



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

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

Innovative Technologies

<input type="checkbox"/> Electronic Marketing	<input type="checkbox"/> Online Marketing
<input type="checkbox"/> Digital Rights Management	<input type="checkbox"/> Digital Distribution
<input type="checkbox"/> Market Development (emerging)	<input type="checkbox"/> Other _____
<input type="checkbox"/> E-Commerce	<input type="checkbox"/> Other _____

Traditional business planning

<input type="checkbox"/> Human Resources	<input type="checkbox"/> Succession
<input type="checkbox"/> Finance	<input type="checkbox"/> Export / rights sales
<input type="checkbox"/> Print Production	<input type="checkbox"/> Print Marketing
<input type="checkbox"/> Market Development Traditional	<input type="checkbox"/> Editorial
<input type="checkbox"/> Other _____	

Schedule and fees of the consultant(s)

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

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. 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 who 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.

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 three to five 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. 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 \$

III. Evaluation of the final business plan

How do you rate the quality and pertinence of the final Business Plan? Rating

Unsatisfactory	Satisfactory	Fully satisfactory	Superior
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Will you incorporate most of the recommendations? Yes No

How long will it take for the plan to be implemented in its entirety? 0-1 year 1-2 years More than 2 years

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

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| <input type="checkbox"/> 1. <u>A cover letter</u> , clearly stating the project dates and the request for final 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.
<input type="checkbox"/> 2. <u>A narrative report</u> consisting of an assessment of your project (activities and results) between the start and end date. | <input type="checkbox"/> 3. <u>A 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).
<input type="checkbox"/> 4. <u>A 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).
<input type="checkbox"/> 5. <u>Any documents prepared by the consultant</u> for your project (assessment of the situation, weekly/monthly report, business plan, etc.). |
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