



# Aid to Publishers Application Form 2009-10

## Book Publishing Industry Development Program

Application deadline: April 1, 2009

Please complete this application form electronically using Microsoft Excel. Ensure that electronic files are protected before sending them via the Internet. Instructions for completing, protecting, saving and submitting this form can be found at the end of the document.

### APPLICANT IDENTIFICATION

<b>Applicant ID number</b>	<input type="text"/>	
<u>Returning applicants</u> Enter the ID number provided in your application notice.		<u>New applicants</u> Enter 9999 as your ID number.

#### 1. Applicant (publishing company) name and mailing address

Legal name of applicant	<input type="text"/>	1A
Previous name (if applicable)	<input type="text"/>	1B
Mailing address (line 1)	<input type="text"/>	1C
Mailing address (line 2)	<input type="text"/>	1D
City	<input type="text"/>	1E
Province	<input type="text"/>	1F
	Enter a two-letter abbreviation	
Postal Code	<input type="text"/>	1G
Website	<input type="text"/>	1H

#### Physical address (if different than the address above)

We may need to send you documents by a courier service, which cannot deliver to a post office box. If the address you entered above is not suitable for delivery by courier, enter a physical location below.

Physical address (line 1)	<input type="text"/>	1I
Physical address (line 2)	<input type="text"/>	1J
City	<input type="text"/>	1K
Province	<input type="text"/>	1L
	Enter a two-letter abbreviation	
Postal Code	<input type="text"/>	1M

# APPLICANT IDENTIFICATION

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## 2. Contact identification

### Official contact

The "official contact" is the person authorized to sign the application form and contribution agreement, and bind your publishing firm. **The application form and the contribution agreement must be signed by this person.**

Salutation  2A

First name  2B

Last name  2C

Title  2D

Telephone  2E    Extension  2F  
Enter a 10-digit number

Fax  2G  
Enter a 10-digit number

Email  @  2H

### Application contact

The "application contact" is the person responsible for completing this application form and the person in your firm most familiar with its contents. We will contact this person first if we require further information. (The official and application contacts can be the same person.)

Salutation  2I

First name  2J

Last name  2K

Title  2L

Telephone  2M    Extension  2N  
Enter a 10-digit number

Fax  2O  
Enter a 10-digit number

Email  @  2P

## 3. Reference year

Enter the starting and ending dates of the financial statements included with this application. This is your reference year.

3A    to     3B

The way you enter dates depends on your computer's regional settings  
Valid dates will display using the format dd-mmm-yyyy

# APPLICANT INFORMATION

## 4. Organization type and status

Type of organization  4A  
 1: Private sector 2: Private sector, publicly traded (including if the parent company is publicly traded) 3: University press 4: Non-profit organization

Establishment date  4B  
 Enter the date that the applicant or its earliest predecessor began business  
 The way you enter dates depends on your computer's regional settings  
 Valid dates will display using the format dd-mmm-yyyy

Business status  4C  
 1: Corporation 2: Sole proprietorship 3: Partnership 4: Cooperative

Incorporation date  4D  
 Leave blank if not incorporated  
 The way you enter dates depends on your computer's regional settings  
 Valid dates will display using the format dd-mmm-yyyy

Aboriginal publisher  4E                                      Official language minority publisher  4F  
 Enter an "x" if applicable                                      Enter an "x" if applicable

Language of communication  4G  
 E: English F: French

## 5. Ownership and control

### Shares by class of share

For more than five classes of shares, provide additional information on a separate sheet.

	Class of shares	Number of authorized shares	Number of issued shares	Par value of issued shares	Number of voting shares*
1					
2					
3					
4					
5					

\* Carrying voting rights exercisable under all circumstances

### Shareholders and owners

For citizenship, use CAN: Canada, USA: United States, GBR: United Kingdom, FRA: France, 999: Other  
 If shareholders or owners are companies, please provide the details requested for the individuals that are shareholders or owners of those companies as well as an organizational chart demonstrating ownership.  
 For more than ten shareholders, provide additional information on a separate sheet.

**If you are a publicly traded company, please provide a Geographic Analysis Report dated between February 1, 2009 and March 31, 2009.** Consult your trade agent if you require further assistance. This report is also required for any publicly-traded company appearing in the organizational chart.

