



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

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 2007-2008 or 2008-2009? Yes No

Incorporated

Yes Federal
 No Provincial

Corporate registration number

Number of years in operation

Language of communication

English French

Number of employees

Full time	<input type="text"/>	Part time	<input type="text"/>
Temporary	<input type="text"/>	Volunteers	<input type="text"/>

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

Total forecast government financial assistance

Please enter the total amount of government financial assistance you forecast receiving for your project:

Federal \$ Provincial \$ Municipal \$

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	Name (please print)
Date	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 Computer Science Publishing Web programming Graphic Design
 Business Advertising Other _____

Related work experience (check all that apply) Production Graphic Design Computer Programming
 Internet Marketing Other _____

Forecast responsibilities

Innovative Technologies:

- Digital Distribution E-commerce
 Online Marketing Market Development (emerging)
 Digital Rights Management Other _____
 Electronic Publishing Other _____

Other Responsibilities:

- Editorial Export/rights sales
 Print Marketing Other _____
 Print Production
 Market Development (traditional)

IV. Publishing internship 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 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 in your organization?

2. INTERNSHIP SUPERVISOR: Provide a brief biography of the person who 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?

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. TRANSFER OF KNOWLEDGE: Provide a detailed outline of the steps to be taken ensuring the transfer of knowledge from the intern to the organisation/firm.

7. EVALUATION FRAMEWORK: Indicate three to five 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.

8. 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 budget expenses to this budget.



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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)

- Electronic Publishing, Digital Rights Management, Other, Online Marketing, E-commerce, Other, Digital Distribution, Market Development (emerging)

Is the intern still planning to work in the publishing industry? Was the intern offered a job with your organization/firm? Has the intern accepted a job with another publishing industry organization/firm? Has your organization/firm taken steps to transfer the knowledge of the intern?

III. Evaluation of internship

You must provide a confidential sealed copy of the evaluation of the internship by the intern.

Please rate your organization/firm's overall satisfaction with quality of the work performed by the intern:

Unsatisfactory Satisfactory Fully satisfactory Superior

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:

- 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 report consisting of an assessment of the Internship between the start and end date. This report will outline the training activities, project results, benefits to the publishing firm, along with an evaluation of the intern's performance and ability to pursue a career in the publishing industry.
3. A narrative report submitted by the intern outlining the performance self-evaluation and assessment of the internship's impact on the intern's ability to pursue a career in the publishing industry.
4. A completed Evaluation Framework consisting of the actual results of the internship versus the indicators and expected results agreed upon (Annex A-2 of the Contribution Agreement).
5. A Financial Report (by fiscal year, ending March 31) on the use of the BPIDP contribution, along with all relevant supporting documentation, including proof of the level of the intern's salary.