

# PROGRAM GUIDELINES 2020/21

## PROJECT ASSISTANCE: Book Publishers

### 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



## Program Impacts and Changes Due to COVID-19

The BC Arts Council recognizes the unprecedented impact the COVID-19 pandemic is having on the B.C. arts and culture sector. While every effort is made to minimize revisions, program guidelines may need to be updated to align with the most current provincial and federal orders, and public health directives. Please note:

- Ensure you are working with the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Restrictions are in place on funding for activities that involve travel and/or in-person gatherings over 50. Details are posted on our [dedicated COVID-19 update page](#).
- The protocols in response to COVID-19 may change, and your application will be assessed with this in mind. To the best of your ability, please clearly state how you are planning for your project to respond to any changes that may occur.
- If your application is successful and you need to adjust your project to respond to unforeseen developments due to the COVID-19 pandemic, please contact your program officer. They will work with you to find creative approaches to uphold the original intention of your funded project, including remote and virtual solutions.
- The most up-to-date information is posted on our [COVID 19 update page](#). Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

## About Project Assistance: Book Publishers

**Project Assistance: Book Publishers** assists book publishers in British Columbia to develop and promote Canadian literature and Canadian writers through publishing works of literary, artistic, and/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

The deadline for submissions to Project Assistance: Book Publishers is October 22, 2020, **no later than 11:59 p.m.**

All applications will be submitted via the online grant application system. New applicants need to register on the [online system](#) before submitting an application. **Please note that approval of a new registration request may take up to four 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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Assistance through this program is available to B.C.-based, Canadian-owned book publishers. Ineligible applications will not be reviewed.

### To be eligible, an applicant must:

- Have been a legally registered company or a non-profit society in good standing in the Province of British Columbia for at least one year.
- Be based in British Columbia including:
  - Have its general office, editorial office, general operations, and management based in B.C.
  - Be managed and financially controlled by B.C. residents who own at least 75% of the company.
- Have the publishing of original book titles as its primary (and not peripheral or occasional) business.
- Maintain full control of the editorial process and have editorial independence from any other company. Where affiliations 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 eligible original titles.
- Issue clear royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators, and other copyright licensors.
- Compensate artists and cultural practitioners fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Not currently receive Operating Assistance from the BC Arts Council.
- Have submitted all required final reports on previous BC Arts Council grants as of the deadline date for this program.

### To be eligible, a title must:

- Be a first edition (i.e. no reprints) in one of the following genres:
  - Fiction
  - Poetry
  - Drama
  - Graphic novels
  - Non-fiction
  - Publications in the above genres for children and young adults
- 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 specialized readership, including an academic or professional audience.
- Have an industry standard royalty agreement or fee in lieu of royalties.
- 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.
- **For translated works**, in addition to the Title Eligibility Criteria above, the translation must be by a Canadian citizen or permanent resident of Canada.

## Exclusions

**The following genres and formats are NOT eligible for assistance unless a title makes an exceptional contribution to arts and culture:**

- 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, guidebooks, trivia and quiz books.
- Books describing how-to techniques, including skills, games, and sports instructional books, and cookbooks.
- Catalogues of exhibitions, calendars, diaries, agendas, and colouring books.
- Educational textbooks.
- Self-published books and books for 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.

**Project Assistance is not available for:**

- Operating costs;
- Capital expenditures (construction, renovation, or purchase of property or equipment);
- Fundraising activities;
- Start-up costs or seed money;
- Feasibility studies;
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations or anniversaries);
- Subsistence to arts and cultural practitioners;
- The cost of producing recordings;
- Projects or activities funded through other programs of the BC Arts Council or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.

## Grant Amounts

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Project assistance will not exceed 50% of the total budget for each proposed title.

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 are encouraged to discuss their request with the program officer prior to submission.

All new applicants must create an Applicant Profile by registering with the [online system](#) before they can submit an application and should ensure all information and documentation in their online profile is up to date with each subsequent 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 unless otherwise indicated.

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

### The online application must include:

- A summary of the applicant's history and current practice for the development, creation, production, and/or dissemination of their discipline, including mandate and objectives, distribution, sales representation, and role in Canadian publishing.
- Editorial, production, and sales information for each proposed project(s) including:
  - a summary description, including how the title will contribute to Canadian literature;
  - process for manuscript selection, including rationale and objectives;
  - a detailed budget for each proposed title;
  - a summary of marketing and distribution plans; and
  - a statement outlining measures to ensure successful realization of the proposed titles.
- A Title Information Summary for the previous, current, and projected calendar years.
- Catalogue(s) for the current calendar year.
- **For co-editions or co-publications**, the publisher must clearly explain the partnership, including editorial control and financial contributions.
- Biography for each member of the project(s)'s creative team—maximum 250 words each.
- A digital list of owners and shareholders.
- A balanced project budget using the budget table provided in the online application. Provide notes to the budget and indicate whether revenues are confirmed or pending.
- An operating budget for the fiscal year in which your proposed project takes place.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- A list of all books in print, noting the year of publication.

