

# PROGRAM GUIDELINES 2021/22

## PROJECT ASSISTANCE: Book Publishers

### Program Impacts and Changes Due to COVID-19

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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 be updated to align with current provincial and federal orders and public health directives. Please:

- Ensure you have 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.
- Find up-to-date information posted on our [COVID-19 update page](#).

### About the BC Arts Council

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For more information about the BC Arts Council's mandate, vision, values, and strategic directions visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

### Equity and Cultural Context

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

The BC Arts Council acknowledges the cultural, geographic, and regional diversity of the province, and 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.

Applicants are encouraged to contemplate a variety of factors related to cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context in their submission. Equity and access are central to the BC Arts Council's response to supporting the arts and culture sector.

### Program Intentions

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

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

### Application Deadline and Details

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The deadline for submissions is October 15, 2021, **no later than 11:59 p.m.**

Applications must be submitted via the online grant application system. Applicants must ensure that all information and documentation in their online profile is up to date prior to submitting an application. Applications submitted by mail, email, or fax will not be accepted.

New applicants must register on the [online system](#) in order to submit an application. **Approval of a registration request may take up to four business days.** New registrants will be notified of approval and access to grant applications.

Applicants are encouraged to discuss their application with a program officer prior to submission.

### Application Assistance

Applicants who identify as Deaf and/or living with disabilities and who require accommodation or assistance to develop and submit an application to this program should contact the program officer or email [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca) for more information.

Receiving application assistance does not influence the assessment of the application.

### Eligibility Requirements

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Assistance through this program is available to B.C.-based, Canadian-owned book publishers who meet the criteria outlined below. Ineligible applications will not be forwarded for assessment.

#### To be eligible, an applicant must:

- Be registered and in good standing as a non-profit society, community service co-op, or a legally registered company in the Province of B.C. for at least one fiscal year prior to application.

OR

- Be a book publisher led by an Indigenous Government, Indigenous Community Organization, or Métis Chartered Community in the Province of B.C. for at least one fiscal year prior to application, with a community-based board of management that sets the organization's editorial policies.

AND

- Have its head office, general office, editorial office, general operations, and management based in B.C. for at least one fiscal year prior to application.
- In the case of legally registered companies, be managed and financially controlled by B.C. residents (who own at least 75% of the company).
- Have operated in B.C. for a minimum of one year with book publishing as the primary (rather than peripheral or occasional) business, with the publication of original titles as the focus.
- 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 royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators, and other copyright licensors. Publishers owing payments as of the submission deadline may not be eligible for funding.
- Compensate artists, and arts, museums 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 any overdue final reports on previous BC Arts Council grants as of the deadline date for this program.

**To be eligible, a title must:**

- Be an original title and/or first edition (i.e. no reprints) in one of the following genres:
  - Fiction
  - Non-fiction
  - Drama
  - Graphic novel
  - Poetry
  - 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 or -illustrated content.
- Be accessible to a general reading audience and not exclusively intended for specialized readership, including an academic or professional audience.
- Have a contract for an industry-standard royalty agreement or fee in lieu of royalties.
- Include primarily original material or make a significant contribution to arts and culture with previously sourced material.
- 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, or, in the case of illustrated 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 or author's own material.
- Have a print run of more than 350 copies.
- For translated works, in addition to the criteria above, the translation must be done by a Canadian citizen or permanent resident of Canada.

**Exclusions****Awards are not available for the following genres and formats unless a title makes a significant contribution to arts and culture:**

- Directories, reference books, index compilations, almanacs, or bibliographies with minimal critical content.
- Collections of verbatim interviews, pre-published articles, transcripts, or conference papers.
- Testimonials, personal growth, or self-help books and manuals, including those of a devotional or spiritual nature.
- Travel guides, travel picture books, guidebooks, trivia, and/or quiz books.
- Books describing how-to techniques including skills, games, sports, and gardening instructional books and cookbooks.
- Calendars, diaries, journals, agendas, catalogues of exhibitions, and colouring books.
- Educational or scholarly textbooks.
- Self-published books and/or 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.

**Awards are not available to support:**

- International travel as per BC Arts Council's [current COVID-19 policy](#).
- Operating costs.
- Project phases or activity that have begun prior to the submission deadline.
- Project or budget deficits and/or contingency funds.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- International travel costs of foreign artists visiting British Columbia.
- Fundraising activities, conferences, conventions, or projects that are secondary to the arts-related activity (e.g. competitions, or family, religious, or community celebrations or anniversaries).
- Subsistence to artists or cultural practitioners, unless otherwise noted.
- Costs of producing recordings (e.g. demos).
- Projects or activities funded through other BC Arts Council programs 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 project budget.

