

## **Assistance to Book Publishers**

**Application Deadline: December 15**

**Please ensure you have the current guidelines from the department's web site**

The Department of Communities, Culture and Heritage recognizes that Nova Scotian publishers have unique needs and developmental goals which require sector-specific public investment. To assist in meeting these needs the department offers financial assistance through this program to support the presence of a viable book publishing industry in Nova Scotia.

### **Program goals**

This program supports three main goals of the Culture Division:

*Artistic development* - to support creation and expression in the arts by:

- supporting people at all levels of artistic involvement
- supporting artistic expression and the pursuit of excellence and innovation
- promoting learning in the arts for people of all ages through education and participation
- developing new and maintaining existing audiences.

*Cultural sector stability* - to support stable agencies that oversee the development and address the specific concerns and opportunities for various cultural sub-sectors by:

- fostering stewardship of cultural resources through effective governance and planning
- encouraging development and stability of key programs and services
- reaching all parts of the province or of a designated region.

*Industry growth* - to provide a stable environment for cultural economic growth by:

- enhancing out-of-province sales of Nova Scotia's cultural products
- enhancing market readiness of cultural producers
- improving technical and export capabilities of a product, skill or facility
- expanding market opportunities, earned revenues and earned revenue potential.

The program goals specific to the publishing sector are to:

- support the presence of a vital publishing industry in Nova Scotia
- encourage and develop Nova Scotian stories and authors
- help increase out-of-province sales

### **Organizations assisted**

Under this program, the Culture Division supports Nova Scotia-based businesses whose primary activity is book publishing as defined by the Department of Canadian Heritage's *Canada Book Fund - Support for Publishers*: (CBF) "Professional activity involving the selection, development and editing of manuscripts, contractual agreements with authors or copyright holders; production and marketing of printed books under the firm's imprint; and the assumption of the risks associated with these activities."

## **Activities assisted**

Although funding is based on activity in the previous year, support is intended to support costs of eligible titles (as defined under Eligibility) in the coming year including editorial, authors' royalties, printing and marketing.

## **Eligibility**

An applicant under this program must be a registered business in good standing with the Nova Scotia Registrar of Joint Stock Companies or federally registered under the Corporations Act, be based and operating in Nova Scotia, and meet the following criteria:

- is receiving support under CBF in the year of application
- is an active member of the Atlantic Publishers Marketing Association
- has published a minimum of 12 eligible\* titles, 4 of which have been published in the past fiscal year

**Note:** Nova Scotia publishers not receiving support under CBF that have published a minimum 4 eligible\* books, 1 of which has been published in the past fiscal year can be considered for support under the program's Reserve Fund (See Level of funding on page 3).

\* **Eligible titles** are defined as books which are either authored by Nova Scotians or contain material or information relating to Nova Scotia, and meet the title eligibility criteria under CBF.

In addition to the above criteria all applicants must also comply with at least two of the following criteria:

- has published the first or second book by a Nova Scotia author; this can include anthologies if at least 50% of the authors are new or second time authors
- has published Nova Scotia books (Nova Scotian in subject and/or author); this can include new format editions of out-of-print Nova Scotian classics and books that promote Nova Scotia tourism (nature and hiking, other guides, etc.)
- provides advances against future royalties to Nova Scotian writers guaranteeing money in the writer's hands, despite the uncertainties of a publishing venture
- undertakes initiatives to sell books in markets outside of Nova Scotia
- provides the opportunity for Nova Scotia-based printers to quote on printing and binding

### **Ineligible titles** include

- ▶ straight re-prints produced without any significant changes
- ▶ books with text that is primarily short captions, quotations, jokes or sayings
- ▶ colouring and activity books
- ▶ trivia and quiz books
- ▶ co-publications with government departments or agencies
- ▶ books for which the author receives no royalties or the author has contributed financially towards the publication costs
- ▶ catalogues of visual art exhibitions

- ▶ books containing prominently displayed advertising, promotional material or corporate logos
- ▶ professional manuals and reference books intended for a restricted audience

### **Level of funding**

The level of contribution will be determined on the following basis:

- determine the portion of funding approved through CBF which each eligible applicant has received in the current year as a percentage of the total CBF funding to Nova Scotia-based publishers
- pro-rate available funding to eligible applicants in accordance with percentages received through CBF
- no applicant will receive more than 25% of total available funding
- unallocated funds, resulting from applicants attaining the maximum, will be distributed to the remaining applicants using prorated percentages.

A portion of the annual budget is placed in a Reserve Fund to support publishers not eligible under CBF. In the absence of requests under the Reserve Fund, these funds will be distributed to approved applicants.

**Please note:** Funding levels may vary up or down year to year based on levels of funding publishers receive from CBF and the number of publishers who qualify for support.

### **Application procedure**

Applicants, especially first time applicants, are encouraged to contact Culture Division staff prior to submitting an application.

Applicants must submit a completed application form, signed and dated by the publisher's President or CEO and the following documents and materials:

- a statement advising the department how you meet the program's 3 mandatory criteria and at least 2 of the 5 additional criteria (see Eligibility on page 2)
- a copy of the letter from the Department of Canadian Heritage indicating the amount approved in the current year under CBF
- a list of eligible titles for your most recently completed fiscal period specifying the author, type of book and production costs on a title-by-title basis
- a copy of each book you consider eligible published in the past fiscal year (unless otherwise noted, all books will be returned following the assessment of applications.)
- a list of non-eligible titles published in your most recently completed fiscal year
- a complete list of book titles in print during your most recently completed fiscal year
- a copy of your current year's business plan or an outline of your publishing plans and activities in your current year (as most recently submitted to CBF)
- a copy of the "Production report" most recently submitted to CBF
- a copy of the "Royalty certification report" most recently submitted to CBF
- a copy of your current catalogue or other promotional materials

- a copy of your financial statements for the most recently completed fiscal year including a balance sheet and income statement. Financial statements must be signed by an authorised representative of the organization.