### Supporting Material

Applicants must submit print materials and fill out the Portfolio Inventory Form within the online application, for all materials. Please provide:

- Two print copies each of up to five titles published in the two most recent calendar years, including the current year. **Clearly label the package with applicant's name and application file number.**

### For applicants that have not previously received funding through this program:

- Two letters of reference from established professionals familiar with the organization's publishing program and business practices.

Applicants are advised to review and adhere to the [Upload Requirements for Supporting Material](#) guidelines. It is the responsibility of the applicant to ensure that all digital supporting material is good quality and in a readable format. Poor quality materials may adversely affect an applicant's chances of success. Applicants are encouraged to test all materials before submitting their final application.

Please do not submit material beyond what is requested in the guidelines; it will not be presented for assessment. Supporting material will not be returned.

### Additional Requirements

**The following documentation must be provided through the applicant's Organizational Profile and must be updated at minimum once per year:**

- The organization's most recent Financial Statements, in accordance with the requirements below;
- A list of the organization's current board of directors, editorial advisory board, trustees, or board of management, including their occupations and start dates;
- A list of administrative and artistic or editorial staff or significant contractors, giving name and title or responsibility (indicate if permanent or seasonal and full-time or part-time).

**Financial Statements must include:**

- 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 applicant'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 or principles 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.

**For applicants operating under the umbrella of a local government or post-secondary institution, financial statements must include a statement of income and expenses for the applicant's activities alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.**

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b>
	<i>All Financial Statements must be approved by the Board of Directors and signed by the person preparing them (i.e. bookkeeper/accountant/financial officer) and two Board members.</i>
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

### Equity and Cultural Context

In its Strategic Plan [New Foundations: 2018-2022](#), the BC Arts Council makes a commitment to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The

Council also conducts its own operations and funding activities in accordance to legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#), as well as [Calls to Action of the Truth and Reconciliation Commission](#).

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. The BC Arts Council also recognizes that all artistic practice exists within diverse and specific cultural contexts.

**All applicants are encouraged to contemplate a variety of factors around cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context as required within their application.**

## Assessment Criteria

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The three areas of assessment are set out below along with their relative weight. Applicants should discuss how the proposed project fulfils each area of assessment and how the project may address the strategic priorities and values of the BC Arts Council including those outlined in Equity and Cultural Context, as above.

### ARTISTIC CONTRIBUTION AND SIGNIFICANCE (35%)

The quality of the publishing program will be considered within the context of both the proposed titles and the overall program for the proposed year. The assessment panel will evaluate the applicant's artistic achievement, contribution, and creative processes by considering:

- The clarity and focus of the project, including how the proposed titles and editorial choices relate to the applicant's mandate, mission, and editorial vision.
- The strength of artistic vision of the project as demonstrated through programming and editorial or curatorial choices, including the publication of new writers and the introduction of new themes or styles that help to develop Canadian literature;
- The quality of proposed activities demonstrated through the level of artistry, risk, originality, and overall contribution to art form(s) in B.C. and Canada;
- The level of professional standards in editing, design, production, marketing, and distribution.
- The integrity of the creative processes, including approaches to research, interpretation, collaborations, contributors, source and physical materials, and cultural contexts and protocols.

### ENGAGEMENT AND IMPACT (35%)

The assessment panel will evaluate the applicant's engagement with and commitment to the development of B.C. writers, artists, and the literary community, as well as its impact on the province's arts and cultural community and the applicant's own identified communities, by considering:

- The impact of the work on the identified communities as supported by effective audience development, marketing plans, and community engagement strategies;
- The commitment to keeping literary books in print as demonstrated by reprint policies and practices;
- The ability to engage and sustainably benefit historically underserved communities and their artistic practices, including meaningful engagement with diverse demographics, accessibility of space and content, and reconciliation.
- The inclusion of and engagement with appropriate protocols and practices, particularly regarding Indigenous artists and communities.

## FEASIBILITY (30%)

The assessment panel will evaluate the viability of the project(s) by considering:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity;
- The role of artistic leadership, including management and/or the board, as applicable, in fostering a healthy, sustainable work environment;
- The level of experience in realizing comparable projects at a professional standard, including planning, marketing, distribution, and financial management;
- The rigour of human resources practices in relation to providing fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.

## Assessment Process

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Merit-based, independent peer assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with a mix of broad professional knowledge, experience, geographical representation, and varied aesthetic, institutional and cultural viewpoints, including those from Indigenous perspectives.

### **The following process is used to evaluate applications to this program:**

- The BC Arts Council receives online applications and reviews applications for eligibility;
- The assessment panel evaluates the applications using the assessment criteria outlined above and determines the level of funding and/or conditions on awards;
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.

Applicants are encouraged 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. Notification will be sent via the online system to the contact linked to the application as well as the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance 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.

The BC 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;
- Fails to comply with legal obligations;
- Fails to respect the commitment to provide a safe and respectful work environment free from harassment, discrimination and sexual misconduct.

**Grants are taxable income and must be reported as such.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

## Final Reports

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All recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the completion date stated in the respective application. Final Report forms must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if 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 assessment panel. 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 print 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.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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All applicants must discuss the eligibility of their proposed request with the appropriate program officer prior to submission.

Michelle Benjamin – Program Officer, Literary Arts  
236 478-2582 | [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@gov.bc.ca)

A full list of program officers is available on [our website](#).

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.**