

**Application ID:**

**Application Type:** Project Assistance: Book Publishers

**Organization:**

**Primary Contact:**

## 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, please go to your profile and update it before completing the application.**

## Registration Profile Documents

---

Please ensure the following have been uploaded to your profile as they form part of the application.

### Financial Statement Verification

---

The most recently completed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application.

### Staff List Verification

---

A recently updated staff list has been uploaded to the organization profile related to this application.

## Applicant Details

---

### Discipline

Publishing

### Are you new to the Project Assistance: Book Publishers program?

Please Select

### Personal Statement from Publisher

Please be sure to include:

- A brief explanation of what motivated you to start a publishing company.
- A description of your previous professional experience in the book industry.

400 words left

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

400 words left

### A summary of the applicant's development, creation, production, and dissemination of its work, and its current role in Canadian literary publishing.

400 words left

### List any affiliated companies, if applicable. Provide a brief description of the relationship(s).

250 words left

### Provide a list of any contracted sales agencies and indicate territories.

250 words left

### Provide a list of distribution companies or arrangements, and indicate territories.

---

250 words left

**Number of Full-Time Paid Staff**

---

**Number of Part-Time Paid Staff**

---

**Total Operating Budget (Previous Year)**

---

\$

**Total Operating Budget (Current Year)**

---

\$

## Project Information

---

**Amount Requested**

---

\$

Must match the total request on the project budget form. Must not exceed 50% of the total budget for each proposed title.

**Project Start Date**

---

yyyy-mm-dd

**Project End Date**

---

yyyy-mm-dd

**Please describe your project briefly by completing this sentence: Funding is requested to assist with...**

---

---

25 words left

**Please provide a brief overview of the overall publishing program for the proposed year.**

---

500 words left

**Recognizing that all artistic practice exists within diverse and specific cultural contexts, please describe the cultural context in which your work exists, including the steps you have taken to ensure cultural protocols and permissions are in place to support equitable and ethical processes.**

---

250 words left

**Please detail the plans and/or mitigation strategies related to current public health restrictions or directives, including any plans should those protocols change, that will help ensure that the project is realized.**

---

250 words left

**Proposed Title**

---

**Title 1**

---

**Book Title**

---

**Author/Illustrator**

---

**Brief description, including how title will contribute to Canadian Literature.**

---

200 words left

**Process for manuscript selection.**

---

---

100 words left

**Print run**

---

25 words left

**Budget – must match total expense line in Project budget.**

---

\$

**Summary of marketing and distribution plans.**

---

300 words left

**Anticipated publication date and project status**

---

50 words left

**Please provide a statement outlining measures planned or taken to ensure successful realization of the proposed titles.**

---

200 words left

**If this project is a co-edition or co-publication, clearly explain the partnership(s), including editorial control and financial contributions.**

---

200 words left

---

## Title 2

---

**Book Title**

---

**Author/Illustrator**

---

**Brief description, including how title will contribute to Canadian Literature.**

---

---

100 words left

**Process for manuscript selection.**

---

100 words left

**Print run**

---

25 words left

**Budget – must match total expense line in Project budget.**

---

\$

**Summary of marketing and distribution plans.**

---

300 words left

**Anticipated publication date and project status**

---

50 words left

**Please provide a statement outlining measures planned or taken to ensure successful realization of the proposed titles.**

---

200 words left

**If this project is a co-edition or co-publication, clearly explain the partnership(s), including editorial control and financial contributions.**

---

200 words left

---

## Title 3

---

**Book Title**

---

---

**Author/Illustrator**

---

**Brief description, including how title will contribute to Canadian Literature.**

100 words left

---

**Process for manuscript selection.**

100 words left

---

**Print run (first printing only).**

25 words left

---

**Budget – must match total expense line in Project budget.**

\$

---

**Summary of marketing and distribution plans.**

300 words left

---

**Anticipated publication date and project status**

50 words left

---

**Please provide a statement outlining measures planned or taken to ensure successful realization of the proposed titles.**

200 words left

---

**If this project is a co-edition or co-publication, clearly explain the partnership(s), including editorial control and financial contributions.**

200 words left

---

**Activity Summaries**

These summary sheet(s) must be completed.

### Title Information Summary - Previous Fiscal Year

Title	Author	Author Citizenship	Illustrator	Illustrator Citizenship	Genre	Number of Pages Long	Size of Print Run	Publicatio n Date	New Edition Reprint or Straight Reprint
-------	--------	-----------------------	-------------	----------------------------	-------	----------------------------	----------------------	----------------------	---

yyyy-mm-dd

### Title Information Summary - Current Fiscal Year

Title	Author	Author Citizenship	Illustrator	Illustrator Citizenship	Genre	Number of Pages Long	Size of Print Run	Publicatio n Date	New Edition Reprint or Straight Reprint
-------	--------	-----------------------	-------------	----------------------------	-------	----------------------------	----------------------	----------------------	---

yyyy-mm-dd

### Title Information Summary - Projected Fiscal Year 1

Title	Author	Author Citizenship	Illustrator	Illustrator Citizenship	Genre	Number of Pages Long	Size of Print Run	Publicatio n Date	New Edition Reprint or Straight Reprint
-------	--------	-----------------------	-------------	----------------------------	-------	----------------------------	----------------------	----------------------	---

