



[Station] Grant Request Workbook

Letter of Intent Worksheet for [Station]

1) Introduction to [Station]

[Station] is a non-commercial community radio station based in [City], [State]. Operated by [Operator], [Station] has been on the air since 1982 and delivers local news, regional and statewide reporting, public affairs, cultural programming, and critical safety information (including Emergency Alert System and AMBER notices) across [Region]. The station's service footprint spans islanded and remote communities—Aaa, Bbb, Ccc, Ddd, Eee, and Fff—plus surrounding [areas], reflecting a mission to keep geographically dispersed residents connected and informed. The station reports a combined listening population of [number] people, underscoring its role as a primary source of reliable information in places where distances and weather can isolate communities.

Learn more: stationwebsite.org.

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2) Our Community & Its Needs

[Station] serves small, coastal communities spread across [Region]. Several service-areas—such as Aaa, Bbb, Ccc, and Ddd—have populations well below [number], and the region includes both hub communities and even smaller villages accessible only by air or water. In this environment, local news capacity is thin; some [areas] have only a few active news outlets, and several approach “news desert” conditions where timely, verifiable local reporting can be hard to find. These civic realities heighten the value of a consistent, daily local newsroom.

Community indicators across the service area point to varied civic health: voter turnout differs from [area] to [area]; educational attainment (especially the share with a bachelor's degree) ranges from modest to mid-range; and economic stability can fluctuate with seasonality and the working [industry]. These trends, combined with the limited number of outlets, underscore a high need for clear, context-rich reporting that helps residents navigate local government, schools, public safety, and environmental events.

County-by-county context from regional indicators underscores both information scarcity and pressures in [Station]'s listening area:

- **Aaa County** (home county) is a mid-sized rural county with approximately [number] residents and very few local news outlets, indicating a limited competitive landscape for original civic information. Educational attainment and voter turnout trail the area's more affluent neighbors, signaling elevated needs for explanatory news and civic context.
- **Bbb County** is much smaller (a few thousand residents) and exhibits “news desert” characteristics—very few outlets, lower median incomes, and lower college attainment—compounding barriers to staying informed.
- **Ccc County** shows more economic activity than [Bbb] but still has few outlets and lower postsecondary attainment, with turnout and income levels below the region's peak performers.
- **Ddd County** (home to a university) has substantially higher bachelor's attainment and a richer media environment than surrounding rural counties—useful as a contrast that highlights gaps next door.
- **Eee County** is a larger county with about [number] residents and comparatively stronger income and turnout measures; it demonstrates how proximity to a large metro can correlate with more robust information resources—again underscoring the relative scarcity just to its southeast.

Taken together, this pattern—small or rural counties with few outlets, lower median incomes, lower rates of bachelor's degrees, and weaker turnout—describes a high-need information environment around [Region]. In such places, a single consistent public media voice can be decisive for residents' access to essential news, cultural programming, and civic knowledge.

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3) How [Station] Serves the Community

- Daily reporting and local beats: [Station]’s newsroom produces consistent local coverage of civic life—city assembly meetings, schools, public safety, courts, and community events—supplemented by regional and statewide reporting threads that matter across [Region]. ([source](#))
- Public safety information: The station disseminates EAS alerts, AMBER notices, and severe weather warnings—functions that are indispensable for [Region] residents and [industry] who depend on real-time, reliable alerts. ([source](#))
- Community-powered service: Volunteer-hosted shows and a strong member base anchor [Station]’s local identity and sustain a broad, culturally rooted program schedule that reflects the community it serves. ([source](#))
- Regional collaboration: As part of [Organization], [Station] shares reporting and back-office efficiencies that stretch limited resources across multiple small markets without sacrificing local relevance. ([source](#))

[Station]’s service model blends professional staff with community participation: the station sustains a membership of more than [number] donors and engages roughly [number] active volunteers in programming and on-air service—an approach that builds local ownership and keeps content grounded in community priorities. See [Source](#).

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4) The Request

With the end of federal funding for public media, [Station] has lost a core share of its annual operating revenue. Federal support represented [number]% of [Station]’s revenue, a gap that now jeopardizes daily local reporting, emergency alerts, and equitable access to information for isolated communities. We request flexible operating support to replace this lost federal share and stabilize essential services so that [Station] can continue providing trusted, day-to-day coverage and life-safety information to more than [number] listeners across [Region]. ([source](#))

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5) Summary

What's at stake is straightforward: [Station] is the daily, dependable newsroom for [Region] communities—places with thin media density, dispersed populations, and real exposure to fast-moving natural hazards. Without support to replace the eliminated federal share, the region risks losing consistent local reporting, rapid EAS/AMBER alerts, and a community platform that reduces isolation and strengthens civic participation. Bridging this gap protects information access for residents living far from metropolitan media and affirms the democratic value of reliable, place-based news in one of the most logistically challenging corners of the country. ([source](#))

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Note: This worksheet was created for [Person] at [Station] with the help of generative AI and is intended as a discussion starting point. While the tool has been tested extensively, there may still be some discrepancies in the final worksheet.

To **create a version for your station**, go to the Funding Worksheet on the Local News Catalyst website: <https://localnewscatalyst.org/resource/funding-worksheet/>