



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Book Publishing Support: Emerging Publisher Grants

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application process and assessment, etc. Also read the Additional Information for Completing the Application Form section
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the checklist (Part J of the application form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, including people with disabilities.

Deadline

1 November

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Your completed application and all support material must be postmarked on or before the deadline date. The only exceptions are eligible titles that will be published in November, which may be submitted on or before **10 December**, accompanied by a completed Title Analysis Report form and a printing bill for each title.

The Canada Council will not accept applications postmarked after the deadline date, incomplete applications or those submitted by fax or email.

Further Information

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1-800-263-5588 (toll-free) or 613-566-4414, ext. 5576

TTY: 1-866-585-5559

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PROGRAM GUIDELINES

<p>Program Description</p>	<p>As part of fulfilling its mandate to foster the production and enjoyment of the arts in Canada, the Canada Council for the Arts provides financial assistance to Canadian publishers to offset the costs of publishing Canadian trade books that make a significant contribution to the development of Canadian literature. This assistance is made available through Emerging Publisher Grants (for emerging publishers) and Block Grants (for established publishers).</p> <p>Emerging Publisher Grants provide funding for one year, and Block Grants provide one- or two-year grants.</p> <p>Book publishers receiving Emerging Publisher Grants are also eligible to apply for Translation Grants, Author Promotion Tour assistance, grants for the publication of art books and for Flying Squad grants. Information on these program components is available on the Canada Council’s website or from the Writing and Publishing Section.</p>
<p>Eligibility of Publishers</p>	<p>Note that meeting the eligibility criteria allows you to apply to the program. It does not, however, guarantee that you will receive a grant.</p> <p>Emerging Publisher Grants assist publishing houses that have published a minimum of four and a maximum of 15 eligible titles and that demonstrate the potential to play an active role in the development of Canadian literature.</p> <p>First-time applicants to the Book Publishing Support program must apply to the Emerging Publisher Grants component, even if they have published 16 or more eligible titles. Applicants must receive an Emerging Publisher Grant before they can apply to the Block Grants component.</p> <p>Publishers that were successful in their last application for an Emerging Publisher Grant and have published 16 or more eligible titles are no longer eligible to apply to this component. They must apply instead to the Block Grants component.</p> <p>Publisher Eligibility</p> <p>To be eligible for Emerging Publisher Grants support, a publishing company must:</p> <ul style="list-style-type: none"> • have its head office in Canada, maintain editorial control in Canada and be at least 75 percent Canadian-owned • maintain full control over editorial processes, have editorial independence from any other company receiving Book Publishing Support from the Canada Council, and produce separate financial statements • have book publishing as its primary, rather than a peripheral or occasional, activity • have at least four eligible titles in print, of which at least one was published in the previous twelve months, and be committed to a sustained trade book publishing program, consisting of titles by a variety of authors (Aboriginal-controlled book publishers with fewer than four eligible titles in print should contact the Program Officer to discuss their situation.) • use appropriate and effective means to market, distribute and create public awareness of its publications

<p>Eligibility of Publishers (continued)</p>	<ul style="list-style-type: none"> • issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors; publishers that owe outstanding payments to writers, illustrators, translators and (or) other copyright licensors as of the application deadline are not eligible.
<p>Eligibility of Titles</p>	<p>Eligible Titles You must submit only eligible titles with your application for funding.</p> <p>To be eligible, a title must:</p> <ul style="list-style-type: none"> • contain at least 50 percent Canadian-authored creative content (text or graphic) • have at least 48 printed pages between the covers (with the exception of children’s books, which must contain at least 24 printed pages) • have a print run of at least 350 copies • be published principally in English, French or one of Canada’s Aboriginal languages • acknowledge the support of the Canada Council for the Arts, if produced by a publisher already receiving Book Publishing Support. <p>Because the Canada Council’s mandate includes supporting production in the literary arts, and the study of literature and the arts, only titles in the following categories are eligible:</p> <ul style="list-style-type: none"> • fiction • poetry • drama • graphic novel (minimum 48 pages) • publications for children and young adults, except those in ineligible categories (see below) • literary non-fiction. <p>The Canada Council defines literary non-fiction as narrative text about real events, people or ideas, where the writer’s voice and opinion are evident and the narrative is set within a context and a critical framework. The work should be accessible to a general reading audience and cannot be intended for a specialized or academic readership. Eligible literary non-fiction titles make a significant contribution to literature, or to information about the arts or to the enjoyment of writing by Canadians. Titles within the following subjects are eligible, if they meet all other eligibility criteria: art, architecture, biography, history, literary criticism, nature, philosophy, politics, reference, social sciences, sports and travel.</p> <p>Audio productions are eligible if they have been previously released as books and if they are professionally produced, by eligible publishers, on CD or DVD.</p> <p>Books on the arts or architecture may be eligible for support under a special category. For details, contact the Writing and Publishing Section Officer.</p> <p>The Canada Council reserves the right to ask for additional information to determine the eligibility of a title.</p>