	Name	City and country	Citizenship	Number of voting shares
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

# APPLICANT INFORMATION

## Board of Directors

If applicable, please provide the name, city and country, citizenship and position held of all members of the Board of Directors of your company or non-profit organization.

For citizenship, use CAN: Canada, USA: United States, GBR: United Kingdom, FRA: France, 999: Other

For more than six board members, provide additional information on a separate sheet.

	Name	City and country	Citizenship	Position held
1				
2				
3				
4				
5				
6				

## Affiliated companies

Are you a member of an "affiliated group", as defined in the 2009-2010 Aid to Publishers application guide?

Yes  No

If no, please proceed to section 6.

If yes, please provide the following information:

Names of the individuals within the organization who hold the titles of "publisher" and "editor".

See the application guide for definitions.

Publisher

Editor

List of all affiliated companies. For more than five affiliated companies, provide additional information on a separate sheet.

Name	Also applying to Aid to Publishers this year	
	Enter an "x" for each applicable box	
1	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 6. ISBN prefixes

Identify all ISBN prefixes assigned to your firm by the National Library of Canada or the *Bibliothèque nationale du Québec*. For more than six prefixes, provide additional information on a separate sheet.

<input type="text"/> 6A	<input type="text"/> 6B	<input type="text"/> 6C
<input type="text"/> 6D	<input type="text"/> 6E	<input type="text"/> 6F

## 7. Association memberships and bibliographic data certification

### Association memberships

Enter an "x" for each applicable box.

Association of Canadian Publishers (ACP)  Association nationale des éditeurs de livres (ANEL)

Canadian Publishers' Council (CPC)  Literary Press Group of Canada (LPG)

Regroupement des éditeurs canadiens-français (RÉCF)

Others:  7A  7B

7C  7D

# APPLICANT INFORMATION

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## Bibliographic data certification

None

BookNet Canada (BNC)

Bronze  7E

Silver  7F

Gold  7G

Société de gestion de la banque de titres de langue française (BTLF)

Minimal  7H

Enrichi  7I

## 8. Employees

At the date of application.

Please complete all fields and mark "0" if this is the intended value of the field.

The owner is considered an employee if he or she plays an active role in the publishing house.

Full-time employees  8A

Full-time employees based in Canada  8B

Part-time employees  8C

Part-time employees based in Canada  8D

Interns (included in the numbers above)  8E

## 9. In-house operations

Enter an "x" for each activity performed by employees of the applicant during the reference year.

The Writing/creating activity is related to the Authors on staff field in section 10.

Writing/creation     Layout and design     Marketing     Distribution  
 Editing     Printing     Direct sales (examples: retail, mail order, or website)

## 10. Authors

### Relationship of authors to applicant

Enter an "x" for each applicable box.

Authors not associated with company

Authors on staff

### Method of payment to authors

Enter an "x" for each applicable box.

Paid by royalties

Paid by wages, including fixed amounts

Number of first-time authors published during the reference year

A "first-time" author means an author who has never been published before by any book publisher.

This definition also includes an illustrator of a trade children's book.

## 11. Sales channels

Enter the **estimated** percentage of your total sales of own titles for each of the following channels, during the reference year.

Chain bookstores % (Bookstores with more than one outlet.)

Independent bookstores %

## APPLICANT INFORMATION

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Big box retail	<input type="text"/>	%
All other retail stores	<input type="text"/>	%
Public institutions	<input type="text"/>	% (examples: schools, colleges, universities, libraries)
Retail websites	<input type="text"/>	% (examples: indigo.ca, amazon.ca, archambault.ca, renaud-bray.com)
Own website	<input type="text"/>	%
Other direct sales	<input type="text"/>	%
All other	<input type="text"/>	%
Total	<input type="text"/>	%

# PUBLISHING INFORMATION

## 12. Production of printed titles

In this section, Year 3 is your reference year, which is your financial year upon which this application is based and which is used to complete the financial sections of this application form. The title production for Year 3 must match the information recorded in the Production Report. Year 2 is your financial year immediately before your reference year, and Year 1 is your financial year immediately before that.

Enter years in the form "2006 2007" if your reference year ends before the end of the calendar year or "2007 2007" if your reference year matches the calendar year.

