

# BC Arts Council Operating Assistance: Book Publishers Application Preview

Updated: June 29, 2022

## Overview

This is a sample of the BC Arts Council Operating Assistance: Book Publishers Application.

This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as "updated:". Check back to make sure you have the most current version.

Applications must be completed on the online system, which requires a profile to be set up.

### If you have questions about the program or application - contact the Program Advisor to discuss:

* Michelle Benjamin – 236-478-2582 – Michelle.Benjamin@gov.bc.ca

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](https://www.bcartscouncil.ca/program/application-assistance/).

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Organizational Profile —including your most current Financial Statements— is up to date before submitting this application.

There is no autosave function. Applicants will be logged out if inactive for 120 minutes. It is highly recommended to press the "Save Draft" button regularly.

## Profile Details

An asterisk (\*) indicates the field is mandatory

(System Generated Content)

Name:

Address:

Municipality:

Province:

Postal Code:

Phone:

Website:

Purpose:

If the Profile Summary above is not correct, go to the applicant profile and update it before completing the application. Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

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

### Required Profile Updates

Entries and changes made in the pop out table(s) below will be saved to the organization's registration profile and made available on future applications.

#### Staff List Button (Pop out form)

Table Form Fields: Name, Position, Permanent/Seasonal Full-Time/Part-Time Notes (optional)

#### **\***Financial Statement Verification

(check box) I confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to the organization profile.

#### NEW: Update your profile with your organization's STATEMENT OF PURPOSE.

* This is required prior to submitting this application.
* For non-profits, this is a direct copy from the organization's constitution.
* Navigation: From your system Home page, select Organization Profile. Under the Additional Information tab, scroll half way down to the Purpose text field.

#### **\***Organization's Statement of Purpose Verification

(check box) I confirm that the Statement of Purpose has been completed on the Organization Profile.

### **New – Coming Soon:** Voluntary Self Identification as a Designated Priority Group

Shortly, applicants will have the opportunity to voluntarily self-identify as a [designated priority group](https://www.bcartscouncil.ca/priorities/priority-groups/). Once available, this page will be updated and you will be able to visit the Registration profile and click on

‘Designated Priority Group’ to submit your organization’s information. This information will be stored on the applicant’s registration profile, and used in future applications. We encourage applicants to revisit the tab periodically to keep the information up to date.

The BC Arts Council will use the designated priority group information and related voluntary identification data collected to measure impact, identify gaps in funding, conduct internal research and evaluation, improve programs, conduct outreach activities and develop equity policies. The information may also be used to determine eligibility for equity-based programs and funding, as well as peer assessment composition. The data will be reported publicly as aggregate (grouped) percentages in which your responses will be combined with other responses so that you or your organization cannot be identified.

Learn more about the vision, directions and commitments of the BC Arts Council and the Council’s action plan ‘Extending Foundations’: <https://www.bcartscouncil.ca/priorities/>

## Organization Information

An Asterix (\*) indicates the field is mandatory.

Consider that those assessing the application might not be familiar with your work, your community, or your cultural context. In answering the questions, provide all the information they need to understand and assess your project. Use short sentences or point form to answer questions. Word counts indicate the maximum accepted words per question. There is no requirement to write to the word count limit.

### \*What is the applicant's Primary field of practice?

Please Select:

* Community Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centres
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

\*If other, describe:

### Organization Overview

An Asterix (\*) indicates the field is mandatory.

In order to increase access and reduce barriers, the BC Arts Council is developing approaches to accepting portions of applications in audio/video formats. This work is still in a pilot phase. You may submit answers to the next two questions in either written or verbal/visual format (but not both).