<p>Eligibility of Titles (continued)</p>	<p>Ineligible Titles</p> <p>Reprints of any kind are not eligible for support from the Emerging Publisher Grants component.</p> <p>Titles that are not eligible for support by the Canada Council include:</p> <ul style="list-style-type: none"> • those with a print run of more than 25,000 copies • titles not printed in Canada, with the following two exceptions <ol style="list-style-type: none"> (1) International co-editions. To be eligible, the Canadian publisher must be the lead publisher and must undertake substantive editing of the manuscript of the title in question. The co-publishers' names must appear on the title page and/or copyright page of the book. The Council reserves the right to request a copy of the contract between the co-publishers. (2) Eligible titles for which the publisher can demonstrate that printing at a competitive price is not available in Canada. Please submit a written justification and printers' quotations. • saddle-stitched books, except illustrated books for children or books of poetry (but no more than 50 percent of the poetry titles produced by the publishing house per year may be saddle-stitched) • spiral bound books • academic, scholarly or educational publications destined primarily for an educational or scholarly market • catalogues of visual art exhibitions (in other words, a publication of one or more visual artists' work related to a specific exhibition, which includes one or more of the following elements: detailed information regarding the exhibition, a list of works exhibited, an artist's statement and provenance of the works) • reference books, unless they are about the arts • books with text that is a compilation of short captions, quotations, jokes or sayings • calendars, agendas, almanacs and cookbooks • guidebooks, including travel, nature and gastronomy guides • publications that describe how-to techniques, skills or games • books that include instructions for activities, including colouring books • trivia and quiz book • autobiographies that emphasize personal growth (in other words, those that focus on self-actualization, self-improvement, or devotional or spiritual practice) • psychology and self-help books • professional manuals and reference books intended for a specialized audience • illustrated non-fiction publications that do not include a narrative text with minimum length of 10,000 words, unless they make a significant artistic or literary contribution
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<p>Eligibility (continued)</p>	<ul style="list-style-type: none"> • publications commissioned or paid for by an individual, group, political party or company where the applicant does not have complete and independent editorial control (if the copyright for an eligible title is held by an organization, a government department or the Crown, you must include contract details in the Title Analysis Report form that you submit with each title) • co-publications with governments, government departments or agencies, except titles that are co-published with museums or art galleries • publications for which the author receives no royalties (royalties must be paid on each copy of a book sold) • books to which the author has contributed financially toward the publication costs (this includes an author’s obligation to purchase a given number of copies of his or her book as a condition of publication) • books for which 50 percent or more of the print run is pre-sold outside normal trade bookselling channels and book clubs • publications written by owners or employees of your publishing house, unless these titles represent less than 25 percent of the house’s program each year • collections of previously published articles, of letters, diary or journal entries, transcripts of broadcasts and conference papers, unless they make a significant literary contribution (as defined above for eligible literary non-fiction) • transcription interviews, unless they make a significant literary contribution (as defined above for eligible literary non-fiction), and • books containing prominently displayed advertising, promotional material and (or) corporate logos. <p>If you wish to obtain a preliminary assessment of a title’s eligibility, send a written request to the Program Officer. You must request assessments of title eligibility on or before 15 September.</p>
<p>Grant Amount and Period</p>	<p>Funding ranges between \$5,000 and \$30,000, as recommended by the peer assessment committee. The grants are for a period of 12 months, beginning on 1 December of the year that you apply and ending on 30 November of the following year.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Book Publishing Support applications are reviewed by either an English-language or French-language assessment committee of professionals from the literary community. The committee can include literary critics, booksellers, librarians, writers, publishers and (or) former publishers. Members are also chosen with consideration to fair representation of expertise, gender, age group, Aboriginal peoples and the cultural and regional diversity of Canada. New peer assessment committees are formed for each competition.</p> <p>Eligibility of titles is assessed by the Program Officer.</p>