For Year 1 and Year 2, indicate the number of new printed titles published in each of those years. For your reference year, indicate the number of new printed titles, new editions, and reprints. Also for your reference year, indicate the number of self-published new titles.

All of the titles in this section are "own titles," not titles distributed on behalf of other publishers. See the application guide for important definitions of the terms used in this section.

	Year 1	Year 2	Year 3 (Reference year)		
Years →	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	New titles	New titles	New titles	New editions	Reprints
<b>Canadian-authored printed eligible books</b> (including learning kits and book packs)					
Educational	<input type="text"/>	<input type="text"/>	<input type="text"/> 12A	<input type="text"/> 12B	<input type="text"/> 12C
Scholarly	<input type="text"/>	<input type="text"/>	<input type="text"/> 12E	<input type="text"/> 12F	<input type="text"/> 12G
Trade	<input type="text"/>	<input type="text"/>	<input type="text"/> 12I	<input type="text"/> 12J	<input type="text"/> 12K
<b>TOTAL NEW TITLES OVER 3 YEARS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Printed eligible foreign-authored books</b> (including learning kits and book packs)					
Educational			<input type="text"/> 12M	<input type="text"/> 12N	<input type="text"/> 12O
Scholarly			<input type="text"/> 12Q	<input type="text"/> 12R	<input type="text"/> 12S
Trade			<input type="text"/> 12U	<input type="text"/> 12V	<input type="text"/> 12W
<b>TOTAL ELIGIBLE TITLES FOR REFERENCE YEAR</b>			<input type="text"/> 12K	<input type="text"/> 12L	<input type="text"/> 12MM
			Number of self-published new titles <input type="text"/> 12OO		

### Printing

Percentage of eligible titles produced in the reference year printed in Canada  % 12PP

The percentage is based on the total number of eligible printed books produced in the reference year, which is the sum of the three heavily bordered fields in the title production section.

To be eligible, titles must be printed in Canada, but certain exceptions are permitted. If the percentage is less than 100%, please provide a justification by checking all that apply below. If the percentage is 75% or less, the justification must also include copies of quotes from Canadian and foreign printers for the two most expensive books printed outside of Canada. If you are unable to obtain quotes, a written explanation may be accepted by the Program. If all your foreign-printed books are co-publications with a foreign partner, quotes are not required.

## **PUBLISHING INFORMATION**

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- Co-publishing with an foreign partner
- Competitive pricing unavailable
- Specific services not available

### **Production report**

In a separate document, provide a spreadsheet listing all eligible and ineligible own titles (excluding reprints) published during the reference year. New applicants may be asked to submit production reports for the two years prior to the reference year.

See the instructions in section 4.3 of the Application Guide.

Please submit your completed report electronically, following the instructions on the last page of this form.

# NET REVENUES

This section and those following refer to the applicant's reference year.

Sales must be reported net of trade discounts and net of credits for actual returns and allowances for returns. Amounts in each sales category must reflect actual sales, not estimates. BPIDP performs audits each year and publishers are required to provide evidence to support how their titles were categorized. See the application guide for definitions of the terms used in this section.

**Distributor's fees**  
 Indicate with an "x" if you are using a distributor's fees adjustment (see the application guide).  
 Amount of distributor's fees that you have added   
 to the net sales below

