



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

**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**

Supervisor's name

Number of years of experience of the supervisor  Has the organization had interns before?  Yes  No

**Schedule and salary of the intern**

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

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. Intern Information**

Name of the intern

If self-identified as a member of a minority group  Aboriginal  Visible minority  Official language minority

Has the intern ever worked in a publishing house or book industry association?  Yes  No

Education Status  Current student  Recent graduate (past year)

Date degree/diploma received (or expected)

Diploma/Degree  University post-graduate  University  College  Publishing course

Subject of specialization  Literature  Publishing  Communications  Graphic Design  Other \_\_\_\_\_

Related work experience (check all that apply)  Editing  Production  Sales and Marketing

Graphic Design  Project Management  Promotion (media, bookstores, etc.)  Other \_\_\_\_\_

**IV. Project Results Forecast**

Please provide the forecast government financial assistance for your project,

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

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

Training to be provided during internship (check all boxes that apply)

Editing  Production  Sales and Marketing  Project Management  
 Promotion (media, bookstores, etc.)  Graphic Design  Other \_\_\_\_\_

Professional development opportunity to be offered (check all boxes that apply)

Courses  Annual General Meetings/Seminars  Book Events  Other \_\_\_\_\_

**V. Publishing Internship Proposal**

In a separate document, please provide the following, using the headings from 1 to 7 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 brief history of your organization and describe its current publishing program. What are your organization's future objectives? List your employees and their responsibilities. What are your current human resource needs? What type of experience or knowledge could an intern expect to acquire working at your organization?

**2. INTERNSHIP SUPERVISOR:** Provide a brief biography of the person that will be supervising the intern. What skills does this person have that will assist the learning process for the intern?

**3. EXPERIENCE:** Has your organization worked with interns, students, or volunteers before? If so, please describe their duties and your evaluation of these previous internships.

**4. INTERN:** Attach a recent resume of your proposed intern. If necessary, supplement the intern's resume with information on her or his training, skills, and career plans. How did you locate this intern? What will this candidate contribute to your publishing company or association?

**5. WORKPLAN:** Describe the expected tasks, duties, and responsibilities of the intern. Is there a specific project with which the intern would be charged? How will you ensure an effective learning experience for the intern?

**6. EVALUATION FRAMEWORK:** Indicate about three distinct and reasonable objectives that will be achieved during the internship. For each objective, provide a series of measurements that will allow you to evaluate whether the objective was successfully achieved.

**7. FINANCIAL INFORMATION:** Provide a detailed budget proposal (by fiscal year, ending March 31) showing all expected expenses and revenues for your project. Indicate the intern's weekly and total expected salary. After the project is completed, your final report must include a financial report comparing actual expenses to this budget.



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 for printable PDF Files.

I. Applicant 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 \$ [ ]

Please complete the information requested below:

Training provided during internship (check all boxes that apply)

[ ] Editing [ ] Production [ ] Sales and Marketing [ ] Project Management
[ ] Promotion (media, bookstores, etc.) [ ] Graphic Design [ ] Other [ ]

Professional development opportunity offered (check all boxes that apply)

[ ] Courses [ ] Annual General Meetings/Seminars [ ] Book Events [ ] Other [ ]

Did the intern have a significant impact on the organization's capacity? Strongly agree Agree Disagree Strongly disagree

Is the intern still planning to work in the publishing industry? [ ] Yes [ ] No

Was the intern offered a job with your organization/firm? [ ] Yes [ ] No

Has the intern accepted a job with another publishing industry organization/firm? [ ] Yes [ ] No

III. Evaluation of internship

Table with 2 rows (Evaluation by the intern, Evaluation by the institution) and 3 columns (Unsatisfactory, Satisfactory, Fully satisfactory) under the heading Rating.

IV. Publishing Internship 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...
2. A narrative report consisting of an assessment of the Internship...
3. A narrative report submitted by the intern outlining the training activities...
4. A completed Evaluation Framework consisting of the actual results...
5. A Financial Report (by fiscal year, ending March 31) on the use of the BPIDP contribution...