

MEMBERSHIP APPLICATION

About ACP

Thank you for your interest in joining the Association of Canadian Publishers (ACP). The ACP represents approximately 115 Canadian-owned and -controlled book publishers from across the country. Our diverse membership includes publishers from a variety of genres.

Mandate

ACP is the national voice of English-language Canadian-owned book publishers. ACP contributes to the development and maintenance of vibrant, competitive book publishing companies, professionally managed, and owned and controlled in Canada, in order to support and strengthen the contribution that Canadian books make to Canada's cultural, economic, and educational landscape.

To accomplish this goal, the ACP focuses its resources on four distinct areas: Government and Public Relations, including advocacy for Canadian books and writing to elected officials and the general public; Collaborative Marketing initiatives, which extend the competitive capacity of Canadian publishers; Research and Communications, including information-sharing across the book industry and the broader cultural sector; and Professional Development activities that foster the evolution of a more dynamic cultural industry.

Apply for membership

To become a member, we ask you to review the membership criteria, complete this membership application form, and return it to the ACP office. All applications are reviewed by the ACP Board of Directors.

If you have any questions, contact the ACP administrator at admin@canbook.org or (416) 487-6116 x 2310.

Levels of membership

There are two categories of ACP membership. To join, a publisher must meet the following membership criteria:

Full Membership

- the firm's chief office of business is in Canada
- 75% Canadian ownership and control of the company; the publication of original Canadian books must be a primary part of the company's business
- have no fewer than 10 original Canadian titles, of which no more than 25% are authored by principals or directors of the company*
- publish at least four original Canadian titles annually
- have been in operation for at least two years from the date of publication of its first original title

Associate Membership

- the firm's chief office of business is in Canada
- 75% Canadian ownership and control of the company; the publication of original Canadian books must be an important part of the company's business
- have at least two original Canadian titles published within the previous three years, of which no more than 25% are authored by principals or directors of the company**

Notes:

* Publishers with more than 25% of their titles authored by principals or directors of the company may be eligible for membership so long as they can demonstrate that they are a *bona fide* book publisher.)

** In any year, once an associate member firm meets the requirements for full membership, the firm must apply for full membership status in the following year.

Privileges

All members (with noted exceptions) have access to all services and meetings of the ACP; however, only full members may vote at membership meetings.

APPLICATION FORM

General Information

Name of company: _____

Address (head office): _____

City: _____ Prov.: _____ Postal Code: _____

Telephone: _____ Email: _____

Website: _____

Social media accounts (e.g. Facebook, Twitter, Instagram, etc.):

Publisher/Head of Firm's name: _____

Contact person: _____ Position: _____

Year established: _____ Number of full-time employees: _____

ISBN prefix(s): _____

Has the company operated under a different name in the past?

Yes

No

If yes, please indicate previous name:

Does your company have offices in locations other than the one listed above?

Yes

No

If yes, please specify additional offices:



Class of ACP Membership

Membership applying for:

Full

Associate

Have you been an ACP member in the past?

Yes

No

Why are you interested in joining the ACP?

Ownership/Corporate Information

Chief Officers of this company:

Directors (please list the name, citizenship and place of principal residence for each director):

This company is:

Incorporated federally

Incorporated provincially/territorially (please specify): _____

A Partnership

Other (please specify): _____

If this company is *Incorporated*, do Canadian citizens own at least 75% of company shares?

Yes

No

If no, please indicate the details of the holdings of non-Canadian shareholders.

If this company is a *Partnership*, please list the names of all partners and indicate their citizenship and place of principal residence.

Contracts

Are there any contracts, agreements, loans, or financial agreements between this company and non-Canadian companies or persons that have potential or actual effect of limiting the decision-making powers of its Canadian owners?

Yes

No

If yes, please provide details of where decision-making authority rests on questions including: acquisition of new titles, sale of firm or publishing assets, hiring of senior management, entry to international markets:

Industry Affiliations & Support

Does your firm currently receive funding from any of the following agencies?

Canada Council for the Arts

Canadian Heritage (Canada Book Fund)

Provincial funding body (please specify): _____

Does your company currently belong to any other publishing associations (e.g. provincial/regional association, Literary Press Group, Association of Canadian University Presses, etc.)?

Publishing Program

Please provide a company description and the mandate and/or editorial direction of your press:

Total number of original titles in print: _____

Number of original titles published: 2020 _____ 2019 _____ 2018 _____

Percentage of titles published by this company that are authored by the principals, partners, directors or employees of the firm?

0%

1-24%

25% or more

Self-Publishing

Does your business offer self-publishing or fee-for-service publishing services?

Yes

No

If so, approximately how much of your company's revenue is derived from these services?

Underwritten Costs

Have the costs of any of your company’s titles been underwritten by either the author or the subject?

- Yes
- No

If yes, please list those titles and the percentage of costs underwritten for each book.

Royalties

Please demonstrate your firm’s payment of royalties to contributing creators by enclosing one of the following or comparable documentation:

- a letter from an accountant confirming regular payment of royalties,
- audited statements from your last fiscal year,
- a sample contract outlining your royalty payment schedule.

Total Book Sales

For the 12-month period ending _____ (please indicate year), what percentage of this company’s total book sales is Canadian books published by this firm.

- 0-25%
- 26-50%
- 51-75%
- 76-100%

Catalogues and review copies:

Please attach your firm’s most recent catalogue to this application or provide a link to your online catalogue here: _____

Though it is not required, you are welcome to send a physical representative sample of your list and a copy of your most recent catalogue to ACP office. Provide the following information in the space below for each book enclosed in the shipment.

Title	Author	Date published	Print run

Agreement

I understand that the information provided above will be shared by ACP staff to the ACP Board of Directors for the sole purpose of determining eligibility of the company for membership in ACP. This information will be kept in strict confidence.

I understand that additional information may be requested of me in order to determine the eligibility of the company for ACP membership.

Name of person completing this form: _____

Signature: _____

Date: _____

Please return a digital copy of the completed application form with accompanying documentation to admin@canbook.org. If you are sending physical copies of your application and a sample of your list, please send to the following address:
Association of Canadian Publishers, 174 Spadina Avenue, Suite 306, Toronto, ON, M5T 2C2.

If you have any questions, please contact the ACP office by phone at 416-487-6116, ext 2310 or email at admin@canbook.org.