## 13. Net sales of eligible own titles

	Educational	Scholarly	Trade	Total
<b>Canadian-authored books</b>				
Authored by a Canadian	<input type="text"/> 13A	<input type="text"/> 13B	<input type="text"/> 13C	<input type="text"/> 13D
Official or aboriginal language translations	<input type="text"/> 13E	<input type="text"/> 13F	<input type="text"/> 13G	<input type="text"/> 13H
Other translations by a Canadian	<input type="text"/> 13I	<input type="text"/> 13J	<input type="text"/> 13K	<input type="text"/> 13L
<b>Foreign-authored books</b>				
Adapted by a Canadian	<input type="text"/> 13M	<input type="text"/> 13N	<input type="text"/> 13O	<input type="text"/> 13P
Translated by a Canadian	<input type="text"/> 13Q	<input type="text"/> 13R	<input type="text"/> 13S	<input type="text"/> 13T
<b>Other eligible own titles</b>				
Rights or permissions of eligible books	<input type="text"/> 13U	<input type="text"/> 13V	<input type="text"/> 13W	<input type="text"/> 13X
Eligible non-print (physical)	<input type="text"/> 13Y	<input type="text"/> 13Z	<input type="text"/> 13AA	<input type="text"/> 13BB
Eligible non-print (electronic)	<input type="text"/> 13CC	<input type="text"/> 13DD	<input type="text"/> 13EE	<input type="text"/> 13FF
Learning kits	<input type="text"/> 13GG			<input type="text"/> 13HH
Book packs			<input type="text"/> 13II	<input type="text"/> 13JJ
<b>Total eligible own titles</b>	<input type="text"/> 13KK	<input type="text"/> 13LL	<input type="text"/> 13MM	<input type="text"/> 13NN
<b>Export sales of eligible own titles</b>				
Finished products	<input type="text"/> 13OO			
Rights	+ <input type="text"/> 13PP			
Total eligible exports	= <input type="text"/> 13QQ			

Should equal that part of 13NN sold outside of Canada

## 14. Net sales of ineligible own titles

	Educational	Scholarly	Trade	Total
Foreign-authored books	<input type="text"/> 14A	<input type="text"/> 14B	<input type="text"/> 14C	<input type="text"/> 14D
Other ineligible books	<input type="text"/> 14E	<input type="text"/> 14F	<input type="text"/> 14G	<input type="text"/> 14H
Rights or permissions of ineligible books	<input type="text"/> 14I	<input type="text"/> 14J	<input type="text"/> 14K	<input type="text"/> 14L
Ineligible non-print (physical)	<input type="text"/> 14M	<input type="text"/> 14N	<input type="text"/> 14O	<input type="text"/> 14P
Ineligible non-print (electronic)	<input type="text"/> 14Q	<input type="text"/> 14R	<input type="text"/> 14S	<input type="text"/> 14T
<b>Total ineligible own titles</b>	<input type="text"/> 14U	<input type="text"/> 14V	<input type="text"/> 14W	<input type="text"/> 14X
<b>Export sales of ineligible own titles</b>				
Finished products	<input type="text"/> 14Y			
Rights	+ <input type="text"/> 14Z			
Total ineligible exports	= <input type="text"/> 14AA			

Should equal that part of 14X sold outside of Canada

**15. Total net sales of own titles** = 13 NN + 14X  15A  
 Should equal 16C

# NET REVENUES

## 16. Returns

Gross sales of own titles		<input type="text"/>	16A
Returns	-	<input type="text"/>	16B
Net sales of own titles	=	<input type="text"/>	16C
			Should equal 15A

**17. Net sales of vanity titles**  17A

## 18. Government assistance for book publishing

In this application, all government financial assistance -- including federal, provincial, and municipal -- should be reported as revenue. If some grants and contributions are recorded in your financial statements as offsetting either cost of sales or operating expenditures, they should be transferred to this section of the application form and the appropriate adjustment made in sections 21 or 22. Similarly, all tax credits should be recorded as revenue in this section.

Aid to Publishers		<input type="text"/>	18A
Supply Chain Initiative	+	<input type="text"/>	18B
Export Marketing Assistance (from the AECB)	+	<input type="text"/>	18C
Foreign Rights Marketing Assistance (from the AECB)	+	<input type="text"/>	18D
Other BPIDP (including other AECB components)	+	<input type="text"/>	18E
Canada Council for the Arts	+	<input type="text"/>	18F
Aid to Scholarly Publications	+	<input type="text"/>	18G
Provincial programs	+	<input type="text"/>	18H
Tax credits	+	<input type="text"/>	18I
Other sources (specify: <input type="text"/> ) of government assistance	+	<input type="text"/>	18J
<b>Total government assistance for book publishing</b>			= <input type="text"/> 18K

## 19. Other net revenues

Book retailing		<input type="text"/>	19A
Book marketing and distribution services (including agency titles)	+	<input type="text"/>	19B
Printing of books	+	<input type="text"/>	19C
Other book publishing revenues	+	<input type="text"/>	19D
Periodical publishing	+	<input type="text"/>	19E
Interest	+	<input type="text"/>	19F
Other revenues or grants (specify: <input type="text"/> )	+	<input type="text"/>	19G
<b>Total other net revenues</b>			= <input type="text"/> 19H

