

Application ID:

Application Type: Operating Assistance: Book Publishers

Organization:

Primary Contact:

An asterisk (*) indicates the field is mandatory

Profile Details

To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon) or 'Personal Profile' (crowd icon).

Name:

Address:

City:

Province:

Postal Code:

Phone:

Website:

If your profile information is not current, go to your profile and update it before completing the application.

Required Profile Updates

Entries and changes made in the pop out table(s) below will be saved to the organizational profile and made available on future applications.

Staff List

| Name | Position | Permanent/Seasonal | Full-Time/Part-Time | Notes (optional) |
|------|----------|--------------------|---------------------|------------------|
| | | Please Select | Please Select | |

Financial Statement Verification

I confirm that the most recently completed signed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application (as outlined in the program guidelines), I have ensured that the most recently completed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application.

Organization Information

There is no requirement to write to the word count limit. Write answers in short sentences or point form. Word counts are provided only to indicate the maximum number of words accepted per question.

What is you/your organization's field of practice(s)?

Please Select

Describe your organization's history, mandate, mission and core values.

400 words left

Describe your organization's main activity(ies), situating it within the cultural, regional and/or community context in which you work.

400 words left

Provide three examples of how your organization contributes to the development of the art form(s) or cultural practice(s) you serve.

400 words left

Number of Full-Time Paid Staff

Number of Part-Time Paid Staff

Type of Organization

Please Select

Statistical Summary

| | Last Calendar Year Actuals | Current Calendar Year YTD+ | Request Year 1 Projected |
|--|----------------------------|----------------------------|--------------------------|
| Total New Titles (eligible + ineligible) | | | |

Details of New Titles

| | Last Calendar Year Actuals | Current Calendar Year YTD+ | Request Calendar Year 1 Projected |
|----------------------------------|----------------------------|----------------------------|-----------------------------------|
| New Eligible Titles | | | |
| New Eligible Titles, BC-authored | | | |

Details of New Format Reprint

| | Last Calendar Year Actuals | Current Calendar Year YTD+ | Request Calendar Year 1 Projected |
|--|----------------------------|----------------------------|-----------------------------------|
| New Format Reprints (eligible + ineligible) | | | |
| Eligible New Format Reprints | | | |
| Eligible New Format Reprints, B.C.-authored or illustrated | | | |

Structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance, staff structure and succession strategies.

400 words left

Describe the role of artistic and/or curatorial leadership, management and the board in fostering a safe and respectful workplace and developing cultural safety.

500 words left

An active commitment to Equity, Diversity and Access is a key direction in the BC Arts Council’s strategic plan. To assist the BC Arts Council’s understanding of the sector’s priorities in addressing equity, indicate if your organization has engaged in any of the following processes: (select all that apply)

Developed a statement on equity and anti-racism, Developed a process for measuring the diversity and cultural competency of your administrative, governance and artistic workforce, Provided cultural competency and/or anti-racism training for staff and Board members, Evaluated and addressed accessibility needs of audiences and artists from Deaf and disability arts (DDM) communities when designing programs and services (e.g. accommodations policy, tactile tours in museums, projects that feature DDM artistic leaders, sign language interpretation or surtitles at performing arts venues, etc.), Developed plans for supporting cultural safety and provided a working environment that is free of discrimination and that values Indigenous knowledge, Other processes to support and develop equity, diversity and access within your organization (describe below)

Describe 'other' if 100 words applicable:

Does your organization operate a facility(ies) other than an office on a permanent basis with ongoing fixed costs?

Please Select

Facilities Table

| | Yes/No | Number | Rent/Own/Lease | Notes |
|----------------------------------|---------------|--------|----------------|-------|
| Museum | Yes | | Please Select | |
| Exhibition/gallery space | Please Select | | Please Select | |
| Warehouse | Please Select | | Please Select | |
| Collections Storage Space | Please Select | | Please Select | |
| Theatre and/or Performance Space | Please Select | | Please Select | |
| Rehearsal Space | Please Select | | Please Select | |
| Other | Please Select | | Please Select | |

Activity Report

We appreciate that many organizations are currently operating at reduced capacity because of COVID-19 and recognize that continued uncertainty affects the ability of organizations to plan over multiple years. The following activity report is intended to help us better understand the impacts of the pandemic since March 2020 and the plans that organizations have in place based on current knowledge and circumstances. This information will be used help support the sector as effectively as possible.