ASL or Sign Language Verbal Submissions – please ensure you have captioned or translated the Sign

Language into spoken or written English. For support doing this, please enquire about [Application Assistance.](https://www.bcartscouncil.ca/program/application-assistance/)

**Option 1: Use text boxes below for written answers.**

#### \*Describe your organization's history, mission and core values. (500 words or 5 minutes total)

#### \*Describe your organization’s main activity(ies). (500 words or 5 minutes total)

Or provide answers to the above questions in audio or audiovisual format – see instructions below:

**Option 2: Using the button below, provide only one uploaded file answering the two questions above. See below for audio or audiovisual options.**

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

File(s) must be no longer than 5 minutes, not exceed 50MB and must use one of these supported file

extensions:

AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav

VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

(button) Option 2: Click here to upload as audio or audiovisual

#### \*Number of Full-Time Paid Staff

(Number field)

#### \*Number of Part-Time Paid Staff

(Number field)

#### \*Number of contract and/or freelance staff, Full-time and Part-Time

(Number field)

#### \*Enter the ACTUAL total operating expenses from the most recently COMPLETED fiscal year.

(Number field)

#### \*Enter the PROJECTED total operating expenses from the CURRENT fiscal year.

(Number field)

### COVID-19 Impact:

An Asterix (\*) indicates the field is mandatory.

#### \*To continue to track ongoing impacts of the pandemic, briefly indicate the areas within your organization that have experienced significant changes, challenges or opportunities since March 2020 as a result of the COVID-19 pandemic including the impact of accompanying calls to address racism and systemic inequities. Select all that apply:

* Artistic/Cultural/Curatorial/Editorial Initiatives, Productions and Programming
* Community Engagement and Partnerships
* Fundraising and Development
* Financial Situation
* Human Resources, including leadership transition or succession
* Facilities
* Strategic Direction or Governance, including Board transition
* Other (describe below)

#### Briefly describe the significant changes, challenges or opportunities for each area selected above, as applicable. Point form is acceptable. You will have an opportunity to expand on significant changes, challenges, or opportunities later in this application.

(250 words total)

### Organizational Capacity and Governance

An Asterix (\*) indicates the field is mandatory.

\*Financial position: Describe your organization’s current financial position in relation to the achievability of the programming proposed below. Address any existing or projected deficit or surplus, and related plans to eliminate the deficit or to use accumulated surpluses or reserved funds.

(200 words total)

\*Organization structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance, and staff structure.

(400 words total)

\*The role of governance and leadership: Discuss the leadership’s role in identifying and responding to workplace issues such as financial monitoring and policy development; particularly relating to human resource policies around fostering belonging and cultural safety and a healthy, equitable and respectful workplace.

(400 words total)

\*Recruitment and succession: What are the recruitment and succession strategies for board, senior management positions, and staff? Describe how your organization reflects the diversity of its community within its board, senior management and staff.

(400 words total)

\* Staffing and human resource policies: Describe the human resources practices and policies in place as related to fair remuneration, professional development, equitable employment, cultural competency, and fostering a healthy, safe and respectful workplace.

(400 words total)

### Facilities

An Asterix (\*) indicates the field is mandatory.

#### \* Does your organization operate a facility(ies) other than an office on a permanent basis with ongoing fixed costs? (Describe in the table below.)

* Yes
* No

#### Facilities Table Button (Pop out table)

Select all facilities operated and number you operate. Where there is a combination of Rent/Own/Lease for multiple facilities of the same type, please provide details in the Notes section.

#### The following categories each have a row in the table:

* Museum
* Exhibition/gallery space
* Warehouse
* Collections Storage Space
* Theatre and/or Performance Space
* Rehearsal Space
* Other

#### Each Row has the following input fields:

##### Yes/No (Please Select)

* + Yes
  + No

##### Number (Number field)

##### Rent/Own/Lease (Please Select)

* + Rent
  + Own
  + Lease

##### Notes (Text field)

#### \*Type of Organization (Please select)

* Non-profit
* University Press
* Sole Proprietorship
* Corporation
* Other

## Programming Overview

An Asterix (\*) indicates the field is mandatory.