**20. Total net revenues** = 15A + 18K + 19H  20A

# EXPENSES AND PROFIT

Please mark "0" if that is the intended value of the field

## 21. Gross profit

### Cost of sales

Opening inventory (including work in progress)  
 Direct costs (editorial, design, production, paper, printing, binding)  
 Closing inventory (including work in progress)  
 Royalty expenses following sale of titles

21A  
 +  21B  
 -  21C  
 +  21D

Total cost of titles sold  
 Cost of other products

=  21E  
 +  21F

### Total cost of sales

=  21G

### Gross profit

= 20A - 21G  21H

## 22. Profit or Loss

### Operating and other expenditures

Marketing and promotion  
 Distribution  
 Other expenditures

22A  
 +  22B  
 +  22C

### Total operating and other expenditures

=  22D

### Profit or Loss (before income tax and extraordinary items)

= 21H - 22D  22E

## 23. Net profit or Net loss

Income tax  
 Extraordinary items

23A  
 23B

### Net profit or Net loss

= 22E - 23A - 23B  23C

## 24. Retained earnings

Retained earnings at beginning of year  
 Net profit or Net loss (enter negative value for loss)  
 Prior years' adjustments (enter negative value if appropriate)  
 Dividends declared and withdrawals (enter absolute number)

= 23C ±  24A  
 ±  24B  
 ±  24C  
 -  24D

### Retained earnings at end of year

=  24E

## 25. Profit margin percentage

Profit or Loss (before income tax and extraordinary items)  
 Total net revenues

= 22E  25A  
 = 20A ÷  25B  
 x  100 25C

### Profit margin percentage

=  % 25D

# BALANCE SHEET

Please mark "0" if that is the intended value of the field

## 26. Inventory

Cost or market value, whichever is lower, excluding work in progress

### Own titles

Educational	<input type="text"/>	26A
Scholarly	+	<input type="text"/> 26B
Trade	+	<input type="text"/> 26C

**Total own titles** =  26D

**Other titles** +  26E

**Other products** +  26F

**Total inventory** =  26G

## 27. Assets

### Current assets

Cash, securities, and deposits	<input type="text"/>	27A
Accounts receivable (net)	+	<input type="text"/> 27B
Grants and contributions receivable (net)	+	<input type="text"/> 27C
Inventory	= 26G	<input type="text"/> 27D
Deferred prepublication costs, including work in progress	<input type="text"/>	27E
Prepaid royalties and advances	<input type="text"/>	27F
Other (specify: <input type="text"/> )	<input type="text"/>	27G

**Total current assets** =  27H

### Other assets

Fixed assets (net)	<input type="text"/>	27I
Investments in and advances to affiliates	+	<input type="text"/> 27J
Other (specify: <input type="text"/> )	+	<input type="text"/> 27K

**Total other assets** =  27L

**Total assets** = 27H + 27L  27M

Must equal total liabilities and equity (28R)

## 28. Liabilities and Equity

### Short-term liabilities

Due to shareholders or owners	<input type="text"/>	28A
Bank indebtedness and other short-term loans payable	+	<input type="text"/> 28B
Royalties payable	+	<input type="text"/> 28C
Accounts and income taxes payable	+	<input type="text"/> 28D
Current portion of long-term liabilities	+	<input type="text"/> 28E
Deferred revenue from grants and contributions	+	<input type="text"/> 28F
Other (specify: <input type="text"/> )	+	<input type="text"/> 28G

**Total short-term liabilities** =  28H

# BALANCE SHEET

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Please mark "0" if that is the intended value of the field

## Long-term liabilities

Due to shareholders or owners

Mortgages and other long-term loans payable

Other (specify: )

	28I
	28J
	28K

+

+

=  28L

**Total long-term liabilities**

**Total liabilities**

= 28H + 28L  28M

## Equity

Share capital issued and paid

Contributed surplus

Retained earnings

= 24E

	28N
	28O
	28P

+

+

=  28Q

**Total equity**

**Total liabilities and equity**

= 28M + 28Q  28R

Must equal total assets (27M)

## ELIGIBILITY: SALES MINIMUM

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To be eligible, applicants must meet at least one of the following sales minimum criteria. See the application guide for other eligibility criteria.

