



ANNUAL STATUS – APPLICATION FORM OPERATING ASSISTANCE – Book Publishers

Application Deadline: September 30

Please read Program Guidelines before completing form.

ORGANIZATION NAME (Legally Registered Name)

MAILING ADDRESS: _____

Telephone: _____

Email: _____

Website: _____

Submitting Officer (Print Name)

(Print Name)

Publisher President

Title

(Print Name)

DECLARATION

In submitting this application, we declare that:

- a. the applicant meets all of the criteria of fundamental eligibility for this program;
- b. this application has been approved by the board of directors of the society;
- c. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- d. the society has complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) and the Society Act (S.B.C. 2015 c.18) in every respect applicable to the society;
- e. the society abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- f. the society is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- g. any personal information submitted with this application has been done so with authorization from the individual(s) concerned;

The 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: tracking and distributing funding, program evaluation and development, communication and outreach.

If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, 800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (778) 698-3533

Signature of Submitting Officer

Signature of Publisher / President

Date signed

Date signed

ROYALTY DECLARATION:

Signature of Submitting Officer

Signature of Publisher / President

On behalf of the company, I attest that 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. If this is not the case, do not sign above; explain in an attached letter. Failure to pay royalties or meet contractual agreements may result in removal from the program.

FOR BCAC USE ONLY:

FILE # _____

Eligible books published 2018 _____

Eligible books published 2019 _____

Eligible books projected 2020 _____

Total Books in print (as of application date) _____

TOTAL OPERATING BUDGET

\$ _____ \$ _____
Previous year Current year

Place of registration of incorporation #:

Date Registered (yyyy/mm/dd)

Type of corporate structure

FISCAL YEAR END

(mm) (dd)

**FORMS WILL NOT BE
ACCEPTED UNLESS
SIGNED BY THE
SUBMITTING OFFICER AND
THE PRESIDENT OR
PUBLISHER**

**THE BC ARTS
COUNCIL REQUIRES
ALL DOCUMENTATION
LISTED ON CHECKLIST**

WRITTEN STATEMENT

The written statement, accompanied by the financial and statistical information submitted on the attached pages, forms the basis of assessment for each application. Applications will be evaluated by peer assessment through an advisory committee against the program criteria, the core values and goals of the BC Arts Council and the three areas of assessment.

In preparing their proposal, applicants should:

- Consider and discuss how they fulfill their 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 applicant's mandate, mission, values and activity.

All applicants should refer to the core values and goals of the BC Arts Council's [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#) alongside the Assessment Criteria section of the OPERATING ASSISTANCE FOR BOOK PUBLISHERS guidelines in preparing their proposals.

Applicants are reminded that while they are asked to consider a number of possible criteria under each area of assessment, not all of the criteria will apply to each application; rather, they are examples of aspects that should be considered and addressed in the application if relevant to the organization and its work.

The relative weight given to each of these areas of assessment is indicated in brackets.

- Organizational Profile (2 pages maximum, provides background for areas of assessment)
- Quality of Publishing Program (40%)
- Contribution to Canadian Literature (30%)
- Organizational Capacity (30%)

Each applicant must submit the following written statement in four parts (maximum 12 pages total, font size 11 or larger on single-sided white paper with one-inch margins and without staples) for assessment.

Part 1: Organizational Profile:

This section gives the peer advisory committee a snapshot of the organization's structure. Please note that some advisory committee members will be more familiar with your organization than others.

Please provide a brief overview including:

- Type of organization (for example non-profit, university press, sole proprietorship, corporation).
- Your organization's publishing mandate and objectives.
- Outline your organization's management, board/editorial advisory board, and staff structure.
- Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease).
- Outline the organization's funding history (BC Arts Council, Canada Council, Department of Canadian Heritage, local government, gaming, etc.)
- History and recent accomplishments.
- Current role in Canadian literary publishing.

Part 2: Quality of the Publishing Program (40%)

1. Outline your publishing program for the current year and your proposed program for the requested year.
2. Give highlights of your recent, current and forthcoming eligible titles, and describe how they relate to your mandate. Indicate recent awards won and critical responses. Describe the efforts you have made to maintain or improve editorial expertise.
3. Describe the editorial and production process, from manuscript selection to release date.

WRITTEN STATEMENT continued

Part 3: Contribution to Canadian Literature (30%):

1. Describe any new writers or Canadian writers in translation you have published in the current year, or innovations you have introduced, that you consider significant to the development of Canadian literature or publishing.
2. Indicate how your organization contributes to the literary or artistic life of a specific region and (or) a specific community.
3. Describe your backlist and your organization's policy on reprinting backlist titles. Provide examples of planned reprints, if possible.
4. Describe how your editorial choices, organizational make-up and development of your readership contribute to reflecting the diversity of Canada.

Part 4: Organizational Capacity (30%):

1. Describe your marketing and promotional strategies and activities for new and backlist titles, with recent examples.
2. Describe your distribution arrangements for printed books and eBooks.
3. Describe the financial planning and budget procedures for your organization.
4. Describe your human resources structure, succession plan, and outline any specific challenges your organization is facing.
5. Provide concise descriptions of the major challenges or opportunities your organization anticipates facing within the next two years, along with the solutions and steps under consideration to address them.

It is the responsibility of book publishing companies receiving grants through this program to promptly inform the Council, in writing, in all situations where there has or will be a change in ownership, corporate structure, legal status, or primary operating activities.

OWNERS OR SHAREHOLDERS: (continue on separate sheet if necessary.)

Name:	Address:	Percentage of Voting Shares:	Citizenship:
_____	_____	_____	_____

BOARD OF DIRECTORS – if applicable: (Continue on separate sheet if necessary.)

Name:

Title:

Key Personnel (names and titles):

Number of full-time paid staff: _____

Number of part-time paid staff: _____

Please list any affiliated companies. If this applies, please provide a short description of the relationship.

Sale representation:

Distributor(s) and countries (if applicable):

Application Checklist

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, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

Application packages must be assembled in the order listed below.

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

Before you submit your application, ensure that you have included the following:

- A signed, completed Operating Assistance – Book Publishers application form, which includes:
 - o A list of Owners, Shareholders, and Board Members (as applicable).
 - o A list of key personnel, affiliated companies, and distributors.
- A written statement (12 pages max.) including an organizational profile. Please see page 2-3 for full requirements.
- Two copies of your organization's most recent Financial Statements.
- All eligible titles published in the past two years as support material
- Six copies of each catalogue for the current year.
- A completed Title Information Summary for eligible titles published for previous, current and requested fiscal year - Appendix A.
- A completed Financial and Statistical Data Summary Form – Appendix B.
- Two copies of your organization's most recent Financial Statements.

The deadline for Operating Assistance for Book Publishers applications is **September 30th**

Applications are accepted by mail and must be postmarked no later than September 30th.
Applications may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, B.C., 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.