged 49 people who expressed their views re ALL FM and projects they'dlike to be involved in and radio shows they'd like to hear.

We encourage our community to feedback re their thoughts on issues and about ALL FM on air and via social media.

For every project we run, the particants will go live at the end of it, producing and presenting a show which will feture discussion about the project and their experience working witth ALL FM. We always encourage them to share their opinions as part of this learning journey.

3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words**.

Members of the Manchester communities can access our facilities by joining one of our free courses. Theyre designed to enage those risk of isolation and it brings access to professional studios, kit and software.

The studios were built in the last two years and are fully acessible. We have 103 volunteers accessing them weekly or fortnightly and approx 85 new people each year. All projects, from young people through to older people and all those in between, access our studios, train using the desks, the software. Our training is hosted in an informal atmosphere, though we insist on professional standards. All training culminates in a live show on ALL FM 96.9

We have two studios so we can broadast and train at the same time.

Many of our shows are aimed at specific communities ie Latin American, those on the Autism Spectrum, carers etc. They regularly have guests who come into the studio to talk about events, issues, their lives etc. Some perform and/or play live music in the studio.

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3.10 How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words**.

ALL FM is a voluinteers led org with ov er 100 from volunteers from the Manchester communities who have a diverse range of backgrounds, ages and experiences.They are the voice of ALL FM.

Accessıng DAB will allow us to engage new people in the Manchester communities and promote our activities to new communities. By engaging more people we will gain a greater understanding of their needs, our work will evolve to ensure that we are delivering best practice. Bringing more diverse voices to a greater audience will help community cohesion, encouraging understanding and challenging misperceptions.

3.11 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words**.

We have been running our social gain services for over 21 years improving soft, employability and IT skills for our communities. Radio related – we promote community orgs, social and health issues across a range of communities. We train poeple in:

Radio production

IT skills

Creative writing

Radio training is designed with not just radio in mind, but to improve:

- Communication skills
- Interview skills
- Confidence
- Positive mental health

And to challenge the isolation experienced by many in our communities.

We work with primary and secondary schools enaging children and young people, incl those on the Autism Spectrum to become part of the ALL FM team. The volunteers host a steering group which encourages all the volunteers to become involved with the station in a social and community forum.

ALL FM is a radio station, but it uses radio a catlyst to improve skills, encourage a positive medium of expression and help people make friends and be less isolated.

Participation

3.12 How do you propose to ensure that members of your target community(ies) are given opportunities to participate in the operation and management of the service? **Answer in fewer than 400 words**.

We have a Volunteers Steering Group at ALL FM. All volunteers are invited to attend the monthly meetings, where volunteers have an opportunity to air issues, talk about changes

they'd like to see at ALLFM. The meetings are co-chaired by two volunteers who attend ALL FM board meetings and are invited to input the views of the volunteers into the meetings and also feed back to the volunteers about the board meetings.

Our courses are free and at the end of the course we encourage and support the participants to pitch for shows on ALL FM. All our present volunteers are the legacy of previous training projects. Once volunteers they are invited to joining the steering group.

All projects have feedback & evaluation time. When practical we have project steering groups. This allows participants the opportunity to feedback re: the training, the radio station and any other issues that they may have.

We host radio takeover days, these have included:

- Local children
- Women
- Older people
- Manchester people who are new to ALL FM

Accountability

3.13 How will members of your target community contact your service and influence its operation? **Answer in fewer than 300 words**.

Our radio shows and projects are steered by the communities that we serve. In the planning of our activities, our project planning is informed by the feedback of our participants via interview, group discussions, and surveys. Consultations with the communities and partner orgs influence our direction annd training delivery.

Ongoing evaluation informs our delivery and if necessary changes to delivery of our projects. Projects are often delivered in partnrship with community orgs,whose relationships with their service users and their community feed into our vision and direction.

Our diverse volunteers speak for and to their communities so they both act as a voice for their communities and a bridge between these communties and ALLFM, feeding back to us re: projects, shows, music and direction. Our volunteers also make up the volunteers steering group, they are all invited, where they directly speak to the board and SMT re issues or chnages they would like to see implemented.,

3.14 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words**.

Our ongoing evaluation process means that we can respond to participants' feedback continually throughout the life of a project. Our projects are often delivered in partnership with community orgs - who have long term relationships with their service users.

All feedback gathered influences future delivery. All projects have post sessional, mid and end point evaluation meetings where feedback is discussed and if necessarty changes are made.

Likewise we have weekly staff meetings where any feedback from our community is discussed and changes made if necessary.

Our complaints policy details how a complaint is registered and then reviewed. We take all complaints seriously whether its from a volunteer, a partcipant or the audience. These are investigated and reponded to by who made the complaint.

Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics**.** Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
ALL FM	All FM provides an 'ultra-local' service for the local communities of South Manchester and encourages members of the communities to be involved with its programming. It provides content that reflects the diverse inner city communities of the area, both in terms of the music and the speech content provided. The service broadcasts: Music. The main types of music broadcast over the course of each week are: chart music (past and present) and music of appeal to the different ethnic communities in the local area. The service will also feature specialist music programmes. Speech: The main types of speech output broadcast over the course of each		**Manchester DAB**

	week are: content that reflects topics and issues of concern to members of the target community, as well as events taking place within the local area, discussion and local information. Over the course of each week, the majority of programming is broadcast in English, however specialist programming in other languages that reflect the diversity of the communities in the area also feature. The service provides original output during daytime hours between 07:00 and 19:00. The studios are located within the licensed coverage area. The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives: the facilitation of discussion and the expression of opinion, the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and the better understanding of the particular community and the strengthening of links within it. Members of the target community contribute to the operation and management of the service. The service has mechanisms in place to ensure it is accountable to its target community.		