**eForm users:** All fields in this section are calculated automatically.

### 29. Eligible sales of own titles

The minimum level of eligible sales is \$200,000 or \$130,000 for aboriginal and official language minority publishers.

**Minimum**  29A  
**Applicant's result** = 13NN  29B

### 30. Sales-to-inventory ratio for own titles

The minimum ratio is weighted by the applicant's publishing specialization, according to the following calculations. The minimum for aboriginal and official language minority publishers is 0.33 to 1, regardless of specialization.

#### Sales of own titles (eligible and ineligible)

		DOLLARS		PERCENT			
Educational	= 13KK + 14U	<input type="text"/>	30A	<input type="text"/>	% 30E		
Scholarly	= 13LL + 14V	+	<input type="text"/>	30B	+	<input type="text"/>	% 30F
Trade	= 13MM + 14W	+	<input type="text"/>	30C	+	<input type="text"/>	% 30G
<b>Total sales of own titles</b>		=	<input type="text"/>	30D	=	<input type="text"/>	% 30H

#### Weighting of sales

Educational and Trade	= (30E + 30G) x 2	<input type="text"/>	30I	
Scholarly	= 30F x 0.33	+	<input type="text"/>	30J
<b>Minimum</b>		=	<input type="text"/>	to 1 30K

#### Applicant's result

Sales of own titles	= 15A	<input type="text"/>	30L	
Inventory of own titles	= 26D	÷	<input type="text"/>	30M
<b>Applicant's result</b>		=	<input type="text"/>	to 1 30N

# **BUSINESS PLAN**

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In a separate document, please provide a current business plan for your publishing firm. You must use the headings listed below and provide all of the requested information.

We encourage you to submit your completed business plan electronically, following the instructions on the last page of this form.

## **DESCRIPTION OF THE APPLICANT**

**History of the applicant**

**Publishing specialization**

**Developments over the period of April 1, 2008 to March 31, 2009**

(i.e. new investments, commercial successes, difficulties, etc.)

## **OPERATIONAL PLAN (for next 12 months)**

**Publishing strategy** (i.e. expansion in co-publishing, translation, purchase of rights, etc.)

**Human resources plan**

**Marketing strategy** (i.e. development of new national and international markets, e-commerce, etc.)

**Financial situation**

Please provide an analysis of the financial situation of your publishing firm. **For firms reporting a negative profit margin in the reference year**, provide details on underlying events or circumstances.

Please indicate areas targeted for improvement, including financial ratios. **For firms reporting a negative profit margin in the reference year**, indicate plans to improve profitability. Describe the concrete actions that have been or will be taken to address the situation during the next year (financing, marketing, editorial activity, human resources, etc.). A detailed response is essential to evaluate the financial viability of your firm.

## **FORECASTED USE OF REQUESTED FINANCIAL ASSISTANCE**

Indicate the forecasted use and expected results of the requested BPIDP financial assistance.

# SUSTAINABLE DEVELOPMENT PRACTICES

1. Total printed titles (new titles, new editions, and reprints) published in the reference year.

2. Please indicate the number of titles (defined as new titles, reprints and new editions published in the reference year) printed on paper containing at least 30% post-consumer recycled fibre.

3. Please indicate the number of titles printed on paper made with virgin fibre certified by an independent forest certification organization such as the Forest Stewardship Council (FSC).

4. Please indicate the number of titles printed on paper that combines at least 30% post-consumer recycled fibre and virgin fibre certified by an independent forest certification organization (in other words, titles that meet the criteria for both questions 1 and 2).

5. If you published titles on paper that did **not** contain either recycled or forest certified virgin fibre, please rate the following possible deterrents based on their importance to your decision, with 1 being not at all important, 3 being somewhat important, and 5 being the most important.

a) Price	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5
b) Availability	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5
c) Quality	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5
d) Lack of information	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5
e) Other	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5

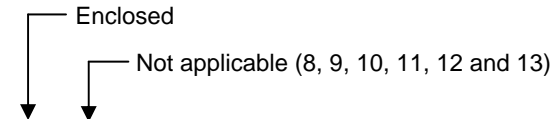
Please specify and rate.  
(Maximum of 250 characters.)

