



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](http://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

**Ownership Control**

- Canadian-owned and -controlled organization  
 Canadian-owned and -controlled firm

**Organization focus/representation**

- Publishing  Distribution  Wholesale  Retail  
 Canadian authors

**Type of organization**

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

**Incorporated**

- Yes  Federal  
 No  Provincial

Corporate registration number

**Number of years in operation**

**Scope of activities** (please check one box only)

- Municipal  Provincial  Regional  National

**Language of communication**

- English  French

**Number of employees**

- Full time  Part time   
 Temporary  Volunteers

**II. Project information**

**Project name**

**Training Location(s) (city/province)**

**Topics of sessions** (check all boxes that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Canadian books (youth, fiction, science, etc.) | <input type="checkbox"/> Legal (publishing contract, copyright, etc.)          |
| <input type="checkbox"/> Supply Chain                                   | <input type="checkbox"/> International (book fairs, right sales, export, etc.) |
| <input type="checkbox"/> Project management                             | <input type="checkbox"/> Marketing and promotion (media, book sales, etc.)     |
| <input type="checkbox"/> Business planning (or succession)              | <input type="checkbox"/> Technologies directly applied to the book industry    |
| <input type="checkbox"/> Other _____                                    |  |

**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 \$

Please ensure that you answer all questions related to your project, and indicate forecast results for the project.

**Statistics on participation**

Number of distinct PD sessions offered  Duration of professional development activities (number of days)  Number of local presenters   
 Number of partner organizations involved in organizing the activities  Number of out-of-province presenters   
 Number of sessions  Number of participants in total

**IV. Professional Development 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](mailto: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? If you are working with consultants, indicate how and why they 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 Professional Development 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 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.



Please ensure that you answer all questions related to your project so that we can analyze your final report in a timely manner. Please visit our website at [www.canadianheritage.gc.ca/bpidp](http://www.canadianheritage.gc.ca/bpidp) for printable PDF Files.

**I. Applicant identification**

Organization name  Project start date   
Project name  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 \$

Please ensure that you answer all questions related to your project, and indicate forecast results for the project.

**Statistics on participation**

Number of distinct PD sessions offered  Duration of professional development activities (number of days)  Number of local presenters   
Number of partner organizations involved in organizing the activities  Number of out-of-province presenters   
Number of sessions  Number of participants in total

**III. Evaluation of Professional Development**

Number of respondents	Rating		
	Unsatisfactory	Satisfactory	Fully Satisfactory
Participants <input type="text"/>	%	%	%

**IV. Professional Development 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**

- |  |   |
|--|---|
| <p><input type="checkbox"/> 1. A <u>cover letter</u>, 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.</p> <p><input type="checkbox"/> 2. A <u>narrative</u> consisting of an assessment of your project (activities and results) between the start and end date.</p> | <p><input type="checkbox"/> 3. A <u>completed Evaluation Framework</u> consisting of the actual results of your project versus the indicators and expected results agreed upon (Annex A-2 of the Contribution Agreement).</p> <p><input type="checkbox"/> 4. A <u>Financial Report</u> (by fiscal year, ending March 31) comparing actual expenses and revenues to the budget provided (Annex B-1 of the Contribution Agreement).</p> <p><input type="checkbox"/> 5. <u>Any course material</u> used for your project, as well as a summary of participants survey results.</p> |
|--|---|