



Canada Council
for the Arts

Conseil des Arts
du Canada

WRITING AND PUBLISHING SECTION

Title Analysis Report for Book Publishing Support (2009 Titles)

The attached form must be completed by book publishers applying to the Canada Council for the Arts Book Publishing Support program. A completed copy of this form must accompany each title submitted. Please read the guidelines carefully before completing the form, and keep a copy of the guidelines and the completed form. These documents contain essential information on the conditions of grants.

Deadline Dates

If a deadline date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Block Grants: All forms and support material must be postmarked no later than:

- **30 June** for eligible books published between 1 December 2008 and 15 June 2009
- **15 October** for eligible books published between 16 June and 30 September 2009
- **1 December** for eligible books published between 1 October and 30 November 2009.

Publishers applying to the Book Publishing Support program in 2009 must fill in an application form, and must include eight copies of their spring and fall catalogues, their financial statements and a covering letter.

Books received after 1 December 2009 will be considered as 2010 titles.

Emerging Publisher Grants: Emerging publishers must submit a Title Analysis Report and four copies of eligible books published between 1 December 2008 and 1 November 2009 with the application form for Emerging Publisher Grants. All forms and support material must be postmarked no later than **1 November 2009**. New eligible titles published during the month of November may be submitted no later than 10 December, accompanied by a completed Title Analysis Report for each title.

Further Information

Book Publishing Support Program
Writing and Publishing Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414

Block Grants: Elizabeth Eve, ext. 5576
Email: elizabeth.eve@canadacouncil.ca

Emerging Publisher Grants: Carole Boucher, ext. 5088
Email: carole.boucher@canadacouncil.ca

TTY (TDD) machine, for hearing-impaired callers: 613-565-5194

Fax: 613-566-4410

May 2009 / WRG7E 5-09



GUIDELINES

<p>Purpose</p>	<p>The information reported on the Title Analysis Report form is used to:</p> <ul style="list-style-type: none"> • collect title, author and category information about your current production so we can determine the number of eligible books you have for calculation of your base grant (Block Grant) • report on your use of last year's grant and confirm that the grant is being used for its intended purpose, and • assess the average net production cost for titles published with the assistance of the Canada Council for the Arts Book Publishing Support program (this information is used to help set the base funding allocation for the entire Block Grant program by genre and by language group).
<p>Title Eligibility</p>	<p>Refer to the title eligibility criteria described in the Book Publishing Support: Emerging Publisher Grants and Block Grants program application guidelines. These criteria are applicable to 2009 titles.</p>
<p>Submitting the Report</p>	<p>Block Grants: Please complete a Title Analysis Report form for each eligible 2009 title, and submit the forms with one copy of each book by the appropriate deadline. Publishers who have not yet received a Block Grant, or who are applying for re-admission after an absence, must submit a report form for each eligible title published in 2008 and 2009.</p> <p>We appreciate the time that you spend preparing this information; it is critical for calculating the base component of your Block Grant. If you have any problems or questions, call toll-free at 1-800-263-5588 or 613-566-4414, ext. 5576. Any suggestions for improving these forms or the process itself are welcome.</p> <p>Emerging Publisher Grants: Please submit Title Analysis Report forms and four copies of eligible titles published between 1 December 2008 and 1 November 2009 with the application form for Emerging Publisher Grants. New eligible titles published during the month of November may be submitted no later than 10 December, accompanied by a completed Title Analysis Report form for each title.</p> <p>First-time applicants must also submit one copy of each eligible title published before this period, with Title Analysis Reports.</p> <p>How to Complete the Title Analysis Report Form</p> <p><i>Author's citizenship</i> – in the case of an anthology, indicate on separate sheet the list of authors with their citizenship. Note: The editor of an anthology is not considered an author unless he or she has contributed an item such as a preface or introduction. That item is counted as a single item.</p> <p>Note: If the section about the author's citizenship is not completed, the author will be presumed to be non-Canadian.</p>