# APPLICATION CHECKLIST

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This checklist describes the documentation required for a complete application. See the application guide for important information about each of these items. All applicants must submit items 1 through 7 and certain applicants must also submit items 8 through 13.

Enter an "x" for each applicable box.



- 1. Completed application form**
- 2. Financial statements**
- 3. Production report (electronic and print versions)**
- 4. Business plan**
- 5. Royalty certification report**
- 6. Catalogue (if available)**
- 7. Books published during the reference year**  
Please send only the required amount as per section 4.7 of the 2008-09 Aid to Publishers application guide.
- 8. Printer's quotes or justification**  
Required: If the percentage of eligible titles produced in the reference year printed in Canada is less than 75%.  
The requirements of the justification are explained in the application guide.
- 9. Distribution contracts**  
Required: New applicants, those with changes in their distribution arrangements since their last Aid to Publishers application, and those using distribution fee adjustments, explained in the application guide.
- 10. Letter(s) from distributor(s)**  
Required: Applicants using distribution fee adjustments, explained in the application guide.
- 11. Incorporation papers**  
Required: New applicants only.
- 12. Geographic Analysis Report**  
Required: Publicly-traded companies
- 13. Letter from the official contact authorizing submission of the application**  
Required: When someone other than the official contact of the applicant signs the application form.

## WARRANTIES AND AGREEMENTS

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The undersigned applicant to the Book Publishing Industry Development Program (BPIDP):

- 1) attests that the applicant has read the Aid to Publishers Application Guide and undertakes to comply with the conditions and terms set forth therein;
- 2) affirms that the information in this application and the attached documents is accurate and complete; the applicant will reimburse all the amounts paid by the Department through BPIDP if it is demonstrated that false information was submitted in this application and may be declared ineligible for BPIDP for the two following years;
- 3) agrees that once funding is provided, any change to the proposal will require prior approval of the Department; agrees to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the contribution agreement; agrees to submit reports and financial accounting for evaluation of the activity funded by the Department; understands that the information provided in this application may be accessible under the Access to Information Act; agrees to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage;
- 4) agrees to submit a copy of all relevant agreements and contracts, as well as all information and additional documents that could help the Department of Canadian Heritage determine who owns and controls the firm and overall eligibility;
- 5) agrees to the Department of Canadian Heritage making any enquiries as such persons, firms, corporations, federal, provincial, and territorial government agencies/departments, to collect information from them, as the Department of Canadian Heritage deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject matter of the program and to evaluate the results of the program. This information may also be shared within the Department as well as with other federal government departments and agencies. Information provided to the Department of Canadian Heritage will be treated in accordance with the *Access to Information Act and the Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies.
- 6) will cooperate with any future evaluation of the Program, agree to the Department of Canadian Heritage sharing this application with evaluators, participate in the Publishers' and Exclusive Book Distributors' Survey conducted by Statistics Canada, and must agree to participate in financial comparison
- 7) will allow the Department access to the applicant's books and files to confirm or have confirmed the accuracy of the statements made, the information provided in this application or the intended use of the contributions provided, and undertakes to reimburse any amount shown by an audit to have been paid in excess or to which the applicant had no claim under the terms of BPIDP;
- 8) guarantees that at the time of filling out this application, the firm is neither in default nor in arrears in the payment of royalties due to authors or to their representatives under the terms of agreements signed with them; the applicant also undertakes to inform BPIDP of any dispute recently resolved or not yet resolved in which the applicant is directly or indirectly involved, and whose resolution could have an impact on its eligibility for the Program, its right to financial assistance or the calculation of financial assistance;
- 9) authorizes the Department of Canadian Heritage to forward to the Association for the Export of Canadian Books (AECB), or to obtain from it, any relevant information including the present funding application and comparison studies of firms for the purpose of review of the present application and the administration of BPIDP. The publisher understands that this authorization includes information conveyed to the Department of Canadian Heritage with regard to any other Program administered by the Department, before or after this application is submitted;
- 10) agrees to the disclosure to Statistics Canada and to provincial and territorial statistical agencies with agreements with Statistics Canada, the statistical data submitted to the Department of Canadian Heritage. The data are kept confidential by these agencies and used for statistical purposes only;
- 11) understands that, if he is a member of an affiliated group, the program rules affecting affiliated publishers may require the sharing of some information about his application and /or the status of his application in the Program with other members of the affiliated group, and authorizes the Department of Canadian Heritage to share this information.
- 12) is willing to provide any assistance required to prepare a public announcement by the Minister of Canadian Heritage, if necessary.

