



## PROFESSIONAL PROJECT ASSISTANCE GUIDELINES BOOK PUBLISHERS 2018/19

This program supports BC-based, Canadian-owned book publishers committed to developing and promoting Canadian writers through publishing works of literary, artistic or cultural importance for the general public.

Applicants may apply for support for up to three titles, within their publishing program for the next calendar year. The maximum grant request to a project in this program is 50% of the total project budget.

The program is not available to recipients of Operating Assistance for Book Publishers from the BC Arts Council; however, the Project Assistance program may be a stepping stone for those publishers looking to apply to Operating Assistance in future years.

Receipt of funding does not guarantee assistance in subsequent years.

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*BC Arts Council program guidelines and application forms are revised annually.*

## About the BC Arts Council: New Foundations

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The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

*“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”*

### Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

### Values

The current year is one of transition, as Council’s funding priorities and programs begin to navigate from the previous strategic plan to the full implementation of its new strategic directions. Throughout this transition, Council is highlighting and strengthening some of its previous commitments, as expressed through values such as access, recognition, engagement and consultation, while signalling the new values that will guide all of Council’s decisions and activities, from program design to the peer review process, into the future:

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

Throughout all of its work, the BC Arts Council is committed to upholding the principles outlined in the [Calls to Action of the Truth and Reconciliation Commission](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration), as adopted by the Province of British Columbia.

## Eligibility for Professional Project Assistance - Book Publishers

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### General Eligibility Criteria

Under normal circumstances, an eligible book publisher must:

- Have been a legally registered company or society in B.C. for at least one year.
- Have operated for at least one year with book publishing as its primary (rather than peripheral or occasional) business, with the publication of original titles as the focus of that business.
- Have its head office, general office, editorial office, general operations, and management based in B.C. and have done so for at least one year.
- Be managed and financially controlled by B.C. residents (who own at least 75% of the company).
- Have produced financial statements for the most recently completed fiscal year.
- Compensate artists by paying fees at industry standards, and adhere to the international intellectual property rights standards.
- Maintain full control of the editorial process and have editorial independence from any other company. Where affiliations with other companies or agencies exist, publishers must be able to demonstrate separate editorial departments, budgets, and financial statements for each book publishing operation.
- Have at least four eligible titles in print, have published at least two eligible titles in the previous 12 months, and be committed to an ongoing program of publishing original titles.
- Issue clear royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators and other copyright licensors. Publishers owing payments to writers, illustrators, translators and (or) other copyright licensors as of the application deadline may not be eligible for funding.
- Have demonstrated the ability to maintain professional standards in editing, designing, printing, marketing and distributing their books.

*Ineligible applications will not be reviewed by the jury.*

### Application Requirements

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All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.

Applicants must provide a signed, completed application form, all requested information, and clearly identified support materials.

*The application must be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.*

**It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements. Eligible applications and any supporting material will be assessed as they have been submitted.**

Applications must include:

- A signed, completed Project Assistance application form, including:
  - A list of Owners, Shareholders and Board of Directors (as applicable).
  - A list of key personnel.
- A written statement (eight pages maximum). Please see application form for full requirements.
- Up to five titles published in 2017 and/or 2018, as portfolio materials.
- A completed Title Information Summary Form – Appendix A for eligible titles published in the previous, current, and proposed years.
- One copy of your organization’s most recent Financial Statements.
- Six copies of each catalogue for the current year. If a catalogue is not available, please submit a list of all books in print.

**For new applicants**, in addition to the above, please provide:

- A list of all books in print, noting the year of publication.
- Two letters of reference from established professionals familiar with the organization’s publishing program and business practices.

An Application Checklist is included on the application form. Please submit your application package in the order listed on the checklist.

Support material will not be returned.

### Financial Statements

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;
- an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.

The type of Financial Statements required is based on the recipient’s last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant’s last award.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b>
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared “Notice to Reader” Financial Statements
\$25,001 - \$100,000	“Review Engagement” Financial Statements
Greater than \$100,000	Audited Financial Statements

## Assessment Criteria

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The three areas of assessment are set out below, along with their relative weighting.

Throughout the application and assessment, applicants and the jury should:

- Consider and discuss how the project addresses the applicant's mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- Respond to the core values and goals of Council in considering and discussing each of the three areas of assessment as they relate to the project.

In evaluating each application, the jury is asked to consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to each application; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the applicant, the applicant's history and/or the proposed project.

Applications are judged against these criteria alongside a number of equally eligible applications.

An essential element of any application is insightful, critical self-reflection. Jury members want to hear the applicant's own assessment of the challenges faced and the creative solutions under consideration.

In each area, the jury considers the applicant's reflection on both past achievement and proposed plans.

### **Quality of the Publishing Program (40%)**

Applicants should define and demonstrate achievement in their publishing activities, showing how the proposed titles will contribute to arts and culture. Quality of the publishing program will be considered within the context of both the proposed titles and the overall publishing program for the proposed year. Jurors may discuss the following:

- The organization's publishing program, including in the current and proposed year.
- Clarity, focus and feasibility of the proposed titles.
- How the proposed titles relate to or fulfill the applicant's mandate, mission and editorial vision.
- The organization's ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context of a regionally, artistically and culturally diverse province.
- The organization's ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context of Indigenous cultures and communities.
- Ability to realize the project, based on previous achievements/successes and quality of submitted portfolio material.

