

Reset Form

Application Deadline May 1, 2024

*** Indicates required field.**

Applicant Information

Legal Name of Organization/Business: * _____

Street Number: _____ Street Name: _____ Unit/Suite: _____

PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

E-mail: _____

Website: _____

Twitter: _____ Facebook: _____

Other Social Media Accounts: _____

Registration Information

Is your business/organization registered with the Nova Scotia Registry of Joint Stock Companies? *

Yes No

If yes, please provide your Nova Scotia Registry of Joint Stocks Registration Number: * _____

Business Ownership

Business Owner: * _____

Telephone (Primary): * _____ Fax: _____

Telephone (Alt): * _____

Email: * _____

Application Contact

Contact Name: * _____

Telephone (Primary): * _____ Fax: _____

Telephone (Alt): * _____

Email: * _____

Eligibility And Current Funding Status

Please note that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any subsequently approved funding can be released.

Does your organization/business currently have any overdue final reports to the Department of Communities, Culture, Tourism and Heritage (CCTH) or Arts Nova Scotia? * Yes No

Informed Consent

- I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotia Affairs, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events

As a representative of an organization I confirm that: *

- I have carefully read the application guidelines and eligibility criteria for this program and confirm that the organization I represent meets the eligibility criteria.
- I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be released.
- I will act as the representative of the organization, consortium or group and will keep all participants informed of the application content and any funding decision.

Detailed Company Information

Please identify current staff members in the field below. Please list each staff position as follows:

1. Staff member #1 Name: _____ FT PT

Position/Title: _____

2. Staff member #2 Name: _____ FT PT

Position/Title: _____

Fiscal Year Start Date: * _____ Fiscal Year End Date: * _____

Provide a list of grants received during the previous year from all federal and provincial funding sources as follows: *

1. Funding source #1
Funding program: _____ \$ Amount of funding: _____

2. Funding source #2
Funding program: _____ \$ Amount of funding: _____

Application A: Base Funding Component

Sales Revenue *

Using only eligible titles as reflected in the Nova Scotia Publishers Assistance Fund Guidelines please provide net sales revenue using either:

- i. The organization's most recently completed fiscal year as of April 1, 2024, or
- ii. The Province's fiscal year of April 1, 2023 - March 31, 2024

Please indicate the period used to calculate net sales revenue: * _____

Print/Audiobook Revenue: * _____ eBook Revenue: * _____

Total Revenue * (Print/Audiobook revenue + eBook Revenue): _____

List of Eligible Titles *

Using the eligible titles as reflected in the Nova Scotia Publishers Assistance Fund Guidelines please include information for each eligible title (project) reflected in the Eligible Revenue calculation as follows:

Project 1

Title: _____

Author(s): _____

Genre: _____ Print Run: _____

Pages: _____ Release Date: _____

List Price: _____ eBook Formats (if appl): _____

Project 2

Title: _____

Author(s): _____

Genre: _____ Print Run: _____

Pages: _____ Release Date: _____

List Price: _____ eBook Formats (if appl): _____

A copy of each eligible title (listed above) should be included as support material with your application.

Materials should be labelled 'Publishers Assistance Fund' and sent to:

Culture and Heritage Development Division

Department of Communities, Culture, Tourism and Heritage

PO Box 456 Halifax, NS B3J 2R5

Application B: Evaluation-Based Funding Component

The Evaluation Assessment is based upon points awarded for each of the 20 criteria listed below (maximum 5 points per criteria).

Please submit responses separately as a single Word document or PDF. Please number each answer to correspond to the categories listed below using black type no smaller than 11-point. Please limit responses to a maximum of 250 words each.

Publishing*

Please reflect the applicant's quality of publishing in relation to the following measures. Please address each separately, as listed:

1. Recent awards, critical response to published works and other professional recognition
2. Organizational efforts to maintain and/or improve editorial expertise and direction
3. Strength of editorial and production process from manuscript selection to release
4. Author development
5. Digital initiatives, including new production of eBooks (and conversion from print titles)
6. Professional management of contracts and agreements with authors and contributors in accordance with industry standards

Product*

Please reflect the applicant's Quality of Product in relation to the following measures. Please address each separately, as listed:

7. Editorial process and author/content/project selection
8. Product design and overall production quality
9. Engagement of Nova Scotian authors, artists, illustrators and other contributors
10. Development and promotion of Nova Scotian cultural content
11. Commitment to the principles of equity, diversity and inclusion in editorial choices, author relationships and cultural content of published works.