Applications can be sent electronically, delivered by hand or sent by regular mail but in all cases must be either received in the Culture Division office by 4:30 pm on the deadline date or be post-dated no later than the deadline date.

### **Application assessment**

Applications are reviewed by staff in the Culture Division for completeness and eligibility. A funding level for each eligible applicant is calculated based on current-year CBF funding. Recommendations are forwarded to the Minister of Communities, Culture and Heritage for review and final decisions.

**Applicants are advised that funding recipients may be subject to Provincial audit.**

**Deadline for applications is December 15.**

**When the deadline falls on a weekend or holiday, postmarks for the following business day will be accepted.**

**Send completed application form to:**

Cultural Activities Program  
Department of Communities, Culture & Heritage

In person/courier:  
World Trade and Convention Centre  
1800 Argyle Street, Suite 601  
Halifax, NS B3J 3N8

By regular mail:  
Culture Division  
PO Box 456  
Halifax, NS B3J 2R5

**For further information, call (902) 424-6397.**



## Assistance to Book Publishers Application Form

**Please ensure you have the current guidelines from the department's web site**

Business name \_\_\_\_\_

Provincial or federal registration # \_\_\_\_\_ Date of incorporation \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

President/CEO (if different) \_\_\_\_\_

Mailing address \_\_\_\_\_

Postal code: \_\_\_\_\_

Phone: Contact Person Work: \_\_\_\_\_ Home: \_\_\_\_\_

Phone: President Work: \_\_\_\_\_ Home: \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Web: \_\_\_\_\_

Are you requesting consideration under the Reserve Fund? Yes  No

Legal Status (check one):

Incorporated organization for profit

Sole proprietorship

Partnership

Other (specify) \_\_\_\_\_

Number of Employees: full-time \_\_\_\_\_ part-time \_\_\_\_\_

Fiscal year: from \_\_\_\_\_ to \_\_\_\_\_

Number of eligible titles printed in your most recently completed fiscal year \_\_\_\_\_

Number of non-eligible titles published in your most recently completed fiscal year \_\_\_\_\_

**NOTE: See the Checklist on page 3 for details of all required documentation and support material.**

Non-book-publishing activities (check all that apply)

Exclusive agent for other book publishers  Order fulfilment services for others

Non-exclusive agent for other book publishers  Printing services for others

Periodical publishing  Book/periodical wholesaling

Audio-visual products  Book retailing

Micro-format publishing  Other (specify) \_\_\_\_\_

Number of eligible book titles in print during the year\*: \_\_\_\_\_  
 Total number of book titles in print during the year\*: \_\_\_\_\_  
 Gross sales of eligible titles: \_\_\_\_\_  
 Gross sales of all titles: \_\_\_\_\_

\* please attach complete lists of all book titles indicating eligible or ineligible

Distribution - percentage of all books sold in:

Nova Scotia \_\_\_\_\_  
 Atlantic region \_\_\_\_\_  
 Canada \_\_\_\_\_  
 USA \_\_\_\_\_  
 Other \_\_\_\_\_  
 Total \_\_\_\_\_

Financial information for most recently completed fiscal year

Revenue from eligible titles

Nova Scotia sales \_\_\_\_\_  
 Domestic sales (in Canada outside Nova Scotia) \_\_\_\_\_  
 Export sales (outside Canada) \_\_\_\_\_  
 NS Communities, Culture & Heritage \_\_\_\_\_  
 Canadian Heritage \_\_\_\_\_  
 Canada Council \_\_\_\_\_  
 Other federal programs \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Total Revenue from eligible titles \_\_\_\_\_

Production costs of eligible titles

Editorial \_\_\_\_\_  
 Permissions \_\_\_\_\_  
 Design and art work \_\_\_\_\_  
 Composition \_\_\_\_\_  
 Running costs \_\_\_\_\_  
 Binding costs \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Total Production costs for eligible titles \_\_\_\_\_

## Application checklist

Item	Yes	No
A completed, signed and dated application form		
A statement advising the department how you meet the program's 3 mandatory criteria and at least 2 of the 5 additional criteria (see page 2 of the program description)		
A copy of the letter from the Department of Canadian Heritage indicating the amount approved in the current year under CBF as soon as it is available		
A list of eligible titles for your most recently completed fiscal period specifying the author, type of book and production costs on a title-by-title basis		
A copy of each book you consider eligible published in the past fiscal year		
A list of non-eligible titles published in your most recently completed fiscal year		
A complete list of book titles in print during your most recently completed fiscal year		
A copy of your current year's business plan or an outline of your publishing plans and activities in your current year		
A copy of the "Production report" most recently submitted to CBF		
A copy of the "Royalty certification report" most recently submitted to CBF		
A copy of your current catalogue or other promotional materials		
A copy of your financial statements for the most recently completed fiscal year including a balance sheet and income statement. Financial statements must be signed by an authorised representative of the organization		

**I hereby certify that all current contract obligations are being fulfilled, including payment of author royalties, and that all information contained in this application is correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date