Indicate the areas within your organization that have experienced significant changes, challenges or opportunities since March 2020 as a result of the COVID-19 pandemic including the impact of accompanying calls to address racism and systemic inequities. Select all that apply:

Artistic/Cultural/Curatorial/Editorial Initiatives, Productions and Programming, Community Engagement and Partnerships, Fundraising and Development, Financial Situation, Human Resources, including leadership transition or succession, Facilities, Strategic Direction or Governance, including Board transition, Other (describe below)

Briefly describe the significant changes, challenges or opportunities for each area selected above, as applicable.

500 words left

Has your organization created alternative programming formats to replace in-person activities?

Please Select

If yes, what alternative programming/production formats (check all that apply)?

Web-based video, Web-based podcast or other audio, Web-based live forums or other convening activities, Street-level exhibits, pop-up galleries, outdoor installations and murals, Printed or digitally published documents, Other

Describe 'other' if 50 words applicable:

Have you made attempts to monetize alternative/digital delivery of programming and production?

Please Select

If you answered yes to the question above, how successful were strategies to monetize alternative/digital delivery of programming and production on a scale of 1-5?

Please Select

Briefly describe: 200 words

How strongly do you agree with the following statement: alternative programming/production formats will become an important part of our programming/production activity.

Please Select

Briefly Describe why you agree or disagree.

200 words

Indicate the areas where you anticipate experiencing significant upcoming or continued changes, challenges or opportunities over the next fiscal year. Select all that apply:

Artistic/Cultural/Curatorial/Editorial Initiatives, Productions and Programming, Community Engagement and Partnerships, Fundraising and Development, Financial Situation, Human Resources, including leadership transition or succession, Facilities, Strategic Direction or Governance, including Board transition, Other (describe below)

Briefly describe the anticipated significant upcoming or continued changes, challenges or opportunities your organization may experience over the next year for each area selected above, as applicable. Identify if these are directly related to COVID-19, in response to racism and systemic inequities, or related to other contexts.

500 words left

Has your organization prepared a plan for restarting operations or increasing operational activity in anticipation of a period of recovery?

Please Select



Rate each of the following areas of organizational challenges in preparing for restarting operations and/or increasing operational activity.

Using a scale of 0 = not challenging to 5 = very challenging, rate the following challenges to restarting operations.

| | Rate 0-5 |
|---|----------|
| Programming/production activities and contributing to your field of practice | 0 |
| Financial stability | 0 |
| Maintaining stable governance and leadership | 0 |
| Organizational capacity, human resource practices, recruitment and succession strategies | 0 |
| Strengthening relationships with the public, your identified communit(ies) and partners | 0 |
| Other | 0 |

Describe 'other' if 50 words applicable:

Briefly describe your organization’s approach to restarting operations and/or increasing operational capacity for each of the areas selected above, as applicable.

500 words left

Activity Summaries

Outline the program of major activities for your previous, current, and next calendar years. Use the Activity Summary Table provided.

Period of recovery from the COVID-19 pandemic

Base upcoming activities on a reasonable 'best case scenario' for restarting operations or increasing operational capacity. The Activity Summary is not being assessed for level of activity but is intended to help us to better understand how to support the sector as effectively as possible.