<p>Assessment of Applications (continued)</p>	<p>Support is not automatic. Book Publishing grants are not awarded solely on the basis of the number of eligible titles produced; success depends on the peer assessment committee’s recommendation.</p> <p>For this program, the decisions made by the peer assessment committee are final recommendations.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.</p> <p>Assessment Criteria</p> <p>The committee’s recommendations are based on the merit of the applicant’s publishing program, compared with those of the other applicants, and on the budget available for the program. Evaluation is also based on the literary and professional criteria listed below. Also, the Canada Council and the peer assessment committee must have confidence in the ability of your publishing house to remain financially viable over time.</p> <p><i>Quality of the Publishing Program, and Clarity and Fulfillment of the Editorial Vision (40 percent)</i></p> <ul style="list-style-type: none"> • Overall quality of the publishing program: selection of authors, author development, editorial choices, quality of the writing and editing, and quality of the presentation (cover and page design, binding and overall production quality). <p><i>Contribution to Canadian Literature (30 percent)</i></p> <ul style="list-style-type: none"> • Publication of new writers and introduction of new themes or styles that help to develop literature or an appreciation of the arts in Canada. • Special contribution, for example: <ul style="list-style-type: none"> - regional contribution - minority-language contribution - Aboriginal contribution - culturally diverse community contribution - arts sector contribution. <p><i>Professional Excellence (30 percent)</i></p> <p><u>Marketing</u></p> <ul style="list-style-type: none"> • Quality of marketing, and promotional strategies and activities. • Quality of distribution methods. <p><u>Management</u></p> <ul style="list-style-type: none"> • Sound financial planning and reporting. • Appropriate use of human resources. • Vision for long-term viability. <p>Please consult Part D of the application form for further details about the assessment criteria.</p>
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ADDITIONAL INFORMATION FOR COMPLETING THE APPLICATION FORM

Please ensure that the publishing company is clearly identified on each page of the application form (including attachments).

<p>Parts A1 and A2 – Identification and Declaration</p>	<p>The application form must be signed by an officer of the company. An original signature is required.</p>
<p>Part B – Company Profile</p>	<p>For the number of eligible titles published to date, indicate the number of eligible titles published since the beginning of the publishing house's operations.</p> <p>Please read carefully the Title Eligibility section in the application guidelines to ensure that you count only eligible titles. These numbers in Part B must correspond to the number of titles listed in Parts E, F and G.</p> <p>Also submit the information requested in Sections 9 and 10, on separate sheets of paper. This profile gives the peer assessment committee members important information about the publishing house. (You should keep the completed company profile on file and update it for future submissions, as required.)</p> <p><i>Current role in Canadian literary publishing</i> refers to the part your publishing house currently plays in advancing particular genres or promoting particular subjects or authors.</p>
<p>Part C – Policy On Royalty Payment to Authors</p>	<p>Use a separate sheet to explain your policy on royalty payments to authors. Address each of the points in Part C of the form.</p>
<p>Part D – Report on the Publishing Program</p>	<p>Submit this information on separate sheets of paper. This report is the principal tool, along with the books themselves, that the peer assessment committee uses to evaluate your company and its publishing program. It is in your interest to create a positive, clear and well-organized account of your activities.</p>
<p>Part E – Current Eligible Titles</p>	<p>Provide the information requested for each eligible title that has been published or will be published between 1 December 2010 and 30 November 2011. These titles must be first editions.</p> <p>Submit four copies of each eligible book published between these dates, with a Title Analysis Report form (available on the web page for this program) and a printing bill for each title. The printing bill must specify the initial print run. Please consult the Eligibility section of these guidelines to verify title eligibility.</p> <p>Titles published between 1 November and 30 November 2011 must be received by the Canada Council before 10 December 2011.</p>

