

Section 1

1 Key commitments Annual Report Form

.1 Community Radio Form: Year Ending 31 December 2013

Station details

Licence Number

CR000168

Station Name

Gravity FM

Launch Date

01/12/08

Web address where you will publish this report.

www.gravityfm.net

When will the report be published / available to view?

Monday 14th April (following the closing date for submission)

Our delivery and performance evaluation against our key commitments will also inform our public annual report / marketing materials.

.2 The year in numbers

Please specify the station's achievements in the year under review in numbers as follows: (some of this may be a repetition of the information supplied in the financial report)

Average number of live hours per week (live material is created at the same time as it is broadcast)	92.38
Average number of original programming hours per week (original material includes live plus pre-recorded material, but does not include repeats or automated output). [This figure cannot be less than the station's live hours alone]	108.33
The percentage of your daytime output that is speech	23.18
Total number of people trained during the year	11
Total number of volunteers involved during the year	80
Total number of volunteer hours per week	218
If appropriate, a list of languages you have broadcast in	English Portuguese

(There may be some repetition of this information in other sections such as programming.)

Please indicate whether your station key commitments have been delivered during the reporting period: 1 January to 31 December 2013

.3 Key commitments: programming

Key commitment delivery	YES	NO
<ul style="list-style-type: none"> Weekday daytime output will typically comprise 80% music and 20% speech, the speech content is expected to increase as the station ('speech' excludes advertising, programme/promotional trails and sponsor credits). 	✓	
<ul style="list-style-type: none"> Music output will typically comprise of light popular music from the past and present, with more specialist genres featuring in evening programming. 	✓	
<ul style="list-style-type: none"> Speech output will include magazine-style programming with studio and telephone guest interviews, documentaries, local news round-ups, village reports, sports coverage, weather and traffic information. 	✓	
<ul style="list-style-type: none"> Output will be generally be in English, other community languages may feature from time to time depending on community demand and the availability of volunteers. 	✓	
<ul style="list-style-type: none"> The service will typically be live for at least 12 hours per day (Live programming may include pre-recorded inserts, if applicable). The majority of the output will be locally produced. 	✓	

Explanatory notes re non-delivery (if applicable):

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.1 Key commitments: Social gain objectives

Key commitment delivery	YES	NO
(a) The provision of sound broadcasting services to individuals who are otherwise underserved		
<ul style="list-style-type: none"> Gravity FM will be targeted at the people of Grantham. Specific target groups within the wider community include young people, home workers, house parents, people with specific local interests (sports, history etc.), people in isolated rural locations, employees and owners of local businesses, the elderly and vulnerable and migrant workers. 	✓	
(b) The facilitation of discussion and the expression of opinion		
<ul style="list-style-type: none"> Programming will include the facilitation of discussion and expression of opinion via phone-ins on e.g. discussion programmes, recorded debates, vox pops and output featuring local commentators, authors, poets and journalists. 	✓	
(c) 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		

<ul style="list-style-type: none"> Gravity FM will develop training facilities at the studio and will also explore the potential to share training events and facilities with other community stations in the area and will examine ways in which it can work with local educational providers to ultimately provide vocational qualifications as well as appropriate support for post 16 & Jobcentre Plus participants. 	✓	
(d) The better understanding of the particular community and the strengthening of the links within it		
<ul style="list-style-type: none"> Gravity FM will maintain awareness amongst its audiences through public meetings, providing speakers for meetings, maintaining links with local businesses, mail outs, etc. 	✓	
<ul style="list-style-type: none"> Gravity FM will provide opportunities for organisations, businesses and groups to come and discuss their perspectives on air. 	✓	
Additional Social Gain objectives (if any are specified in your licence).	✓	
<ul style="list-style-type: none"> Gravity FM is developing links with local musicians and will be connecting with other cultural organisations. 	✓	
<ul style="list-style-type: none"> There will be close cooperation with Grantham Police to promote public order initiatives and with Lincolnshire Health Board and local surgeries to promote health care information. 	✓	
<ul style="list-style-type: none"> Social activities for community cohesion will promoted, such as involvement with the annual Grantham Carnival. 	✓	

Explanatory notes re non-delivery (if applicable):

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.1 Key commitments: Access and participation