Title Information Summary - Previous Fiscal Year

| | | (Author) Canadian | (Illustrator) Canadian | | | | | | | |
|-------|--------|---|---------------------------|---|---------------|-------|-----------|---------------|------------------|---------------|
| Title | Author | citizen or permanent residents of Canada? | Illustrator | citizen or permanent residents of Canada? | Genre | Pages | Print Run | Format | Publication Date | Type |
| | | Please Select | | Please Select | Please Select | | | Please Select | | Please Select |

Title Information Summary - Current Fiscal Year

| | | (Author) Canadian citizen or permanent residents of Canada? | (Illustrator) Canadian citizen or permanent residents of Canada? | | | | | | | |
|-------|--------|--|---|---|---------------|-------|-----------|---------------|------------------|---------------|
| Title | Author | citizen or permanent residents of Canada? | Illustrator | citizen or permanent residents of Canada? | Genre | Pages | Print Run | Format | Publication Date | Type |
| | | Please Select | | Please Select | Please Select | | | Please Select | | Please Select |

Title Information Summary - Projected Fiscal Year 1

| | | (Author) Canadian citizen or permanent residents of Canada? | (Illustrator) Canadian citizen or permanent residents of Canada? | | | | | | | |
|-------|--------|--|---|---|---------------|-------|-----------|---------------|------------------|---------------|
| Title | Author | citizen or permanent residents of Canada? | Illustrator | citizen or permanent residents of Canada? | Genre | Pages | Print Run | Format | Publication Date | Type |
| | | Please Select | | Please Select | Please Select | | | Please Select | | Please Select |

Title Information Summary - Projected Fiscal Year 2

Budget

Fiscal Year

Revenue

| | Last Fiscal Year Actuals | Current Year Projected | Request Year 1 Projected | Notes |
|---|-----------------------------|---------------------------|-----------------------------|-------|
| Net sales of BCAC-eligible titles, print books | \$ | \$ | \$ | |
| Net sales of BCAC-eligible titles, e-books | \$ | \$ | \$ | |
| Net sales of other Canadian-authored titles, print and electronic | \$ | \$ | \$ | |
| Net sales of foreign-authored titles, print and electronic | \$ | \$ | \$ | |
| Net Sales of all titles | \$ | \$ | \$ | |
| Rights and permissions, BCAC-eligible titles | \$ | \$ | \$ | |
| Rights and permissions, all other titles | \$ | \$ | \$ | |
| Other net publishing revenues (provide details in Notes) | \$ | \$ | \$ | |
| Other net revenues (provide details in Notes) | \$ | \$ | \$ | |
| Total net operating revenues | \$ | \$ | \$ | |

Grants/nonrepayable financial aid from the following sources:

| | Last Fiscal Year Actuals | Current Year Projected | Request Year 1 Projected | Notes |
|--|-----------------------------|---------------------------|-----------------------------|-------|
| BC Arts Council - Operating | | | | |
| Assistance for Book Publishers (this request) | \$ | \$ | \$ | |
| Other BC Arts Council grants | \$ | \$ | \$ | |
| BC Book Publishing Tax Credit | \$ | \$ | \$ | |
| Other provincial or territorial government sources (provide details) | \$ | \$ | \$ | |
| Department of Canadian Heritage (Canada Book Fund) | \$ | \$ | \$ | |
| Livres Canada Books | \$ | \$ | \$ | |
| Canadian Federation for the Humanities and Social Sciences (ASPP) | \$ | \$ | \$ | |
| Other federal sources (provide details) | \$ | \$ | \$ | |
| Canada Council for the Arts - Block Grants / Core | \$ | \$ | \$ | |
| Canada Council for the Arts - Other programs | \$ | \$ | \$ | |
| Other government (e.g. municipalities) and public sector funding | \$ | \$ | \$ | |
| Other sources (provide details) | \$ | \$ | \$ | |
| Total grants and contributions | \$ | \$ | \$ | |
| Total net revenues | \$ | \$ | \$ | |