There is no maximum request amount. Visit the [BC Arts Council Recipients](#) page to review a list of previously successful applicants and the range of awards for this program.

Grants may be awarded for less than the requested amounts based on the assessment of the application and the priorities of the program.

Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31).

## Application Requirements

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It is the applicant's responsibility to submit a complete application. The BC Arts Council will not contact applicants to address errors or missing requirements. Eligible applications are assessed as submitted.

**A complete online application must include:**

- Details outlining the proposed project including:
  - a description of the applicant's history, mandate, mission and core values, and a summary of the development, creation, production, and/or dissemination of their work including their current role in Canadian literary publishing.
  - a list of affiliated companies, sales representatives, and distribution arrangements.
  - a summary description of the overall publishing program for the proposed year.
- Editorial, production, and sales information for each proposed title (maximum of 3) including:
  - title, author/illustrator, and the process for manuscript selection.
  - a statement about how the title will contribute to Canadian literature.
  - the project status, anticipated print run and publication date, and summary of marketing and distribution plans.
  - a statement outlining measures to ensure successful realization of the proposed titles.
  - **for co-editions or co-publications**, a clear explanation of the partnership, including editorial control and financial contributions.

- A balanced project budget using the table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending.
- An operating budget for the applicant's previous, current, and projected fiscal years.
- All required support material as per the list below.

### Support Material

Applicants are advised to review and adhere to the [Upload Requirements for Support Material guidelines](#). Applicants are responsible for ensuring that all support material is in a readable format. Poor quality files may adversely affect an applicant's success. Applicants are encouraged to test all material before submitting their application. Requested material must be submitted via the online system unless otherwise indicated.

#### **Required Support Material includes:**

- A biography for each member of the project's creative team (maximum 100 words each).
- A list of all books in print noting the year of publication.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- Five copies of each catalogue for the current calendar year OR one digital copy of each catalogue.
- Three print copies of up to five titles published in the two most recent calendar years, including the current year. Clearly label the package with the applicant's name and application number, and provide a list of the titles using the table within the online system.
- A sample author contract.
- A list of owners and shareholders.

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

- Two letters of reference from established arts and cultural practitioners familiar with the applicant's work.

Do not submit material beyond what is requested; it will not be presented for assessment.

### Additional Requirements for Organizations

#### **At the time of application, the applicant's Organizational Profile must be up to date and include:**

- The organization's last two fiscal years Financial Statements as per the requirements below.
- A current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- A current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g. permanent; 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 attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and of two Board members affirming Board approval.

The type of Financial Statements required is based on the recipient's most recent BC Arts Council Operating Assistance or Project Assistance (discipline specific) award. For new applicants, internally prepared financial statements are acceptable. BC Arts Council staff reserve 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.

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

## Assessment Criteria

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

### ALIGNMENT WITH STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the applicant and the project align with these BC Arts Council strategic directions:

- Indigenous Arts and Culture
- Equity, Diversity, and Access
- Regional Arts and Community Arts

### ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

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 project's contribution and significance by considering the:

- Clarity and focus of the project, including how the editorial choices relate to the applicant's mandate, mission, and editorial vision.
- Strength of artistic vision of the project as demonstrated through editorial choices and processes, including the publication of new writers and the introduction of new themes or styles that help to develop Canadian literature.
- Quality of proposed activities as demonstrated through the level of artistry, risk, originality, and overall contribution to art form(s) in B.C. and Canada.
- Level of professional standards in editing, design, and production.
- Integrity of the creative processes, including ethical approaches to research and collaboration; use of source and physical materials; ownership and other cultural protocols, as applicable.

### ENGAGEMENT AND IMPACT (30%)

The assessment panel will evaluate the project's engagement and impact by considering the:

- Degree of impact on the organization's identified communities as evidenced by effective community engagement strategies, programming, audience development, outreach, and marketing.
- Degree of impact on the development of Canadian writers, artists, and the literary community.
- Commitment to keeping literary books in print as demonstrated by reprint policies and practices.

- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.
- Consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable.

### FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health.
- Role of artistic leadership, including management and the board, as applicable, in fostering a healthy, sustainable work environment.
- Level of experience in realizing comparable projects at a professional standard, including in marketing, sales, and distribution.
- 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 broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

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

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

Applicants are encouraged to contact the program officer for feedback after results have been released.

### Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. Notifications are sent via the online system to the contact linked to the application, and the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance.

Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list.

### Payment of Awards

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All award payments 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 their 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 workplace 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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Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports 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.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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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.**