4. Compliance of the service

About this section

This section asks you to describe the compliance arrangements for the proposed licensed service, i.e. the arrangements which the applicant will put in place to ensure that the content it proposes to broadcast will comply with the relevant regulatory codes and rules for programming and advertising. These include:

- The Ofcom Broadcasting Code
- The BCAP Code: the UK Code of Broadcast Advertising
- The Phone-paid Services Authority Code of Practice

Condition 17 of a C-DSP licence requires that you have compliance procedures in place, and this section asks that you demonstrate your ability to meet this licence condition.

Before completing this section of the form you should read Section 4 of the C-DSPguidance notes, where you will also find links to the codes and rules listed above.

4.1 Please give details of all compliance training (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

Ed Connole via induction at ALL FM

4.2 Please give details of any practical compliance experience (including dates) the person
named in response to either question 2.3 or 2.5 in Part B (i.e the individual who holds overall responsibility for compliance of the service) has with respect to the relevant codes and rules.

Ed Connole has led ALL FM for 10 years in which times he has overseen training and reponded to all compliance issues.

4.3 For each role within your compliance team please provide job title and a brief description of the functions of the role specific to ensuring compliance of the proposed service. Please do not give names of individual members of staff – this question relates to job roles rather than currently employed individuals.

ALL FM DIRECTOR - ensures all compliance processes and procedures are adhered to by volunteers and staff. S/he is the contact for compliance issues or questions from members of the team or community. S/he is responsible for managing and keeping recordings of all live broadcasts as required by the code. Furthermore s/he will liase with Ofcomwith ref to any issues/complaints.

4.4 How does the applicant intend to formally train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.

We will train all delivery staff in compliance for radio.

All presenters and produers are already and will continue to be trained as part of their radio production training in compliance regs & procedure.

Furthermore we will also train them in how to act if compliance standards are breached.

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4.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

This training will be mandatory for all production staff and volunteers producing shows on ALLFM.

4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any noncomplaint content is dealt with swiftly during the broadcast.

All regular presenters/producers are required to sign a volunteers agreement, this is in part to ensure they will adhere to Ofcom regs and ensure all presenters are aware of their compliance obligations.

Each presenter is reminded that any non-compliant content should be deleted from their carts.

The delivery team have a procedure to follow if non compliant content is broadcast.

For swear words or non compliant references within songs, which might have been missed by pre broadcast procedures, presenters are asked to immediately fade out the track and issue an on air apology..

The presenter is then spoken to about this. A repeat of this may lead to formal warnings and possible dismissal.

b)Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

Volunteers and/or staff can consult the ALL FM Director if they have worries re pre recorded content. The delivery team can edit, delete shows with inapprpriate content.

4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

We have a log of all shows that are broadcast on ALL FM 96.9 aswell as the breakdown of community enagement via radio training. This is fed back at montly board meetings via a report.

ALL volunteers and training particpants are required to register so we have a record of their age, gender etc and we are in a position to be able to monitor the diversity of our volunteers, participants, radio output etc.

We also publicise an annual report.

For all radio training projects – there is an end of project report detailing who was engaged, outcomes, outputs etc.

1.2 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to the station's off-air social gain activities, including how you will monitor that

these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

We record participant and volunteer data on our database. We have objectives and KPIs in our business strategy plan. Plus each project has its own KPIs as agreed with the funder and/or partner.

We evaluate throughout projects in order to measure impact and ensure that participants' needs are being met.

Quantitative data: age, post code, gender etc. is recorded for all of our voluneers and participants, to ensure we are reaching those in Manchester communities at greater risk of isolation

Evaluation: we use questionnaires to monitor the journey travelled by the particpants on a project. ie skilled gained, confidence developed etc.

Qualitative data: This comes via interview usually conducted by a Support Worker aswell as talking to a focus group and carrying out case studies. These enable us to take an indepth look at particpants' journey on a project and what has and hasnt worked in the delivery aspect.

We will document project and evaluations using: photos, audio recordings (we encourage participants to interview each other) and evaluation discussion are hosted in the live radio show at the end of each project.

We will also talk to staff and partners to investigate their feelings re ALLFM, project delivery and what can be improved.

Monitoring is an ongoing process. But at a minium they will be fed back to the board. Most board meetings are held at montly intervals. The responsibility lies with the ALL FM Director.

4.8 What language(s) does the applicant intend to broadcast in?

English, Cantonese, Farsi, Spanish, Punjabi, Urdu, Polish

4.9 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules. **Please do not give names of individual members of staff.**

We know the volunteers as we have trained them and supported them.Then

furthersupported them in their probabtion period at ALLFM., After coinfidence has been established they become a regular part of the schedule. Sporadically I will request a breakdown of the content of a particular show.	

5. Declaration

About this section

This form must be submitted by the applicant named in response to question 2.2. An agent may not sign t**he form.**

The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :

- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

The declaration must also be dated.

5.1 I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.

5.2 I further declare and warrant:

a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;

b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and

c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and

d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.

5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a

Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influence Ofcom's judgement as to whether the directors and any other

individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

Full name (BLOCK CAPITALS) of the applicant or person authorised to make the application of behalf of the applicant:

EDWARD CONNOLE

Date of application:

23/4/2023

I am authorised to make this application on behalf of the applicant in my capacity as (**delete as appropriate**):

company secretary

You also need to complete the confidential section (Part B) of the applicationform