yyyy-mm-dd

### Number of Eligible Books Published in Previous Calendar Year

### Number of Eligible Books Published in Current Calendar Year



## Number of Eligible Books Projected for Next Calendar Year

---

## Number of Eligible Books in Print

---

## Budget

---

### Book Titles

	Title 1	Title 2	Title 3
--	---------	---------	---------

Title requesting assistance  
detailed in project budget  
below

### Artistic and Production Expenses

	Title 1	Title 2	Title 3	Notes
Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations only)	\$	\$	\$	
Contract Fees: Contributors; Artistic, Design, Editorial and Curatorial Personnel	\$	\$	\$	
Contract Fees: Technicians and Production Personnel	\$	\$	\$	
Contract fees: Stage Management (as applicable)	\$	\$	\$	
Commissioning fees	\$	\$	\$	
Benefits, Contributions and Dues	\$	\$	\$	

Artistic, Curatorial and Professional Fees - Other (Specify in Notes)	\$	\$	\$
Subsistence (performing arts individual applicants only)	\$	\$	\$
Elders and honoraria (Specify in Notes)	\$	\$	\$
Materials and Supplies (Specify in Notes)	\$	\$	\$
Technical Expenses (e.g. Equipment rental)	\$	\$	\$
Advances to authors, Royalties, Copyright, Reproduction Fees (specify in notes)	\$	\$	\$
Production/Exhibition/Program/Rehearsal Space and Venue Rentals	\$	\$	\$0
Box office/ Ticketing /Admissions Expenses	\$	\$	\$
Protocols and Hospitality	\$	\$	\$
Concessions/Shop/Merchandise Expenses	\$	\$	\$
Shipping, Freight, Production Transport (Specify in Notes)	\$	\$	\$
Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	\$	\$	\$
In-Kind Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	\$	\$	\$
Travel and Transportation	\$	\$	\$

Co-production expenses, as applicable	\$	\$	\$
Distribution expenses (mailing/shipping, distributor fees)	\$	\$	\$
Contributor Fees: Writers, Artists, Designers, Collaborators	\$	\$	\$
Pre-Press Expenses	\$	\$	\$
Online editions: hosting and e-commerce costs (Arts Periodicals & Book Publishers)	\$	\$	\$
Printing and binding (Arts Periodicals & Book Publishers)	\$	\$	\$
Other (please specify in Notes)	\$	\$	\$
Total Artistic and Production Expenses	\$	\$	\$

## Administrative Expenses

	Title 1	Title 2	Title 3	Notes
Salaries: Administrative Staff	\$	\$	\$	
Salaries: Marketing and Development Staff	\$	\$	\$	
Contract Fees: Administrative Staff	\$	\$	\$	
Contract Fees: Marketing and Development Staff	\$	\$	\$	
Benefits, Contributions and Dues	\$	\$	\$	
Office Rent or Mortgage	\$	\$	\$	
Office Supplies	\$	\$	\$	
Office Equipment Rental	\$	\$	\$	
Accounting/Legal Fees	\$	\$	\$	

Travel and Transportation (Administrative Personnel Only)	\$	\$	\$
Promotional Materials and other Marketing Costs	\$	\$	\$
Advertising Costs	\$	\$	\$
Insurance	\$	\$	\$
Fundraising Costs	\$	\$	\$
Communications/IT	\$	\$	\$
Other (Specify in Notes/Description)	\$	\$	\$
Total Administrative Expenses	\$	\$	\$
Total Expenses	\$	\$	\$

## Earned and Contributed Revenues

	Title 1	Status	Title 2	Status	Title 3	Status	Notes
Applicant cash contribution	\$	Please Select	\$	Please Select	\$	Please Select	
Admissions	\$	Please Select	\$	Please Select	\$	Please Select	
Subscriptions and other Publication Revenue	\$	Please Select	\$	Please Select	\$	Please Select	
Guarantees/Royalties/Fees (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	
Concessions/Shop/Merchandise (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	
Co-production fees	\$	Please Select	\$	Please Select	\$	Please Select	
Commissioning fees (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	

Advertising	\$	Please Select	\$	Please Select	\$	Please Select
Workshop fees, tuition, etc. (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
In-kind Earned and Contributed Revenues (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Single copy/newsstand sales (Arts Periodicals)	\$	Please Select	\$	Please Select	\$	Please Select
Digital subscription or single digital copy sales (Arts Periodicals)	\$	Please Select	\$	Please Select	\$	Please Select
Endowment Income	\$	Please Select	\$	Please Select	\$	Please Select
Book Sales -- gross	\$	Please Select	\$	Please Select	\$	Please Select
Rights sales and other book-related income (provide notes)	\$	Please Select	\$	Please Select	\$	Please Select
Other Earned Revenue (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Total Earned and Contributed Revenues	\$		\$		\$	

## Private Sector Revenues

	Title 1	Status	Title 2	Status	Title 3	Status	Notes
Individual donations	\$	Please Select	\$	Please Select	\$	Please Select	