### **Contribution to Canadian Literature (30%)**

The jury will assess the publishing program's contribution to Canadian literature through its engagement with writers, artists and the literary community, as well as its commitment and contribution to innovation within the discipline. Jurors may discuss the following:

- Contribution of the publishing program to Canadian literature, and an appreciation of the arts in B.C. and Canada.
- Publication of new writers and the introduction of new themes or styles that help to develop literature.

- Demonstrated commitment to keeping literary books in print (reprint policies).
- The publishing program's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities (see Considering Cultural Context below).

### **Feasibility (30%)**

Applicants should present the related past achievements and proposed titles, including plans in place that demonstrate the achievability of the titles within the context of your publishing track record. Jurors may discuss the following:

- Abilities in project management, including planning, marketing, distribution, financial and human resource management.
- Demonstrated capacity to realize this project, including comparable recently published titles.

## Considering Cultural Context

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All applicants should consider the issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation can cause harm to Indigenous and diverse communities through misrepresentation and stereotyping. It diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.

If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), applicants should consider the principles outlined in the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration,

*“This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”*

Article 31 of the Declaration affirms the rights of Indigenous peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge and cultural expressions and their manifestations and intellectual property. If you are working with traditional knowledge, you will need to explain how you have addressed cultural protocols and/or received permissions where required.

## Eligible Titles

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**Project Assistance supports the publication of up to three titles in the upcoming calendar year (2019).** Proposed titles must meet the following criteria.

### **To be eligible for consideration a proposed title must:**

- Make a contribution to the development of provincial or national arts and culture.
- In general, be in one of the following genres:
  - Fiction
  - Poetry

- Drama
  - Graphic novels
  - Publications for children and young adults
  - Non-fiction
- Be written or illustrated by Canadian citizens or permanent residents of Canada.
  - Contain at least 50% Canadian-authored creative content (text or graphic).
  - Be accessible to a general reading audience and not exclusively intended for a specialized readership, academic or professional audience.
  - Have a royalty agreement (or a fee in lieu of royalties). If there is no royalty agreement, the publisher must demonstrate that any authors have been paid for their work.
  - Contain a significant portion of original material or make a significant contribution to arts and culture with previously sourced material. Ineligible material includes collections of verbatim interviews, pre-published articles, transcripts, or conference papers.
  - Have content that is entirely within the publisher's editorial control and not under the control of another financial stakeholder.
  - Be a minimum of 48 printed pages in length, or, in the case of children's books, 24 pages.
  - Be printed in Canada, except in the case of an international co-edition or a full-colour, highly illustrated book.
  - Be free of advertising other than for the publisher's own material.
  - Have a print run of more than 350 copies.
  - Be a first edition (no reprints).

**For translated works**, in addition to the Title Eligibility Criteria above, the translation must be by a Canadian citizen or permanent resident of Canada.

**For co-editions or co-publications**, in addition to the Title Eligibility Criteria above, the publisher must clearly explain the partnership, including editorial control and financial contributions.

**Unless titles make a significant contribution to arts and culture, the following are not eligible for assistance:**

- Directories, reference books, index compilations, almanacs, or bibliographies of minimal critical content.
- Instructional, personal-growth, or self-help books and manuals, including those of a devotional or spiritual nature.
- Testimonials, travel guides, travel picture books, guide books, trivia and quiz books.
- Books describing how-to techniques, skills, games, sports instructional books and cookbooks.
- Catalogues of exhibitions, calendars, diaries, agendas, and colouring books.
- Educational textbooks
- Self-published books and books to which the author has made a financial contribution toward publication.
- Saddle-stitched books, except for picture books for children and books of poetry.
- Books written by owners or employees of the applicant's company, unless these titles represent less than 25% of the publisher's program each year.

## Application Deadline and Submission

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The deadline for the Project Assistance for Book Publishers is **October 15, 2018**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than October 15, 2018**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, up to 4:00 p.m. on the deadline day.

Applications by email or fax will not be accepted.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

## Adjudication Process

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Merit-based, independent assessment is the primary method of evaluation.

All applications for Project Assistance are assessed by peer review juries. Juries are comprised of individuals with broad expertise in the book industry. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within two weeks of the program deadline.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined below and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.

## Notification of Awards

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Decisions will be made within 16 weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

## Payment of Awards

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All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

Grant recipients must promptly inform the BC Arts Council of substantive changes to the organization, including:

- Significant shifts in structure, staffing or activities;
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;
- Legal proceedings that pose a financial or reputational risk.



The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the organization:

- Does not carry out its planned program of activities.
- Undergoes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of reporting requirements to Council.
- Fails to comply with legal obligations.
- Demonstrates significant risk of insolvency or bankruptcy.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.



Under normal circumstances, if a project is dependent on funding from other sources, approved awards may not be paid out until funding from other sources is confirmed.

## Final Reports

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All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion. Final Report forms are available at: [www.bcartscouncil.ca/forms](http://www.bcartscouncil.ca/forms). Future applications to project assistance programs will be ineligible if all reporting requirements are not met. Final reports may be scanned and submitted electronically to [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

## Confidentiality of Information

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The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. Unless otherwise indicated, personal information may be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published along with the amount of the award in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

## Recognition of Awards

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In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy and online. The approved BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats at [www.bcartscouncil.ca](http://www.bcartscouncil.ca). This joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded organization and its activities.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council site.

## Contact Information

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Chris Gilpin, Program Officer, Publishing Programs  
778.698.3585 | [chris.gilpin@gov.bc.ca](mailto:chris.gilpin@gov.bc.ca)

A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm>.

For general information or further assistance, please contact:

Telephone: 250 356-1718  
Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

Program guidelines are reviewed annually.  
Please ensure you are working with the most current  
program guidelines for each intake.

