

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 online and in-person workshops, seminars, conferences and courses. The program will subsidize activities that are professionally delivered, relevant to book publishing, and address identified professional development needs or challenges.

The subsidy covers **50% of registration/tuition fees ONLY**. Up to two (2) subsidies will be granted per firm for each applied for PD activity, **to a maximum combined subsidy of \$1,500 CAD per activity**. Additional applications are accepted, pending program budget, on a first-come, first-served basis. Other expenses, including travel, are not eligible for reimbursement. If you apply for subsidy and are then unable to attend the activity, please inform ACP staff immediately so that funds can be reassigned.

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 ACP staff (admin@canbook.org) for details.

- eBOUND Canada Workshops
- SFU Summer Publishing Workshops
- BookNet Canada Tech Forum & ebookcraft
- BookMachine CAMPUS courses
- Editors Canada conferences
- Association of University Presses conferences
- Eastbound
- PubWest
- Other 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. **Separate applications for each staff member and event** will be accepted until **January 31, 2025**, for activities taking place **between April 1, 2024 and March 31, 2025**. **Recipients must fill out a post-activity evaluation form in order to receive a subsidy**. Claims will be reimbursed after the date of the activity and upon receipt of financial contributions from Canadian Heritage. **All forms and receipts should be returned to ACP staff at admin@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 ACP staff (admin@canbook.org) for assistance.

*****Please note that the submission of an application DOES NOT guarantee subsidy*****

Submit the below form and accompanying documents to:

ACP staff

admin@canbook.org



2024 – 25
**Professional Development Subsidy Program
 Information & Application**

IMPORTANT: ACP issues electronic payments via TelPay (<http://www.telpay.ca/>). We encourage firms to take advantage of this service. Firms can register by downloading [TelPay's Biller Information Form](#).

If you prefer to be issued a cheque by mail, click here:

Firm Name: _____ Province: _____

Participant Name: _____

Participant Job Title: _____

Email Address: _____ Telephone: _____

PD Activity: _____

Location: _____ Dates: _____

Cheque Payable to: _____

Address: _____

Contact information of payee, or your firm's bookkeeper/financial officer:

Email address: _____ Telephone: _____

If this activity is not included on the list of eligible activities provided above, please provide a brief description of the activity, including a site link if available, and your reason for participating:

Please provide a budget estimate. The estimate is not binding, but will assist ACP staff in managing the subsidy program budget. **Final costs will be confirmed at the time of claim:**

<i>Expense item</i>	<i>Currency: _____</i>	<i>CAD*</i>
Registration fee (with receipt)		
50% reimbursement**		

Signature

Date

*Please remove GST/HST from all totals above if the subsidy is payable to your firm and not you or the participant personally. ACP will reimburse GST/HST if the subsidy is payable to individuals. Subsidies are paid in Canadian dollars. If registration is paid in a foreign currency, please include documentation of the Canadian conversion.