



Please ensure that you answer all questions related to your project so that we can analyze your request for funding in a timely manner. Original signed copies sent by mail must follow faxes of completed applications. Please visit our website at www.canadianheritage.gc.ca/bpidp for printable HTML and PDF Files.

I. Applicant information

ORGANIZATION NAME
CONTACT PERSON
CONTACT PERSON'S TITLE
ADDRESS (street/P.O., city, province/territory, postal code)
TELEPHONE () FAX ()
E-MAIL
WEBSITE

Applicant organization

Publishing Firm National Association Regional Association

Type of organization

Private, for-profit Private, non-profit
 Affiliated with public-sector institution or association

Eligibility

Has your organization applied to the Aid to Publishers component of BPIDP in 2008-2009 or 2009-2010? Yes No

Does your organization currently participate in the book publishing support programs of the Canada Council for the Arts? Yes No

Incorporated

Yes Federal
 No Provincial

Corporate registration number

Scope of activities (please check one box only)

Municipal Provincial Regional National

Language of communication

English French

Number of years in operation

Number of employees

Full time Part time
 Temporary Volunteers

II. Project information

Type of plan to be developed Business Plan Strategic Plan related to targeted initiatives Succession Plan

Key areas to be reviewed by the consultant(s) (check all boxes that apply)

Finance Human Resources Project Management Marketing and Sales Information Systems
 Production Succession Editing Export / rights sales Other _____

Schedule and fees of the consultant(s)

Number of hours of work Per hour rate Number of weeks Total fees

Time given by employee(s) to the project (if applicable)

Number of employee(s) involved Number of hours of work Money value

Proposed project start date **Total project cost**

Proposed project end date **Total amount requested from BPIDP**

I affirm that the information in this application and the attached documents are accurate and complete, and that the plans and budgets are fairly presented. I agree that once funding is provided, any change to the proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the contribution agreement. I also agree to submit reports and financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

Signature block

Authorized signature
Date

Name (please print)
Title (please print)

If someone other than the president or owner signs the application form, a letter from the president or owner authorizing that person to submit the application must be provided.



III. Project Results Forecast

Please provide the forecast government financial assistance for your project,

Federal \$ Provincial \$ Municipal \$ Total cost \$

If accepted for a contribution, you will be required to complete a final report data form when you present your final report for this project.

IV. Business Planning Proposal

In a separate document, please provide the following, using the headings from 1 to 8 below in the order shown. Additional information may be submitted if necessary. Include a printed copy of your responses, as well as your latest financial statements, with this application. If possible, e-mail an electronic version to bpidp_padie@canadianheritage.gc.ca.

CHECKLIST

- 1. ORGANIZATION:** Provide a short history of your organization, describing its mandate and achievements. Include a copy of the articles of incorporation and charter (or constitution and by-laws) and lists of your directors/officers (or equivalents).
- 2. RESOURCES:** Describe the resources that your organization can apply to this project. Who are the key people in the organization that will be managing the project? Please, indicate how and why consultants were selected.
- 3. PARTNERS:** List any other organizations that are working with you or that support this project or its objectives. What efforts have you made to find other sources of funding, from either the public or private sector?
- 4. DESCRIPTION AND ELIGIBILITY:** Provide a detailed description of your project. Indicate how your project meets the eligibility criteria under Business Planning in the application guide. Also indicate how each component of the project will give a higher profile to works by Canadian authors and increase their presence on the market.
 - a) NEED FOR THE PROJECT** - Identify the need within the Canadian book publishing industry that this project will address.
 - b) RESPONSE TO NEED** - What impact will the project have on the Canadian book publishing industry?
 - c) NEED FOR FUNDING ASSISTANCE** – Why is funding required for this project?
 - d) APPLICANT EXPERTISE** – What is the ability of the applicant to complete the project?

- 5. TIMELINE:** Provide a clear and comprehensive workplan and calendar, showing your project activities between the start and end date.
- 6. OBJECTIVES:** In order of importance, list about three distinct, reasonable, and measurable objectives of the project. Why is the project being proposed? What will have changed once the project is successfully completed?
- 7. EVALUATION FRAMEWORK:** Based on the objectives listed above, indicate how you intend to monitor and evaluate the progress of the project and ensure that the objectives are met. How will you know whether your project has met its objectives?
- 8. FINANCIAL INFORMATION:** Provide a detailed budget proposal (by fiscal year, ending March 31) showing all expected expenses and revenues for your project. For revenues, indicate whether amounts are estimated or confirmed and be sure to show other government funding sources.



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I. Application Identification

Organization name

Project start date Project end date

II. Actual project results

Please provide the actual government financial assistance for your project, as well as the overall cost (including all expenses).

Federal \$ Provincial \$ Municipal \$ Total cost \$

III. Evaluation of the final Business Plan

How do you rate the quality and pertinence of the final Business Plan?
 Valuable strategic approaches were adopted
 The capacity and competitiveness of my organization have been improved/strengthened for the future

Rating			
Unsatisfactory	Satisfactory	Fully satisfactory	
Strongly agree	Agree	Disagree	Strongly disagree
Strongly agree	Agree	Disagree	Strongly disagree

IV. Business Planning Final Report

The Final Report shall consist of an evaluation of the results of the project and a complete accounting of the project. When preparing your final report, please include the following:

CHECKLIST

- 1. A cover letter, clearly stating the project dates and the amount due, giving a brief retrospective summary of the project and alerting Program staff to any complications or issues that arose during the project, particularly those pertaining to project objectives or budget.
- 2. A narrative consisting of an assessment of your project (activities and results) between the start and end date.

- 3. A completed Evaluation Framework consisting of the actual results of your project versus the indicators and expected results agreed upon (Annex A-2 of the Contribution Agreement).
- 4. A Financial Report (by fiscal year, ending March 31) comparing actual expenses and revenues to the budget provided (Annex B-1 of the Contribution Agreement).
- 5. Any documents prepared by the consultant for your project (assessment of the situation, weekly/monthly report, business plan, etc.).