

**Application ID:**

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

**Organization:**

**Primary Contact:**

An asterisk (\*) indicates the field is mandatory

## Profile Details

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To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon) or 'Personal Profile' (crowd icon).

**Name:** ingmarie (test)

**Address:** fake info

**City:** Victoria

**Province:** British Columbia

**Postal Code:** fakeinfo

**Phone:**

**Website:** www.test

**If your profile information is not current, go to your profile and update it before completing the application.**

## Required Profile Updates

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### Financial Statement Verification

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I confirm that the most recently completed signed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application (as outlined in the program guidelines)

## Staff List

Name	Board Position	Occupation/Expertise	Start Date	End Date	Notes (optional)
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## Applicant Details

**There is no requirement to write to the word count limit.** Write answers in short sentences or point form. Word counts are provided only to indicate the maximum number of words accepted per question.

### Discipline

**Have you received funding through the Project Assistance: Book Publishers program in the past?**

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

400 words left

**Provide a summary of the development, creation, production, and dissemination of your work, and describe your organization's 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**

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**Number of Part-Time Paid Staff**

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**Total Operating Budget (Previous Year, Actual)**

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Enter your total operating expenses as reflected on the Financial Statements for your most recently complete fiscal year.

\$

**Total Operating Budget (Current Year, Projected)**

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\$

**Project Information**

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**Amount Requested**

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\$0

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

**Project End Date**

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Project End Day should be the last publication date of the book project/s you are applying for.

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

25 words left

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

500 words left

**Describe your usual advance and royalty structure including percentages (net or retail), fees (if applicable), payment schedule, etc.**

## Alignment with Strategic Directions

**Does this project demonstrate alignment with and commitment to some or all of these BC Arts Council [strategic directions](#): Indigenous Arts and Culture; Equity, Diversity, and Access; Regional Arts and Community Arts? If yes, please explain.**

**Describe the community or audience you intend to reach. How will the proposed project impact and engage with your identified community?**

Consider how the project may offer stimulating and varied forms of engagement for the particular artists, discipline professionals, audiences, publics, and/or communities involved.

400 words left

**If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.**

250 words left

**Does the proposed project engage with and provide sustainable benefits to diverse and/or historically underserved communities and their artistic practices? If so, describe how (if not already described above).**

**Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.**

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**Outline the policies and/or processes in place to support and promote fair remuneration, equitable employment and safe and respectful workplaces (including human resource and management practices related to this project).**

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**Outline plans or policies in place related to current public health orders and restrictions. Include any strategies you have considered should these orders and restrictions change (as related to this project).**

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250 words left

## Proposed Titles

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Title 1

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Book Title

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Author/Illustrator

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Genre

---

10 words now

Suggested Age (for children's and YA books)

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**Projected Page Length**

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**Images (how many, what form, colour or B&W)**

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**Initial Print Run**

---

25 words left

**Printer Location**

---

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

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\$

**Publication Date**

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**Project Status**

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50 words left

**Provide a brief biography of the author/illustrator, including citizenship and the city/country in which they live.**

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100 words left

**Provide a brief description of the work including a summary of how the book will contribute to Canadian arts, culture, and literature.**

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100 words left

**Describe your process for selecting, editing, and producing this manuscript.**

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100 words left

**Provide a summary of your marketing, distribution, and sales plans.**

---

300 words left

**Summarize all other measures planned or taken to ensure the successful realization of this book.**

---

200 words left

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

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200 words left

**Title 2**

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**Book Title**

---

**Author/Illustrator**

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**Genre**

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10 words left

**Suggested Age (for children's and YA books)**

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**Projected Page Length**

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**Images (how many, what form, colour or B&W)**

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**Initial Print Run**

---

25 words left

**Printer Location**

---

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

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\$

**Publication Date**

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**Project Status**

---

25 words left

**Provide a brief biography of the author/illustrator, including citizenship and the city/country in which they live.**

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**Provide a brief description of the work including a summary of how the book will contribute to Canadian arts, culture, and literature.**

---

100 words left

**Describe your process for selecting, editing, and producing this manuscript.**

---

100 words left

**Provide a summary of your marketing, distribution, and sales plans.**

---

300 words left

**Summarize all other measures planned or taken to ensure the successful realization of this book.**

---

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

Genre

10 words left

Suggested Age (for children's and YA books)

Projected Page Length

Images (how many, what form, colour or B&W)

Initial Print Run

25 words left

**Printer Location**

---

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

---

\$

**Publication Date**

---

**Project Status**

---

25 words left

**Provide a brief biography of the author/illustrator, including citizenship and the city/country in which they live.**

---

**Provide a brief description of the work including a summary of how the book will contribute to Canadian arts, culture, and literature.**

---

100 words left

**Describe your process for selecting, editing, and producing this manuscript.**

---

100 words left

**Provide a summary of your marketing, distribution, and sales plans.**

---

300 words left

**Summarize all other measures planned or taken to ensure the successful realization of this book.**

---

200 words left

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

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200 words left

## Activity Summaries

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Number of Eligible Books Published in Previous Calendar Year

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Number of Eligible Books Published in Current Calendar Year

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Number of Eligible Books Projected for Next Calendar Year

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Number of Eligible Books in Print

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## Budget

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### 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: Provide details for all relevant revenue and expenses
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	\$	\$	\$
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)	\$	\$	\$
Accessibility/accommodation supports	\$	\$	\$
Other (please specify in Notes)	\$	\$	\$
Total Artistic and Production Expenses	\$	\$	\$

## Administrative Expenses

	Title 1	Title 2	Title 3	Notes: Provide details for all relevant revenue and expenses
Salaries: Administrative Staff	\$	\$	\$	
Salaries: Marketing and Development Staff	\$	\$	\$	
Contract Fees: Administrative Staff	\$	\$	\$	
Contract Fees: Marketing and	\$	\$0	\$	

**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**

	<b>Title 1</b>	<b>Status</b>	<b>Title 2</b>	<b>Status</b>	<b>Title 3</b>	<b>Status</b>	<b>Notes: Provide details for all relevant revenue and expenses</b>
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: Net Sales in the first year	\$	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: Provide details for all relevant revenue and expenses
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

							Notes: Provide details for all
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	Title 1	Status	Title 2	Status	Title 3	Status	relevant revenue and expenses
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	\$
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### 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

## Operating Budget

### 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
Total Revenue	\$	\$	\$	
Total Expenses	\$	\$	\$	
Net profit (loss)	\$	\$	\$	

## Support 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

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Upload a sample of your author contract.

Upload a list of all books in print, noting the year of publication

Upload letters from up to two partners or collaborators, if applicable, confirming the nature of their participation. Do not include general letters of support.

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

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

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## Feedback

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We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

How did you learn about the intake for this program?

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In the future, how would you like to be informed about our programs?

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If applicable, the agency  
(see question above):

## Additional Support Material

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  
Mailing Address: PO Box 9819, Stn Prov Govt Victoria, B.C. V8W 9W3  
Courier Address: 1st Floor, 800 Johnson Street Victoria, B.C. V8W 1N3

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

Five copies of each catalogue for the current year unless you have uploaded digital copies above.

Three copies of five titles published in the two most recent calendar years including the current year. Include titles previously funded by the BC Arts Council if applicable. Record the titles sent on the table above.

## Declaration

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.