<p>Part F – Other Previously Published Eligible Titles</p>	<p>Provide the information requested for each eligible title published before 1 December 2010. These titles must be first editions.</p> <p>If you are applying for an Emerging Publisher Grant for the first time, you must also submit a copy of each title included on your list, along with a Title Analysis Report form and a printing bill.</p>
<p>Part G – Forthcoming Eligible Titles</p>	<p>Provide the information requested for each eligible title that you plan to publish next year (1 December 2011 to 30 November 2012).</p> <p>The information that you provide in this part of the form may be reviewed by future peer assessment committees.</p> <p>On a separate sheet of paper, please provide a brief description of each work and a summary of the promotion plan.</p>
<p>Part H – Financial Summary</p>	<p>The information that you supply in this part of the form provides the Canada Council and the peer assessment committee members with key financial information and allows them to assess the financial stability and management of your publishing house. You should make every effort to ensure the accuracy of this information.</p> <p>N.B. You are required to provide the information based on your fiscal year, no matter when this period ends. In the last column in Part H, add the actual figures since the beginning of your current fiscal year plus the projected figures for the rest of the current fiscal year. In the second column, enter the actual figures for the most recent fiscal year that has ended. The first column is for the fiscal year before that.</p> <p>You must also include in your application financial statements for the most recently completed fiscal year, including a balance sheet and income statement, and conforming to generally accepted accounting principles. You may submit financial statements that have been prepared internally.</p> <p>The Canada Council for the Arts reserves the right to require you to submit documentation that confirms the information you provide in the Financial Summary. The Canada Council may also require an audit of your publishing house’s finances, including royalty payments, which will be at your expense.</p>
<p>Part I – Support material (optional)</p>	<p>If you choose to submit them, you may include copies of critical reviews (in newspapers or professional periodicals) for each of your eligible titles published in the last year.</p>
<p>Part J – Checklist</p>	<p>Use the checklist to confirm that you have completed all parts of the application form and are submitting all the required support material.</p>

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p>Response time</p> <p>You will receive the results, by letter, approximately six months after the Canada Council receives your completed application. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and Layout</p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.</p> <p>Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p>Personal information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

Grant Terms and Conditions	<p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>Grants are usually released in instalments as eligible titles are published. The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter. Acceptance of a grant means that the organization promises to adhere to the plan of activities submitted in its application.</p> <p>Changes to proposed projects or programs of work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all their documentation and in their publications and programs related to the grant.</p> <p>The following acknowledgement must appear on the copyright page of each of the eligible titles produced in the year for which funding is granted: “We acknowledge the support of the Canada Council for the Arts for our publishing program.”</p> <p>Use of the Canada Council for the Arts logo, which is available from the Canada Council’s website, is optional.</p> <p>Final report</p> <p>Please note that the Canada Council cannot close your organization’s grant file until it has received and approved the eligible books published with the grant funds.</p>
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Book Publishing Support: Emerging Publisher Grants 2012

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.)
- If you are completing the application on a computer, use the following form.

PART A1- IDENTIFICATION (Please inform the Canada Council if your address changes.)

Company name:

Name and Position of Contact person:

Permanent address of the company:

Street address and apartment or suite number

City (_____)	Province or territory (_____)	Postal code (_____)
Telephone	Fax	

Email

Website

PART A2 – DECLARATION

In which language do you prefer to communicate with the Canada Council? English French

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

As a representative of the organization,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization I represent meets these criteria.
- I understand that our organization is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.
- I certify that the organization has met all its contractual obligations to writers, illustrators, translators and other copyright licensors. I understand that no grants will be issued to publishers that owe royalty payments to writers, illustrators, translators and (or) other copyright licensors as of the application deadline.
- I agree to provide, if requested to do so, any additional information that the Canada Council requires in order to evaluate this application.

I confirm that the statements in this application are complete and accurate, to the best of my knowledge.

Signature of authorized representative (must be an officer of the company)

Date

Name and position

AN ORIGINAL SIGNATURE IS REQUIRED

PART B – COMPANY PROFILE

Number of eligible titles published to date: _____

Number of eligible titles published between 1 December 2010 and 30 November 2011: _____

Number of eligible titles to be published between 1 December 2011 and 30 November 2012: _____

For sections 1 to 8 listed below, please print or type your responses **on this page** (if you are using a computer, use this format). Note that only short responses are required.