# WARRANTIES AND AGREEMENTS

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The authorized officer is the official contact identified in section 2 of this form. A letter or authorization from this person is required if someone else is signing the application form.

## Authorized officer

Name

Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Witness

Name

\_\_\_\_\_  
Signature

**eForm users:** Manually sign and date your application after it is printed.

## COMPLETING THE FORM

**System requirements:** Microsoft Excel 2003 for Windows.

**Macros:** The eForm uses one macro to protect your data. Answer "Enable Macros" or "Yes" if asked when you open this file.

**Entering data:** Enter dollar values without cents. Use Backspace or Delete to erase an entry. Shaded fields are calculated automatically and cannot be edited.

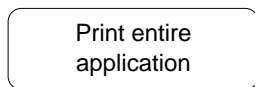
**Moving around:** Use the mouse or press the tab key to advance to the next available field. Shift-tab moves backward. For easier navigation, the fields are grouped into screens. Click on the worksheet tabs at the bottom of the window to move from screen to screen. Saving frequently is recommended.

## SUBMITTING THE APPLICATION

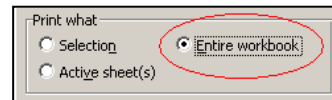
### Using the eForm

You must submit both an Excel file by email and a printed application by regular mail. Here are the steps to follow.

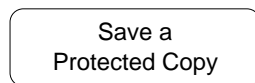
1. Make sure that all the necessary sections of the form are completed.
2. Make sure that you have entered your correct applicant ID number in the first section.



3. Click this button to print the entire application. (Or, choose Print from the File menu and then select "Entire workbook" in the Print dialog box.)



4. Double-check the printed application and make changes if necessary.
5. Sign and date by hand the Warranties and Agreements section. Keep a copy of the printed application for your records.



6. Click this button to save a protected copy of your application, whether you are sending the original or updated versions.

7. Clicking the button in step 6 has created a new file on your computer named "BPIDP\_PADIE\_0910\_" followed by your applicant ID number. It will be in the same location on your computer as this eForm file. Locate the new file.
8. Send an email to bpidp\_padie@pch.gc.ca and attach the following three files:
  - The protected copy of the application created in step 6. ("BPIDP\_PADIE\_0910\_xx")
  - Your production report of books published during the reference year.
  - Your business plan.

No subject or body text are required. You will receive a confirmation email.

**Important: Be sure to send the file created in step 6, not this eForm file.**

9. Mail all pages of your signed application and all other required documentation to the postal address below to be received by the deadline.

### Completing the form by hand

Although we encourage all applicants to submit electronically, you may complete the form by hand and then mail it, together with all supporting documentation, to the address below.

### Deadline

**Applications must be received at the program office by the deadline of April 1, 2009.**

Applicants using the eForm must ensure that their **printed copy**, together with all supporting documentation, is received by the deadline. We consider your application to be filed on time if we receive it or if it is postmarked on the day of the deadline.

If you have any questions, please do not hesitate to contact BPIDP as early as possible so that any issues can be resolved before the application deadline. All new applicants, in particular, are encouraged to contact us before applying.

#### Postal address for all applications

Book Publishing Industry Development Program  
Department of Canadian Heritage

#### Information

tel: 819-997-4944 or (toll-free in Canada) 1-866-811-0055  
TTY: 1-888-997-3123

## COMPLETING THE FORM

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15 Eddy Street, 15-4-D  
Gatineau, Quebec K1A 0M5

fax: 819-997-4169  
email: [bpidp\\_padie@canadianheritage.gc.ca](mailto:bpidp_padie@canadianheritage.gc.ca)  
[www.canadianheritage.gc.ca/bpidp](http://www.canadianheritage.gc.ca/bpidp)