In this section, you are requested to reflect on and respond to questions about the programming offered by your organization. In answering these questions, please consider the full breadth of programming you offer, which may include public programs such as performances and exhibitions, but also engagement and outreach activities that connect you to your community.

The request below represents a single year of funding. The minimum grant amount is $20,000. This amount must match the CADAC submission.

### \*Amount Requested

(Number field with no decimal places)

### Reconciliation, Equity, Diversity, Inclusion and Access

#### \* For organizations rooted in or led by equity-deserving communities, or those located in regional areas outside greater Vancouver or the capital region, describe your organization’s relevance to the community and how this informs your programming – OR For organizations working in greater Vancouver or the capital region NOT rooted in or led by equity-deserving communities, describe your organization‘s relevance to equity-deserving communities through programming.

(500 words total)

\* Is your organization engaged in reconciliation in its programming? If so, how is your organization engaging or being called upon to engage? How is your organization approaching equity, diversity, inclusion and access in its programming? Tell us how your region, community, organizational size, and purpose influences your approach.

(500 words total)

\* What policies, practices, and protocols have been developed in your organization to eliminate cultural appropriation, support meaningful representation, and ensure appropriate research methods and approaches are used for source or physical materials?

(500 words total)

### Artistic and Cultural Contribution, Engagement and Impact

#### \* Community engagement: Describe the community(ies) your organization serves and how you engage them.

(300 words total)

#### \* Community Engagement and Contribution: Indicate how your organization and publishing program contributes to the literary or artistic life of a specific region or a specific community.

(500 words total)

#### \* Recent Publishing: What were the highlights and risks from your last two years of publishing? Include awards, critical responses and other achievements. If applicable, expand on any significant changes, challenges or opportunities since March 2020 as a result of the COVID-19 pandemic noted in the organizational overview.

(400 words total)

#### \* Collaboration: Has your organization been involved in any collaborative programming, co-productions or presentations?

* Yes
* No

#### \* Impact on B.C. artists and cultural practitioners: How does your organization support the development of B.C. artists and cultural practitioners?

(300 words total)

#### \* Community impact: What impact has your organization had on the community(ies) your organization serves? Share descriptions or data on support for artists, audience participation, community feedback, or responses to marketing and communications.

(300 words total)

#### \* Community access and inclusion: Describe your organization‘s progress and plans towards providing access and inclusion; for example, improving physical spaces, enhancing programming and communications, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

(400 words total)

#### \* Proposed activities: Outline your proposed program for the next two years. Provide the rationale for your programming choices, including examples of how self-reflection on recent activities influenced the proposed programs and choices.

(500 words total)

#### \*Describe your backlist and your organization’s policy on keeping significant titles in print. Provide examples of planned reprints, if applicable.

(500 words total)

#### \*Describe the efforts you have made to maintain or improve editorial expertise.

(500 words total)

#### \*Describe the marketing and promotional strategies and activities for new and backlist titles, with recent examples.

(500 words total)

#### \*Describe your distribution arrangement for printed books and eBooks.

(500 words total)

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

(150 words total)

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

(250 words total)

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

(250 words total)

## Activity Summaries

Button: Click here to enter the statistical summary

This is a pop-out table format with multiple sections

### Statistical Summary

#### Summary

##### Total New Titles (eligible + ineligible)

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

#### Details of New Titles

##### New Eligible Titles

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

##### New Eligible Titles, BC Authored

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

#### Details of New Format Reprint

##### New Format Reprints (eligible + ineligible)

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

##### Eligible New Format Reprints

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

##### Eligible New Format Reprints, BC Authored or Illustrated

* Last Calendar Year (Number field)
* Current Calendar Year YTD+ (Number field)
* Request Year 1 Projected (Number field)
* Request Year 2 Projected (Number field)

#### Details of Titles Available/In Print

##### Titles available in Print Formats

* Current Calendar Year YTD (Number Field)

##### Eligible Titles Available in Print Formats

* Current Calendar Year YTD (Number Field)

##### Titles Available in Electronic Formats

* Current Calendar Year YTD (Number Field)

##### Eligible Titles Available in Electronic Formats

* Current Calendar Year YTD (Number Field)

## Budget

Button: Click here to enter the budget

All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to the specific program guidelines to make sure that you do not include ineligible expenses here. The information provided in the first column (Last Fiscal Year Actuals), including Net Sales of All Titles and Total Net Operating Revenues, should correspond to the figures in the financial statements uploaded to your profile.