1. **Type of organization** (for example, non-profit, university press, sole proprietorship, corporation). For a first application, please include a copy of the statement of incorporation of your publishing company or proof of registration, if this applies.

2. **Names of owners or shareholders**

3. **Names of members of the board of directors, if this applies**

4. **Key personnel** (names and titles)

5. **Number of full-time paid staff:** _____

Number of part-time paid staff: _____

6. **Affiliated companies, if this applies** (provide a short description of the relationship)

7. **Sales representation**

8. **Distributor(s)**

PART B – COMPANY PROFILE (continued)

For Sections 9 and 10, please respond on separate pages (**maximum of 500 words or two pages**). Print on one side only of white, 8½ x 11 inch paper.

Please also include four copies of your publishing house's most recent catalogue.

9. Description of your company

- Publishing mandate and objectives
- Brief history and recent principal accomplishments
- Current role in Canadian literary publishing

10. Personal statement

- Give a brief explanation of what motivated you to found a publishing company
- Describe your previous professional experience in the book industry

PART C – POLICY ON ROYALTY PAYMENTS TO AUTHORS

On a separate sheet, explain your policy on royalty payments to authors: indicate the amount of advances, the terms and conditions under which advances are paid, the percentage of the sale price (net or retail) received by authors, the frequency of royalty payments and other relevant conditions. If your company owes royalty payments to some of its authors, please explain.

Please include a sample of your standard agreement with writers, including information on the calculation and payment of authors' royalties.

PART D – REPORT ON THE PUBLISHING PROGRAM

Important: The peer assessment committee’s decision concerning your application will be based on the merit of your company’s publishing program compared with those of the other applicants, and on the artistic goals of the Canada Council for the Arts. The committee will evaluate your program against the criteria listed below. Please describe your recent and current activities in terms of these criteria by responding to the points that follow, and introduce each response with the heading provided below.

Some items have to do with literary merit, while others relate to administration. How much space you give to each point is your decision. **Your submission should be a maximum of 1,500 words or five pages, whichever is less.**

Quality of the Publishing Program, and Clarity and Fulfillment of the Editorial Vision (40 percent)

Overall quality of the publishing program: selection of authors, author development, editorial choices, quality of the writing and editing, and quality of the presentation (cover and page design, binding and overall production quality).

Describe how your eligible titles relate to your mandate; indicate recent awards won and critical responses to your books; describe the efforts you have made to maintain or improve editorial expertise; describe the editorial and production process, from manuscript selection to the release date. In the description of your publishing activities, avoid limiting your answer to listing your titles; use these titles instead as examples in the narrative.

Contribution to Canadian Literature (30 percent)

Publication of new writers and introduction of new themes or styles that help to develop literature or an appreciation of the arts in Canada, and

Indicate any new writers or Canadian writers in translation you have published, or innovations you have introduced, that you consider significant to the development of Canadian literature or publishing.

Special contribution, for example: regional contribution, minority-language contribution, Aboriginal contribution, culturally diverse community contribution, and arts sector contribution.

Indicate how your organization contributes to the literary or artistic life of a specific region or a specific community.

Professional Excellence (30 percent)**Marketing**

- Quality of marketing, and promotional strategies and activities, and
- Quality of distribution methods.

Describe your marketing and promotional strategies and activities for new and back list titles, with recent examples; describe your distribution arrangement.

Management

- Sound financial planning and reporting,
- Appropriate use of human resources, and
- Vision for long-term viability.

Describe the financial planning and budget procedure for your organization; describe your human resources structure, and outline any specific challenges your organization is facing in this area; give a brief overview of the two-year and five-year goals of your company.

PART H – FINANCIAL SUMMARY

You must also include **financial statements** for the most recently completed fiscal year (including a balance sheet and income statement, and conforming to generally accepted accounting principles).

