

**2019-2020**  
**PROFESSIONAL DEVELOPMENT SUBSIDY PROGRAM**  
**APPLICATION**

The Department of Canadian Heritage, through the Association of Canadian Publishers, offers a subsidy for the staff of Canadian-owned and -controlled book publishers to enroll in publishing workshops, seminars, conferences and courses related to book publishing. The program will subsidize activities that are professionally delivered, relevant to book publishing, and that address an identified professional development need of or challenge for applicants.

The subsidy covers 75% of **registration/tuition fees ONLY**. Up to two (2) subsidies will be granted per firm for a single PD activity, **to a maximum combined subsidy of \$1,500 CAD. (NEW for 2019-20 program.) Other expenses, including travel, are not be considered eligible for subsidy in accordance with Canadian Heritage program guidelines.** If you apply for subsidy and then decide not to attend the PD activity, please inform ACP staff immediately so that funds can be assigned to another firm.

The following activities are eligible for subsidy funding. This list is not exhaustive; subsidies for attendance at other programs may be made available with prior approval. Contact Jazz Cook ([jazz\\_cook@canbook.org](mailto:jazz_cook@canbook.org)) for details.

- eBOUND Canada Workshops
- SFU Summer Publishing Workshops
- BookNet Tech Forum & eBookCraft
- Association of University Presses conferences
- Digital Book World conferences
- Editors Canada conferences
- Eastbound
- Pubwest
- Continuing education courses, conferences, or workshops related to book editing, design, production, sales, marketing, business management, etc.

Funding will **not** be extended to regular graduate and undergraduate studies at colleges or universities, or workshops taking place during AGMs of Canadian publishing organizations or associations.

Subsidy funding is limited and available on a first-come, first-served basis. Applicants may apply for funding to support their firm's participation at multiple events, but firms are limited to receiving subsidy for two staff members per event. Applications will be accepted until **December 16, 2019**, for programs taking place **between April 1, 2019 and March 31, 2020**. Recipients must fill out a post-conference evaluation form in order to receive a subsidy. Claims will be reimbursed after the date of the activity and after receipt by the ACP of the contracted and necessary financial contributions from DCH/Canada Book Fund. Applications should be returned to the attention of **Jazz Cook** at [jazz\\_cook@canbook.org](mailto:jazz_cook@canbook.org).

This subsidy is made available to the staff of all Canadian-owned and -controlled publishers, subject to the approval of the Canada Book Fund of the Department of Canadian Heritage. Publishers who currently receive funding through the Literary Publishers or Literary Publishing Projects programs of the Canada Council for the Arts, or the Support for Publishers Program of the Department of Canadian Heritage, are considered eligible, as are members of the ACP, the Literary Press Group, the Association of Book Publishers of British Columbia, the Book Publishers Association of Alberta, SaskBooks, the Association of Manitoba Book Publishers, the Ontario Book Publishers Organization, the Association of English-Language Publishers of Quebec, the Atlantic Publishers Marketing Association, the Association nationale des éditeurs de livres, and the Regroupement des éditeurs franco-canadiens. Publishers who neither receive funding from one of these programs nor belong to one of these associations may apply to the program, but their applications will need to be approved by Canada Book Fund staff; please contact Jazz Cook ([jazz\\_cook@canbook.org](mailto:jazz_cook@canbook.org)) for assistance.

**\*\*\*Please note that the submission of an application does not guarantee subsidy\*\*\***

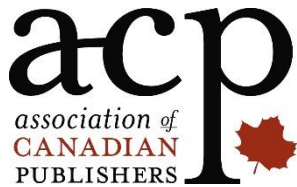
Canada



Canadian  
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2019-2020

PROFESSIONAL DEVELOPMENT SUBSIDY PROGRAM  
APPLICATION

Firm Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Participant Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

PD Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

If this activity is not included on the list of eligible activities provided above, please provide a brief description of the program, including a website address:

Please provide a budget estimate. The estimate is not binding, but will assist ACP staff in managing the subsidy program budget:

<i>Expense item</i>	<i>USD</i>	<i>CAD*</i>
Tuition fee/registration (with receipt)		
<b>75% reimbursement**</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT:** Completing this form does **not** guarantee a subsidy. If you apply for subsidy and subsequently decide not to attend the workshop or seminar, please inform ACP staff immediately.

\* Please remove GST/HST from all totals above if the cheque will be payable to your firm and not you personally. The ACP will reimburse GST/HST if the cheque will be payable to you personally. Subsidies will be paid in Canadian dollars. For expenses paid in US dollars or other foreign currency, please provide documentation of the Canadian conversion.

\*\* NEW FOR 2019-20: A maximum of two subsidies per firm can be awarded for a single professional development activity. The subsidies granted per firm, per PD activity, must not exceed a total reimbursement amount of \$1,500.

Deadline to submit applications is **December 16, 2019**.

Please submit this form to:  
[jazz\\_cook@canbook.org](mailto:jazz_cook@canbook.org)  
OR  
Jazz Cook, Administrative Assistant, ACP  
174 Spadina Avenue, Suite 306  
Toronto, ON M5T 2C2