<p>Submitting the Report (continued)</p>	<p><i>Other grants received</i> – report on and specify the source of all grants received for the title. If the amounts of expected grants are not yet known, give an estimate. Do not include operating grants received by the company, only one-time grants for the production of a particular title.</p> <p><i>Royalties</i> – list all royalties, advances, one-time payments, or other payments made to writers or illustrators for use of their intellectual property. If the royalty rate is variable, give a projected average rate. Please check the appropriate box to indicate whether royalties are based on net receipts or list price.</p> <p>Note: If no figures are given in this section, it will be presumed that no royalties are paid.</p> <p><i>Production expenses</i> – these are the hard costs directly associated with the production of a title. Do not include GST or PST where these taxes are reimbursed.</p> <p>Similarly, printing and binding costs would be the invoiced costs less reimbursed taxes.</p> <p>Do not include overhead costs for rent, equipment, supplies, etc.</p> <p>You may include salaries, benefits and fees for editorial and production personnel. If you do not have an exact accounting of these expenses broken out by title, give an estimate for each eligible title you submit.</p> <p>Note that the Canada Council reserves the right to request documentation that confirms production expenses, royalty payments and other income. It may also call for an audit of the house’s finances, including royalty payments, at the expense of the publisher.</p> <p>Definition of Edition Terms</p> <p><i>First Edition</i></p> <p>The original edition of a book in English, French or one of Canada’s Aboriginal languages.</p> <p><i>Straight Reprint</i></p> <p>Reprint of an eligible title, minimum print run, 350 copies. Note that each Block Grant publisher may submit just two eligible straight reprints per year. A copy of the book with a title analysis form are necessary.</p> <p><i>New Format Reprint</i></p> <p>A title that has appeared in print previously, in Canada or abroad, published by any publisher, in the same language as the new edition. To be considered an eligible new format reprint, a title must include at least one of the following elements:</p> <ul style="list-style-type: none"> a) significant changes in trim size or binding, or typesetting b) additions or changes to at least 20 percent of the text c) significant graphic or illustrative changes, beyond a new cover. <p>Block Grant publishers may not receive assistance for more than one straight reprint and one new format reprint of the same title, unless the title is a classic of adult fiction, poetry or drama.</p>
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<p>Submitting the Report (continued)</p>	<p>To be eligible for support, straight reprints and new format reprints must have been released at least 12 months after the release of the original edition.</p> <p>Reprints of any kind are not eligible for Emerging Publisher Grants.</p> <p>Note: A description of the format changes, the release dates and publishers' names for previous editions must be supplied for a new format reprint. If the information is not supplied, the title will be considered ineligible.</p>
<p>Confidentiality of Information</p>	<p>The Privacy Act protects the personal information of individuals and provides them with a right of access to such information about themselves. Personal information will be maintained in Personal Information Bank CAC PPU 130. All other information may be accessible under the Access to Information Act.</p> <p>On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies to assist with program planning and application evaluation.</p>



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Title Analysis Report
for 2009 Books

Writing and Publishing Section, The Canada Council for the Arts, 350 Albert St., P.O. Box 1047, Ottawa ON K1P 5V8

Complete and return with one copy of the book, according to the following schedule:

Block Grants

30 June for eligible books published between 1 December 2008 and 15 June 2009

15 October for eligible books published between 16 June and 30 September 2009

1 December for eligible books published between 1 October and 30 November 2009.

Emerging Publisher Grants

1 November 2009 (10 December 2009 for eligible titles published in November 2009).

For Council use only

Publisher:

Title:

ISBN:

Author(s):

Last name

First name

Canadian citizen

Permanent resident of
Canada

Note on anthologies: Indicate the citizenship of **authors** and not **editors**. For a title to be eligible, at least 50 percent of the contents must be written by Canadian citizens or permanent residents. On a separate sheet provide the names of the contributors and their citizenship.

Category (check one only):

Cassette

Graphic Novel

Drama, fewer than 113 pages

Drama, more than 112 pages

Non-fiction, fewer than 161 pages

Non-fiction, more than 160 pages

CD

Short stories

Poetry, fewer than 113 pages

Art or architecture book

Fiction

Children's

Poetry, more than 112 pages

(received separate grant)

Was the book printed in Canada? Yes No If not, specify where

Is the book a translation? Yes No, If it is, did it receive a Canada Council Translation Grant? Yes No

If this is a co-publication, specify co-publisher: Canadian _____ Foreign _____

No. of printed pages

Published (mm/yy)

Print run

Retail price

Cloth:

Paper:

Cloth:

Paper:

Edition (see Definition of Edition Terms in the guidelines):

First edition

Straight reprint

New format reprint → You **must** describe format changes and provide dates and publishers' names for previous editions.

Income other than sales:

Author's contribution

\$

Rights to date

\$

Foundation support, private contributions

\$

Other grants received specifically for this title (please list)

\$

TOTAL INCOME OTHER THAN SALES

\$

Royalties:

One-time payment

\$

Advance against royalties

\$

Royalty rate Net List

%

Production expenses:

Editorial and permissions

\$

Design, artwork, layout and formatting

\$

Printing and binding

\$

TOTAL PRODUCTION EXPENSES

\$

I certify that the information provided in this form is complete and accurate, to the best of my knowledge.

Authorized representative of the company

Date

Personal information will be maintained in Personal Information Bank CAC PPU 130. Refer to the Confidentiality of Information section in the guidelines. / WRFO7E 5-09