Beginning of your company's fiscal year:	20 - 20	20 - 20	20 - 20
_____ (day and month)	Two Years Ago Actual	Last Year Actual	Current Year Projected
Operating revenues:			
1. Net sales of titles eligible for Canada Council funding	\$	\$	\$
2. Net sales of other Canadian-authored titles, own imprint	\$	\$	\$
3. Other net publishing revenues	\$	\$	\$
4. Other revenues, such as interest (provide details)	\$	\$	\$
5. Total operating revenues (add lines 1 to 4)	\$	\$	\$
Grants or non-repayable financial aid from the following sources:			
6. Canada Council for the Arts: Emerging Publisher Grants or Block Grants	\$	\$	\$
7. Canada Council for the Arts: other programs	\$	\$	\$
8. Department of Canadian Heritage: Canada Book Fund	\$	\$	\$
9. Association for the Export of Canadian Books	\$	\$	\$
10. Canadian Federation for the Humanities and Social Sciences: ASPP	\$	\$	\$
11. Other federal sources (provide details)	\$	\$	\$
12. Provincial or territorial governments or arts councils (including those offering tax credits)	\$	\$	\$
13. Other governments (for example, municipalities) and agencies	\$	\$	\$
14. Other sources (provide details)	\$	\$	\$
15. Total grants awarded (add lines 6 to 14)	\$	\$	\$
16. Total net revenues (line 5 plus line 15)	\$	\$	\$

PART H – FINANCIAL SUMMARY (continued)			
Beginning of your company's fiscal year:	20 - 20	20 - 20	20 - 20
_____ (day and month)	Two Years Ago Actual	Last Year Actual	Current Year Projected
Cost of sales:			
17. Cost of sales of all titles, except royalties (including production, editing, printing and binding)	\$	\$	\$
18. Royalties on all titles	\$	\$	\$
19. Total cost of sales (line 17 plus line 18)	\$	\$	\$
20. Gross profit (total net revenues less cost of sales) (line 16 minus line 19)	\$	\$	\$
Operating expenses:			
21. Marketing and promotion	\$	\$	\$
22. Distribution	\$	\$	\$
23. Other operating expenses	\$	\$	\$
24. Total operating expenses (add lines 21 to 23)	\$	\$	\$
25. Profit (loss) (gross profit less operating expenses) (line 20 minus line 24)	\$	\$	\$
26. Income tax	\$	\$	\$
27. Extraordinary items (provide details)	\$	\$	\$
Net profit (loss) (line 25 minus lines 26 and 27)	\$	\$	\$
Total assets	\$	\$	
Total equity	\$	\$	
Total short- and long-term liabilities	\$	\$	
Accumulated surplus (deficit)	\$	\$	

PART I – SUPPORT MATERIAL (OPTIONAL)

If you choose to submit them, you may include copies of critical reviews (in newspapers or professional periodicals) of your eligible titles published on or after 1 December 2010. These reviews must be from newspapers or professional periodicals. (You may submit a maximum of two reviews per title, and they must be photocopied onto white, 8½ x 11 inch paper; if not submitted in this format, they will not be accepted.)

PART J – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have submitted all required support material. Be sure to put your organization's name on all items.

You must include the following items in the order shown below.

- Part A1 – Identification
- Part A2 – Declaration (an original signature required)
- Part B – Company Profile
 - A copy of the statement of incorporation of your publishing company or proof of registration, if this applies
 - Description of your company
 - Personal statement
 - Four copies of your most recent catalogue
- Part C – Policy on royalty payments to authors
 - A sample of your standard agreement with writers
- Part D – Report on the Publishing Program
- Part E – Currently Eligible Titles
 - Four copies of each currently eligible books, with a Title Analysis Report form and a printing bill for each.
- Part F – Other Previous Published Eligible Titles
 - A copy of these other eligible books, with a Title Analysis Report form and a printing bill for each, if this applies
- Part G – Forthcoming Eligible Titles
 - Document with information about the titles in next year's publishing program
- Part H – Financial Summary
 - Financial statements for the most recently completed fiscal year
- Part I – Support Material (optional)

Send your application to:

Writing and Publishing Section

Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

Remember:

- Keep a copy of your completed application form and all support material.
- Your application, with all required support material, must be postmarked on or before the deadline date.
- The Canada Council will not accept applications submitted by fax or email.