Key commitment delivery	YES	NO
<ul style="list-style-type: none"> Any member of the community will be able to volunteer at Gravity FM. Volunteers will be members of Gravity FM (thereby signing up to its values). On application, volunteers will have an opportunity to say what role they would like to become involved with, whether presenting, technical, management, administration or fundraising. The decisions on participation in these roles are made by the directors according to need of the station, ability of the prospective member and or training available to help bring the member up to a standard to be able to function effectively in that volunteer role. 	✓	
<ul style="list-style-type: none"> The studio will be located near the centre of Grantham. The studio reception will maintain an open door policy throughout the day when there are live broadcasts. 	✓	
<ul style="list-style-type: none"> Gravity FM expects to have around 30 active volunteers at any one time. 	✓	

Explanatory notes re non-delivery (if applicable):

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.1 Key commitments: Accountability to the target community

Key commitment delivery	YES	NO
<ul style="list-style-type: none"> Gravity FM will establish a diverse listeners' panel, meeting quarterly, to discuss such issues as programming, involvement by members of the target community and to discuss and suggest general activities of the station. 	✓	
<ul style="list-style-type: none"> Meetings, including an AGM, will be publicly advertised via community information points located in community centres, online and via the radio and, where facilities are available, will be held in Grantham at various times. 	✓	
<ul style="list-style-type: none"> Gravity FM has a published complaints procedure. 	✓	
<ul style="list-style-type: none"> Gravity FM will develop a website with an online forum which will be open to any member of the local community and encourage debate about all matters relating to the station. 	✓	
<ul style="list-style-type: none"> Gravity FM will conduct an annual survey in Grantham and its satellite villages to ascertain listener views and opinions on station output. 	✓	

Explanatory notes re non-delivery (if applicable):

.1 Volunteer inputs

Please provide details of the contribution made by volunteers to the station and its operation of the station, such as:

- The approximate number of hours worked on average per volunteer per week.
- Any other information to help Ofcom understand the input of volunteers to the station.

The number of hours volunteered varies immensely from presenters who may present only one show a month to those who present for 15 hours across every week. Similarly there is disparity between the hours volunteered within the board, from those who attend meetings and special events only to those who give a regular contribution of at least 30 hours per week.

Many of our volunteers also fulfil more than one role within the station, for example presenting and also assisting with fundraising. The Management team also have hands on roles such as presenting and fundraising in addition to their management responsibilities.

With only the station Co-ordinator in paid employment during this period the contribution of our volunteer team is vast and encompasses roles across all aspects of the station – presenting, fundraising, marketing, administration, housekeeping, Management, editing and production, building Maintenance, outside broadcasts, supervision etc.

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.2 Significant achievements

We are delighted to have successfully completed our first five year full time licence period and obtained the extension to our community licence enabling us to continue to serve our community for a further 5 years.

The Introduction of our 1st dual language show “Falar Portugues” to cater for the growing portuguese community within Grantham and the surrounding villages.

We are proud of our contribution to the local schools and organisations work experience programme having hosted 10 placements throughout the last 12 months. One of our placement students from the Prince's Trust has since gone on to study media at University.

The personal development of our volunteers. We are very proud of the development of volunteers and regularly celebrate success – One of our long term volunteer presenters has secured freelance work with the BBC, another has recently secured employment following a long period of unemployment due to various mental health issues. One of our younger volunteers, Ben Morrison, has recently been shortlisted in the vInspired National Volunteering Awards and we look forward to seeing how he gets on in March.

The station has also begun a monthly religious broadcast in association with The Salvation Army and Grantham Group of Churches to enable those isolated in this rural community to participate in local worship activities.

.3 Significant difficulties

Do you wish this section to be kept confidential?	YES	NO
	✓	

.1 Audience research

Please provide a summary of any audience research/ data you have collected during the year.

Gravity FM has recently undertaken a major local market research survey across the local community. So far we have received approx. 200 returns from listeners and non-listeners being approached in random street surveys in local towns and villages allowing us to fully assess our impact in the local community and in areas outside the town centre. The results are still being analysed by initial results show 69% of those surveyed report listening to Gravity FM.

Section 2

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Declaration

I hereby declare that the information given in this annual report is, to the best of my knowledge and belief, true and correct.

Signature	DMHough
Name	Douglas Hough
Position	Director
Station	Gravity FM
Email address	doug@gravityfm.net
Telephone number	01476 573300
Date	30 th March 2014

Section 3

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Checklist

Please ensure that you have done the following:

- Read the Annual Report Guidance Notes.
- Checked that all sections of both forms (i.e. this document and the accompanying spreadsheet) are completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which has been awarded the community radio licence, and that the person has the authority to act on behalf of the board.

Then

Submit your form by email to community.radio@ofcom.org.uk

Annual report forms must be returned to Ofcom by Wednesday 9 April 2014.

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