Costs of sales

| | Last Fiscal Year Actuals | Current Year Projected | Request Year 1 Projected | Notes |
|--|-----------------------------|---------------------------|-----------------------------|-------|
| Opening inventory | \$ | \$ | \$ | |
| Direct costs (e.g. printing, production, other purchases) | \$ | \$ | \$ | |
| Distribution cost | \$ | \$ | \$ | |
| Advances, royalties, rights, permissions on BCAC-eligible titles | \$ | \$ | \$ | |
| Details of Advances, royalties, rights and permissions | \$ | \$ | \$ | |
| Advances, royalties, rights and permissions fees paid to Canadian authors or contributors to eligible titles (printed and e-books) for BC Arts Council funding | \$ | \$ | \$ | |
| Advances, royalties, rights, permissions on non-eligible titles | \$ | \$ | \$ | |
| Other Costs of sales (e.g. contract editorial, design, etc.) | \$ | \$ | \$ | |
| Closing inventory | \$ | \$ | \$ | |
| Total Costs of Sales | \$ | \$ | \$ | |
| Gross Profit (Net Revenue less Cost of Sales) | \$ | \$ | \$ | |



Operating Expenses

| | Last Fiscal Year Actuals | Current Year Projected | Request Year 1 Projected | Notes |
|--|-----------------------------|---------------------------|-----------------------------|-------|
| Wages and Benefits: Management and Administration | \$ | \$ | \$ | |
| Wages and Benefits: Artistic and Editorial | \$ | \$ | \$ | |
| Wages and Benefits: Marketing and Promotion | \$ | \$ | \$ | |
| Wages and Benefits: Other | \$ | \$ | \$ | |
| Total wages and benefits | \$ | \$ | \$ | |
| Accessibility/accommodation supports and services required by staff, contractors, writers, or illustrators engaged in the activities | \$ | \$ | \$ | |
| Marketing and promotion expenses | \$ | \$ | \$ | |
| Building and Premises | \$ | \$ | \$ | |
| Freight & Shipping | \$ | \$ | \$ | |
| Other operating expenses (Provide details in Notes) | \$ | \$ | \$ | |
| Total operating expenses | \$ | \$ | \$ | |

Summary

| | Last Fiscal Year Actuals | Current Year Projected | Request Year 1 Projected | Notes |
|------------------------------|-----------------------------|---------------------------|-----------------------------|-------|
| Profit (loss) | \$ | \$ | \$ | |
| Deduction from Profit (loss) | \$ | \$ | \$ | |
| Income tax | \$ | \$ | \$ | |

| | | | |
|--|-----|-----|-----|
| Extraordinary items (provide details in Notes) | \$0 | \$0 | \$0 |
| Net profit (loss) | \$ | \$0 | \$0 |

Balance Sheet Information

| | Last Fiscal Year Actuals | Notes |
|---------------------------|--------------------------|-------|
| Total current assets | | \$ |
| Total Assets | | \$ |
| Total current liabilities | | \$ |
| Total Liabilities | | \$ |
| Total Equity | | \$ |

Support Material

Owners or Shareholders List

Owner/Shareholders Information

| Name | Address | Percentage of Voting Shares | Citizenship |
|------|---------|-----------------------------|-------------|
|------|---------|-----------------------------|-------------|

Support Material Uploads

Upload any recently prepared planning or policy documents, such as a restart plan.

Upload a digital copy of up to two catalogues for the current year.

Declaration

Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

- the applicant organization meets all of the eligibility criteria for this program;
- the information provided in this application is complete and true in every respect;
- the applicant organization abides by all applicable laws;
- this application has been approved by the board of directors or other governing body for the applicant organization;
- the applicant organization is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct; and
- any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

Personal Information

The personal information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application.

In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs
800 Johnson Street, Victoria, BC, V8W 9W3
Phone: (250) 356-1718

Acknowledgement

I understand and agree to the terms and conditions stated above.

Royalty Declaration

On behalf of the company, I confirm that all royalties due to the end of our most recent royalty period on sales of titles by Canadian authors, as per the company's contracts with these authors, have been paid in full, and that all contractual obligations to Canadian writers, illustrators, translators, and other copyright licensors have been fulfilled as of the date of submission of this application. If the answer is "NO", do not submit the application. Contact the Program Officer to discuss.

Please Select