Corporate donations and sponsorship	\$	Please Select	\$	Please Select	\$	Please Select
Special Events fundraising	\$	Please Select	\$	Please Select	\$	Please Select
Foundations (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
In-kind Private Sector Revenues (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Other Private Sector (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Total Private Sector Revenues	\$		\$		\$	

## Public Sector Revenues

	Title 1	Status	Title 2	Status	Title 3	Status	Notes
BC Arts Council: This request	\$	Please Select	\$	Please Select	\$	Please Select	
Government of BC: Community Gaming Grants (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	
Government of BC: Other (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	
Canada Council: Project (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select	

Government of Canada: Dept. of Canadian Heritage (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Other Federal (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Employment Programs (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Public Post-Secondary Institutions (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Other Public Sector (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
In-kind Public Sector Revenues (Specify in Notes)	\$	Please Select	\$	Please Select	\$	Please Select
Total Public Sector Revenues	\$		\$		\$	
Total Revenues	\$		\$		\$	

## Summary

	Title 1	Title 2	Title 3	Notes
Total Revenues	\$	\$	\$	
Total Expenses	\$	\$	\$	
Surplus/(Deficit) - Enter notes if not balanced	\$	\$	\$	

## BC Arts Council Request

BCAC total request	\$
--------------------	----

### Current Fiscal Year - YTD + Projected (yy/yyyy)

Please identify the specific fiscal year.

yy/yyyy

### Projected Fiscal Year - Projected (yy/yyyy)

Please identify the specific fiscal year.

yy/yyyy

## Grants or Non-Repayable Financial Aid

	Last Year (Actuals)	Current Year (YTD+Projected)	Forecast Year (Projected)	Notes
Canada Council: Block Funding/Literary Publishers or Emerging Publishers / Literary Publishing Projects	\$	\$	\$	
Canada Council: other programs	\$	\$	\$	
Department of Canadian Heritage: Canada Book Fund	\$	\$	\$	



Other Federal funding, ex. SSHRC, etc. (provide details in Notes)	\$	\$	\$
BC Arts Council (this request)	\$	\$	\$
BC Arts Council – Other programs (provide details in Notes)	\$	\$	\$
BC Book Publishers Tax Credit	\$	\$	\$
Other Provincial funding (provide details in Notes)	\$	\$	\$
Other, ex. local govt, foundations, etc. (provide details in Notes)	\$	\$	\$
Total grants or non-repayable financial aid	\$	\$	\$

## Publishing Revenues

	Last Year (Actuals)	Current Year (YTD+Projected)	Forecast Year (Projected)	Notes
Net sales of all titles	\$	\$	\$	
Net sales for titles eligible for BC Arts Council funding	\$	\$	\$	
Other net publishing revenues (provide details in Notes/Description*)	\$	\$	\$	
Total publishing revenues	\$	\$	\$	

## Cost of Sales

	Last Year (Actuals)	Current Year (YTD+Projected)	Forecast Year (Projected)	Notes
--	---------------------	------------------------------	---------------------------	-------

Opening inventory	\$	\$	\$
Production Costs (paper, printing, binding, other production-related costs)	\$	\$	\$
Royalties and Advances on all titles	\$	\$	\$
Sales and Distribution Costs	\$	\$	\$
Editorial and Design	\$	\$	\$
Other related costs, if applicable (provide details in Notes/Description*)	\$	\$	\$
Closing inventory	\$	\$	\$
Total cost of sales	\$	\$	\$

## Expenses

	Last Year (Actuals)	Current Year (YTD+Projected)	Forecast Year (Projected)	Notes
Marketing and promotion	\$	\$	\$	
Wages and Benefits (If not included above in Costs of Sales)	\$	\$	\$	
Rent and/or Facility Costs	\$	\$	\$	
Other Operating Expenses	\$	\$	\$	
Total Expenses	\$	\$	\$	

## Profit

	Last Year (Actuals)	Current Year (YTD+Projected)	Forecast Year (Projected)	Notes
Net profit (loss)	\$	\$	\$	

## Supporting Material

---

List of books accompanying this application.

Title	Author/Illustrator	Year Published
-------	--------------------	----------------

## Owners or Shareholders List

---

### Owner/Shareholders Information

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

## Support Material Uploads

---

For applicants that have not previously received funding through this program, please upload two letters of reference from established professionals familiar with the applicant's work.

Biography for each member of the project's creative team; maximum 250 words each.

A list of all books in print, noting the year of publication

Letters from any partners or collaborators, if applicable, confirming the nature of their participation.

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

## Support Material Requirements

---

PHYSICAL/HARD COPIES OF SUPPORT MATERIAL TO BE POSTMARKED ON OR BEFORE DEADLINE DATE AND CLEARLY LABELED WITH APPLICANT'S NAME AND APPLICATION FILE NUMBER

Check the box to indicate you are sending the following as hard copy material.

Two print copies of each catalogue for the current year.

One copy of each catalogue for the current year

Two print copies of up to 5 titles published in the two most recent calendar years, including the current year.  
Record the titles sent on the table above.

Up to 5 titles published in the two most recent calendar years, including 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.