### Definition of Terms:

#### Operating Revenues

* Net Sales: Book sales after returns.
* Eligible Titles: See program Guidelines for a detailed description of “BCAC-Eligible Titles”.
* Other Net Publishing Revenue: Income for rights and permissions, and other direct publishing revenue.
* Other Net Revenue: Any income not previously accounted for including, for example, distribution services, rental of space, editorial or marketing services, non-book sales, etc.

#### Cost of Sales

* Opening Inventory: Value of inventory (determined by the lower of cost and net realizable value) at beginning of fiscal year.
* Direct Costs: All funds expended to produce and print the books.
* Indirect Costs: Other expenses related to the development of book projects, e.g., contract workers for editorial and design.
* Distribution Costs: Fees paid to distribution and fulfilment companies.
* Other Costs of Sales: Purchases, etc.
* Closing Inventory: Value of inventory (determined by the lower of cost and net realizable value) at end of fiscal year.

#### Operating Expenses

* Wages Benefits: Money paid to full- and part-time staff, not including freelance or contract workers.

Please note: Dollar values to be entered in numeric format only, no special characters. Example: $ , £, etc.

### Fiscal Year

#### Current Fiscal Year

* Start (Year-Month-Date)
* End (Year-Month-Date)

For each of the following categories and sub-categories, there are five fields to input information in:

* Last Fiscal Year Actuals (number field)
* Current Fiscal Year Projected (number field)
* Request Year 1 Projected (number field)
* Request Year 2 Projected (number field)
* Notes

### Revenue

#### Net sales of BCAC-eligible titles, print books

#### Net sales of BCAC-eligible titles, e-books

#### Net sales of other Canadian-authored titles, print and electronic

#### Net sales of foreign-authored titles, print and electronic

Net Sales of all titles (Auto-added fields)

#### Rights and permissions, BCAC-eligible titles

#### Rights and permissions, all other titles

#### Other net publishing revenues (provide details in Notes)

#### Other net revenues (provide details in Notes)

Total net operating revenues (Auto-Added Fields)

### Grants/nonrepayable financial aid from the following sources:

#### BC Arts Council - Operating Assistance for Book Publishers (this request)

#### Other BC Arts Council grants

#### BC Book Publishing Tax Credit

#### Other provincial or territorial government sources (provide details)

#### Department of Canadian Heritage (Canada Book Fund)

#### Livres Canada Books

#### Canadian Federation for the Humanities and Social Sciences (ASPP)

#### Other federal sources (provide details)

#### Canada Council for the Arts - Block Grants / Core

#### Canada Council for the Arts - Other programs

#### Other government (e.g., municipalities) and public sector funding

#### Other sources (provide details)

Total Grants and Contributions (Auto Added Fields)

Total net revenues (Auto-Added Fields)

### Costs of Sales

#### Opening inventory *(Auto-added totals in the second, third, and fourth columns)*

#### Direct costs (e.g., printing, production, other purchases)

#### Distribution cost

#### Advances, royalties, rights, permissions on BCAC-eligible titles

#### Advances, royalties, rights, permissions on non-eligible titles

#### Other Costs of sales (e.g., contract editorial, design, etc.)

#### Closing inventory

Total Costs of Sales (Auto-added totals)

Gross Profit (Net Revenue less Cost of Sales) (Auto-added totals)

## Operating Expenses

#### Wages and Benefits: Management and Administration

#### Wages and Benefits: Artistic and Editorial

#### Wages and Benefits: Marketing and Promotion

#### Wages and Benefits: Other

Total wages and benefits (Auto-added totals)

