

Arts Development Branch

Book and Publishing Development Program

**– APPLICATION FORM –
PUBLISHERS OPERATIONAL GRANT COMPONENT**

To be accepted as complete, this application form must be filled out using the format that has been provided

APPLICATION DEADLINE: APRIL 15

Part one: Applicant information

1. Registered Name of Company: _____
 Address (Head Office): _____
 _____ Postal Code: _____
 Telephone: _____ Fax: _____ E-Mail: _____

2. Amount of grant requested: _____ \$

2. Executive Officers of Board:

<i>Name:</i>	<i>Title</i>
_____	_____
_____	_____
_____	_____
_____	_____

3. Regular members of Board:

<i>Name:</i>	<i>Address:</i>	<i>Title:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Staff

<i>Name:</i>	<i>Full-time or part-time:</i>	<i>Title:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<i>Title</i>	<i>Author(s)</i>	<i>Genre</i>	<i>Print Run</i>	<i>Number of pages</i>	<i>Publication Date</i>	<i>List Price</i>
_____	_____	_____	_____	_____	_____	_____
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New format reprints of books **by Canadian authors.**

<i>Title</i>	<i>Author(s)</i>	<i>Genre</i>	<i>Print Run</i>	<i>Number of pages</i>	<i>Publication Date</i>	<i>List Price</i>
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Part Three: Report on the Publishing Program

The application assessment panel’s recommendation concerning your application will be based on the merit of your company’s publishing program compared with those of the other applicants, and measured 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, others with administration. The instructions in italics are meant to help you. How much space you give to each point is your decision. You are not required to respond to any items that do not apply to your situation.

- A. Excellence: Please elaborate on the overall quality of your company and its publications.**
- Give highlights of your past and current eligible titles (2010 publications) and describe how they relate to your mandate;
 - Include recent awards won by your published authors, or by the publishing house itself, in the last three years (2007-2009);
 - Describe your selection process of authors and manuscripts;
 - Include critical responses to eligible titles in the last three years (2007-2009);
 - Describe the efforts you have made to maintain or improve editorial expertise in 2009;
 - Describe the professional development opportunities offered to your staff in 2009;
 - Describe your marketing and promotional strategies in 2009 and how they adapted to specific publications;
 - Describe your distribution arrangement in 2009;
 - Describe your payment structure to authors
 - Describe your human resources structure and any specific challenges you face in this area
 - Provide a brief description of the company’s goals in 2010 and beyond;
 - Did the publishing house qualify for federal grants in 2009? If not, why?
- B. Audience development: Please elaborate on how your company helps expand readers’ knowledge and appreciation of literature.**
- Elaborate on the new writers you have published in 2009 or new themes and styles that you have introduced;
 - Elaborate on how the publishing house incorporates elements of risk (i.e. publishing works of greater complexity that are thought-provoking, distinctive or challenging in nature);
 - Describe how 2009 titles help expand and diversify readers’ appreciation of literature and reading in general;

- Describe your publishing house's contribution to the literary and artistic life of the region (e.g. links to literary events or book fairs, etc.)
- Elaborate on how 2009 titles contributed to the educational, social and cultural development of readers;
- Elaborate on how you define your target markets.

C. Cultural sector development: Please elaborate on your company's contributions to the growth of the sector.

- Describe how your company attracts talent and provides a career path for these writers;
- Elaborate on your export activities in 2009, if applicable.

D. Additional Information:

If you wish to provide more information on your organisation in terms of the particular context in which it operates or the unique challenges it faces, please elaborate. Please note that no score will be awarded for this question; this is simply an opportunity for you to provide the panel with greater perspective on the work accomplished by your organization in addition to the information you provided in response to questions A-C.

Part Four: Additional Documentation

Please include with this application:

- One copy of each 2009 title that you wish to have funded through this grant program;
- Financial statements for your most recent completed fiscal year;
- One copy of your most recent catalogue;
- A copy of your standard contract with authors;
- A copy of your Canada Council application form, if applicable;
- Documents of incorporation, unless they are already on file with the Department.

I hereby certify that the information included in this application and the accompanying documents is correct, and that royalties due on sales of books from the past three years have been paid in full, in accordance with the contracts signed between the authors and this publishing house.

SIGNATURE

DATE

TITLE

COMPANY

Please return this form to:

Arts Development Branch
 Department of Wellness, Culture and Sport
 Att: Rebekah Chassé
 P.O. Box 6000
 Fredericton, NB E3B 5H1
 Telephone: (506) 453-5372
 Fax: (506) 453-2416
 rebekah.chasse@gnb.ca