



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Title Analysis Report for Book Publishing Support: Emerging Publisher Grants (2011 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 Date

1 November 2011

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. All forms and support material must be postmarked on or before the deadline date.

Emerging publishers must submit a Title Analysis Report and four copies of eligible books published between 1 December 2010 and 1 November 2011 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 2011**, accompanied by a completed Title Analysis Report for each title. Books submitted after 10 December 2011 will be considered as 2012 titles.

Publishers who are applying to the Book Publishing Support: Block Grants program are required to submit information about their eligible titles through the Literature Online (Lili) web system, available at <https://lili.canadacouncil.ca>.

Further Information

Elizabeth Eve

Program Officer

Writing and Publishing Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

elizabeth.eve@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5576

TTY: 1-866-585-5559

Fax: 613-566-4410

WRG7E 09-11



GUIDELINES

<p>Purpose</p>	<p>The information reported on the Title Analysis Report form is used to:</p> <ul style="list-style-type: none"> • 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), and • report on your use of last year’s grant and confirm that the grant is being used for its intended purpose.
<p>Title Eligibility</p>	<p>Refer to the title eligibility criteria described in the Book Publishing Support: Emerging Publisher Grants application guidelines. These criteria are applicable to 2011 titles.</p> <p>Restriction</p> <p>Reprints of any kind are not eligible for Emerging Publisher Grants.</p>
<p>Submitting the Report</p>	<p>Please submit completed Title Analysis Report forms, printing bills, and four copies of eligible titles published between 1 December 2010 and 1 November 2011, with your Emerging Publishers Grants application form. New eligible titles published during the month of November may be submitted no later than 10 December 2011, accompanied by a Title Analysis Report form and the printing bill for each title.</p> <p>First-time applicants must also submit one copy of each eligible title published before this period, with the Title Analysis Reports.</p> <p>How to complete the Title Analysis Report Form</p> <p><i>Author’s citizenship</i> – An eligible author must be either a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada. A translator is not considered an author in the context of this program. In the case of an anthology or collection of articles, please prepare a list of the contributors that indicates their eligibility (Canadian citizen, permanent resident, non-Canadian), and the percentage of their contribution, i.e., the number of pages out of the total. Enclose this list with the Title Analysis Report form. 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><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>Submitting the Report (continued)</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>Confidentiality of Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information is stored in a series of Canada Council for the Arts data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>



Canada Council
for the Arts

Conseil des Arts
du Canada

Title Analysis Report (2011 Books)
Book Publishing Support: Emerging Publisher Grants

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 four copies of the book and the printing bill, on or before the following deadline date:

1 November 2011 (10 December 2011 for eligible titles published in November 2011).

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):

Drama, fewer than 113 pages

Non-fiction, fewer than 161 pages

Graphic Novel

Drama, more than 112 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:

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 on this form will be stored in the Personal Information Bank for the appropriate program.

PROTECTED WHEN COMPLETED / WRFO7E 09-11