#### Accessibility/accommodation supports and services required by staff, contractors, writers, or illustrators engaged in the activities

#### Marketing and promotion expenses

#### Building and Premises

#### Freight Shipping

#### Other operating expenses (Provide details in Notes)

Total operating expenses (Auto-added totals)

### Summary

Profit (loss) (Auto-added totals)

#### Deduction from Profit (loss)

#### Income tax

#### Extraordinary items (provide details in Notes)

Net profit (loss) (Auto-added totals)

### Balance Sheet Information

For each of the following sub-categories, there are two fields to input information in:

* Last Actual Fiscal Year
* Notes

#### Total current assets

#### Total Assets

#### Total current liabilities

#### Total Liabilities

#### Total Equity

## Support Material

Note: Do not submit material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed.

#### \* Upload any recently prepared planning or policy documents.

Required support material includes:

* Up to 5 current planning and policy documents, such as: strategic plans, human resource policies, anti-racism policies, or cultural safety policies.
* For Museums and Indigenous Cultural Centres: Include your most recent collections management policy.
* Documents detailing the current approach to equity in your organization should be included, if available; if stand-alone policy documents are not available, you must describe your practices / policies within the application.

(upload button)

#### Upload a facility description/floor plan of current location(s) (if applicable)

(upload button)

### Owners or Shareholders List

Button: Click here to enter the owner/shareholders information.

#### Table Form: Owner/Shareholder Information

Click on the "+" button enter owners or shareholders information.

It is the responsibility of book publishing companies receiving grants through this program to promptly inform the Council, in writing, in all situations where there has or will be a change in ownership, corporate structure, legal status, or primary operating activities.

Table format: The table has the following four columns to complete for each entry:

1. Name (Text Field)
2. Address (Text Field)
3. Percentage of Voting Shares (Number field)
4. Citizenship (Text Field)

### Support Material Uploads

#### Upload up to 5 images illustrating your programming or presentations.

For example:

• a sample image of the exterior of your facility;

• a sample image of permanent exhibitions;

• a sample image of a temporary exhibition; or

• a sample image of a public programming activity.

The following image file extensions are supported: .jpeg,.jpg,.gif,.png,.bmp

(upload button)

#### **\***Upload a PDF list of all books in print including the year of publication.

(upload button)

#### **\***Upload a blank sample author, artist, or contributor contract (PDF).

(upload button)

#### Upload a digital copy of up to four catalogues for the current year (PDF).

If digital copies are unavailable, see below for option to provide printed catalogues.

(upload button)

#### **\***Upload a PDF list of Eligible titles published/projected in the previous and current calendar year, including the following information:

* Title
* Author
* Canadian citizen or Permanent Resident (Author)
* Illustrator
* Canadian citizen or Permanent Resident (Illustrator)
* Genre
* Page count
* Print Run
* Format (Hard Copy/Paper Back/Electronic)
* Publication date
* Type (New/New Format Reprint/Reprint)

(upload button)

#### **\***Upload a PDF list of Eligible titles projected in the next two calendar years, including the following information:

* Title
* Author
* Canadian citizen or Permanent Resident (Author)
* Illustrator
* Canadian citizen or Permanent Resident (Illustrator)
* Genre
* Page count
* Print Run
* Format (Hard Copy/Paper Back/Electronic)
* Publication date
* Type (New/New Format Reprint/Reprint)

(upload button)

### 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

#### If digital copies are unavailable, check the box to indicate you are sending the following as hard copy material.

(check box) Six copies of up to four printed catalogues from the past two years [unless you have uploaded digital copies above].

#### **\***Check the box to indicate you are sending the required physical materials:

(check box) One copy of all eligible titles published in the past two years, and including the current year (up to three years total).

## 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

Check Box:

* 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.

#### Please Select:

* Yes
* No