Marketing and Promotion*

Please address the applicant's commitment to the Marketing and Promotion of published works in relation to the following measures. Please address each separately, as listed:

12. Marketing and promotional strategies, including any adaptive approaches to specific titles
13. Distribution strategies for print and eBook titles
14. Development of new models and strategies (including digital platforms) to adapt to the innovations in digital technology and delivery
15. Export activities and rights sales

Management*

Please describe the Management of the applicant organization in relation to the following measures. Please address each separately, as listed:

16. Financial planning and reporting
17. Business planning model and strategic vision for the company
18. Human resources structure, including consideration of EDI and equitable hiring practices
19. Organizational capacity building, including training and staff development
20. Adaptive strategies in relation to opportunities/constraints faced by the company/publishing sector

Required Financial Information*

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.

This information is required to complete your application and can be submitted separately as an attachment via email to publishersassistance@novascotia.ca. Failure to submit this information will result in an incomplete application.

Required Equity, Diversity, Inclusion and Accessibility Questionnaire

Applicant's are required to review the Department of Communities, Culture, Tourism and Heritage's EDIA commitment and submit responses to the Applicant Questionnaire.

Supplemental Information

A copy of each eligible title identified in Application A should be included as support material with your application and sent to:

Culture and Heritage Development Division

Department of Communities, Culture and Heritage
PO Box 456 Halifax, NS B3J 2R5

At the discretion of the applicant, additional materials may be submitted to the program officer via email to: publishersassistance@novascotia.ca or via post to the address listed above. Submissions should clearly reference the applicant's name and 'Publishers Assistance Fund.'

Declaration

- The information provided in this submission is complete and accurate to the best of my knowledge.
 - I have read the Guidelines for the Nova Scotia Publishers Assistance Fund and reviewed the eligibility criteria and confirm that my company meets these criteria
 - I accept the terms of the program as described in the program guidelines
 - I confirm that the organization represented in this application has met all contractual obligations to authors, illustrators and other copyright holders. I understand that funding cannot be issued to publishers with outstanding royalty payments to writers, illustrators and other copyright holders at the time of the application submission.
 - I agree to provide any additional information required by CCTH to complete the assessment of this application and authorize CCTH to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to inform consideration of the application.
 - I understand that failure to disclose relevant information, or to present misleading or inaccurate information, may result in the cancellation of this application.
- Checking this box confirms the applicants understanding of and agreement with the above conditions ***

Application Checklist

Items marked with an * are mandatory.

Submitted via email:

- Completed Application A: Base Funding Component *
- Completed Application B: Evaluation-Based Funding Component *
- Required Financial Information *
- Supplemental Materials

Submitted via post:

- Copies of Eligible Titles Identified in Application A *
- Supplemental Materials

Application Process and Program Contact

Please complete the application in full and save as a single PDF.

The Application (Components A and B) and Financial Information (mandatory) should be submitted as attachments in a single email to:

publishersassistance@novascotia.ca

These materials must be received prior to the application deadline of May 1, 2024, 4:30PM

Supplementary materials, including copies of eligible titles referenced in Application A: Base Funding Component (mandatory), should be clearly labelled 'Publishers Assistance Fund' and mailed to:

Culture and Heritage Development Division

Department of Communities, Culture, Tourism and Heritage
PO Box 456 Halifax, NS B3J 2R5

Further information: **<https://cch.novascotia.ca>**

Questions and Application Support: Jamie MacLellan, Manager Creative Industries

Telephone: (902) 222.3069 Email: **Jamie.MacLellan@novascotia.ca** Web: **www.novascotia.ca/cch**

By checking this box and typing my name below, I am electronically signing my application. *

Name of Authorized Applicant: _____

Confirmation: