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## PROGRAM GUIDELINES 2019/20

### PROJECT ASSISTANCE: Book Publishers

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#### 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 BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- 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

## General Information

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Professional Project Assistance provides one-time grants that contribute to the successful realization of activities by professional B.C. organizations, collectives and individuals not currently in receipt of Operating Assistance. Receipt of funding does not guarantee assistance in subsequent years.

## About Project Assistance: Book Publishers

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The Project Assistance: Book Publishers program assists B.C.-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.

Grants are intended to support the publication of up to three eligible titles in the proposed year.

## Application Deadline and Submission

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The deadline for the Project Assistance: Book Publishers Program is **October 15, 2019**.

NEW!

Applications are accepted via our **NEW** online system **no later than 11:59 p.m. on October 15, 2019**.

Applicants need to register on our new online system *before* submitting an application. **Please note that approval of new requests for registration may take up to four (4) business days.** New registrants will be notified of approval and access to grant applications.

Applications by mail, email or fax will not be accepted.



## Eligibility Requirements

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### **Applicant Eligibility – General Criteria**

#### **An eligible applicant 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.

## Grant Amounts

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Project Assistance will not exceed 50% of the total project budget. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31).

## Application Requirements

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

**It is the applicant's responsibility to ensure applications are complete. The BC Arts Council will not contact applicants to address errors or to request missing application requirements, including support material. Eligible applications will be assessed based on what has been submitted.**

All applicants should ensure their Organization Profile is up-to-date with each application.

Applicants must submit a complete online application, including all requested information and support material. All support materials must be submitted via the online system (that is, paper copies of documents will need to be scanned and attached as PDFs) unless otherwise indicated.

### **Support materials to be included in the online application:**

- A completed Title Information Summary for eligible titles published in the previous, current, and proposed years.
- A list of owners and shareholders.
- Two letters of reference from established professionals familiar with the organization's publishing program and business practices (for applicants that have not previously received funding through this program only).
- A list of all books in print, noting the year of publication.

### **Support materials that will need to be submitted as hard copy, postmarked on or before the deadline date, and clearly labeled with applicant's name and application file number:**

- One copy of each catalogue for the current year. If a catalogue is not available, please submit a list of all books in print.

### **All applicants must provide the following documentation through their Organization Profile:**

- Current staff list Your organization's most recent Financial Statements, in accordance with requirements outlined below.

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;
- a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets;
- two (2) comparative fiscal years;
- signature of the auditor/bookkeeper/accountant;
- signatures of two (2) board members of the organization, demonstrating board approval.

The type of Financial Statements required is based on the recipient's last BC Arts Council award (prior to the current fiscal year). In the case of new applicants, internally prepared financial statements are acceptable. Council staff reserve the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

Previous BC Arts Council Grant	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements

## Considering Cultural Context

In [New Foundations: 2018-2022](#), the BC Arts Council has made a commitment to principles of equity, diversity, accessibility and truth and reconciliation in all of its programs and processes. In its own operations and with the support it provides for arts and culture in the province, the BC Arts Council administers its activities in accordance with the [BC Human Rights Code](#) and strives to foster cultural safety and safe and respectful workplaces for all artists, arts workers and cultural practitioners.

The BC Arts Council is committed to the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples \(the Declaration\)](#) and the [Calls to Action of the Truth and Reconciliation Commission](#). We support the Province of British Columbia in its commitment to fully adopt and implement both of these important documents.

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities.

In consideration of these commitments, all applicants and assessors should contemplate a variety of factors around cultural context when submitting a proposal. Not all considerations will apply to all applications.

- Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various 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 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), 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.”
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, and whose voices and perspectives are being included.

Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

## Assessment Criteria

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The four 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 in each area of assessment.
- Consider and discuss how the project fulfills the applicant’s artistic/training objectives in each area of assessment.

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. Additionally, some criteria may have implications in more than one area of assessment.

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

In each area of assessment, the Jury considers the applicant’s reflection on both past achievement and proposed plans. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

### **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 (35%)**

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 above).

### **FEASIBILITY (25%)**

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.

## Eligible Titles

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**Project Assistance supports the publication of up to three titles in the upcoming calendar year.**

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.

## Adjudication Process

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

All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. 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 2 weeks of the deadline date.

- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above 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 applications.

## Notification of Awards

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Decisions will be made within sixteen 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.

Organizational 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 recipient:

- 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 final reports to the Council
- Fails to comply with legal obligations
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

## 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 date stated in the application for support. Final Report forms must be submitted through the online system.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met.



## Confidentiality and Recognition of Awards

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### **CONFIDENTIALITY OF INFORMATION**

The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The applicant's information will 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 and Revenue Agency through the issuance of T4As.

### **RECOGNITION OF ASSISTANCE**

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 <https://www.bcartscouncil.ca/bcartscouncil/funding/logo-and-acknowledgement/>. The 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 project.

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

## Contact Information

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A full list of program officers is available at <https://www.bcartscouncil.ca/about/staff-directory/>.

For general information or further assistance, please contact:

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