



APPLICATION FOR ACP MEMBERSHIP

About ACP

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

Mission

Through collective work, we advocate and collaborate to create the conditions for Canadian-owned book publishers' economic and cultural success. We work to help our members build the audience share for Canadian-authored and Canadian-published books in Canadian bookstores, libraries, educational institutions, and homes, and around the world.

Vision

A vibrant and diverse Canadian-owned book publishing industry producing works by Canadian creators that are valued by all Canadians.

Values

Respect: We uphold respect for each other as foundational to our work and workplaces. This includes, but is not exclusive to, work free from harassment, bullying, discrimination, and personal and sexual harassment.

Diversity & Inclusion: We uphold the importance of diversity, inclusion, accessibility, and gender parity in the Canadian book publishing industry. This includes, but is not exclusive to, culture, race, ethnicity, gender identification, sexual orientation, physical ability, and age.

Responsiveness, Communication & Collaboration: Open, transparent, respectful, and timely communication and collaboration are intrinsic to our success. They empower us to respond in meaningful ways to challenges and opportunities.

Shared Success & Recognition: We are stronger working together. Collectively, we express and add value to Canadian culture through the books we publish and promote across the supply chain. We believe publishers are the hub of book culture. The success of our members and their authors, individually and collectively, should be recognized, rewarded, and celebrated.

Copyright: We uphold the power and value of the written word. This includes respect for and the defense of copyright, which protects creators' and publishers' right to fair remuneration so that a diversity of voices and ideas can be amplified and heard.

Literacy: We uphold literacy as a basic human right. It is the key to a participatory society and cultivates a love of reading that benefits this and all future generations.

Financial Responsibility: We uphold responsible financial management and act with transparency to make wise, effective, and efficient use of the funds entrusted to us.



ACP Membership Criteria

Membership is available to a publishing firm that:

- Has its head office of business in Canada;
- Is a Canadian-owned and -controlled corporation;
- Has its managerial, editorial, and financial decisions made by Canadians;
- Is a professional* book publishing firm;
- Publishes original books by Canadian creators** as a dedicated and ongoing part of its business;
- Has in print no fewer than four (4) original titles by Canadian creators, no more than 25% of which are authored by principals or directors of the firm;
- Has produced in the twelve-month period prior to its application for membership, and in each subsequent calendar year, no fewer than two (2) new original titles by Canadian creators;
- Has been in operation for at least two years from the date of publication of its first original Canadian title;
- Subscribes to and is willing to work on behalf of the purposes and objectives of ACP.

* “Professionalism” is understood to comprise activity involving the independent selection, editorial development and production of manuscripts; entry into contractual agreements with authors or copyright holders; marketing, sales and distribution of books published under the firm’s imprint; and an assumption of the majority of the financial risk and investment in pursuing these activities.

** “Creator” means an author, illustrator, translator or editor (in the case of an edited collection of material).

Application process

We ask you to review the membership criteria and the association’s mission, vision, and values ahead of completing this membership application form. Once an application is submitted, ACP’s staff and board secretary will review applications to determine eligibility. Applications recommended for membership will be submitted to the ACP Board of Directors for adjudication. Incomplete applications will not be considered.

If you have any questions, contact ACP staff at admin@canbook.org or (416) 487-6116 x2310.



MEMBERSHIP APPLICATION FORM

General Information

Name of company: _____

Address (head office): _____

City: _____ Prov.: _____ Postal Code: _____

Telephone: _____ General Email: _____

Website: _____

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

Company Information

Publisher/Head of Firm's name: _____

Head of Firm email: _____

Application contact: _____ Position: _____

Application contact email: _____

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

Company ISBN prefix(es):

____ - X - _____ XX-X ____ - X - _____ XX-X

978 - X - _____ XX-X 978 - X - _____ XX-X

978 - X - _____ XX-X 978 - X - _____ XX-X

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

Yes

No



If yes, please indicate its previous name:

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

- Yes
- No

If yes, please specify the additional office(s) location(s):

Have you been an ACP member in the past?

- Yes
- No

Why are you interested in joining, or rejoining, the ACP?

Ownership/Corporate Information

This company is:

- Incorporated for-profit, federally
- Incorporated for-profit, provincially/territorially (please specify): _____
- Incorporated non-profit, federally
- Incorporated non-profit, provincially/territorially (please specify): _____
- A Partnership
- A Sole Proprietorship
- 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, including their percentage(s) of shares held.

Head officers of this company:

_____	_____
_____	_____
_____	_____
_____	_____

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

_____	_____
_____	_____
_____	_____
_____	_____

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

_____	_____
_____	_____
_____	_____

Note: please attach a list of head officers, directors, and/or partners should the list(s) exceed the space provided above.



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, etc.:

Industry Affiliations & Support

Does the 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): _____
- Other funding body (please specify): _____

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



Publishing Program

Please describe the company's editorial direction and/or mandate:

Please describe the company's editorial acquisitions process:

Please describe the company's marketing, sales, and distribution strategy:

Total number of original titles in print: _____

Number of original titles published: 2023 _____ 2022 _____ 2021 _____

What percentage of titles published by this company are authored by the principals, partners, directors, or employees of the firm, if any?

- 0%
- 1% - 24%
- 25% or more



Business Model Information

Please complete all relevant sections to help our board assess your application.

Total Book Sales

For the 12-month period ending in your previous financial year of _____ (indicate month/year), what percentage of the company's total sales is derived from books by Canadian creators?

- 0 – 24%
- 25 – 49%
- 50 – 74%
- 75 – 99%
- 100%

List of most recent publications

Please also provide scans of your most recent publications' copyright pages and covers.

Title (please include ISBN)	Creator(s) (authors, eds., trans., ill.)	Publication date	Print run estimate	Canadian creator Y/N

*Note: physical copies of books may be requested by ACP staff or the board secretary for review. Please **do not mail books to ACP's office** unless specifically advised.*

Catalogue

Please attach a digital copy of your firm's most recent catalogue to this application or provide a link to your online catalogue here:



Creator Contracts and Royalties

Please demonstrate the firm's payment of royalties to contributing creators by providing one of the following documents to submit with your application:

- a sample contract outlining the company's royalty payment schedule
- financial statements from the company's last fiscal year, clearly identifying royalties paid

If this company does not pay royalties to creators, please describe the company's creator compensation structure:

Creator-Subsidized Publishing Services

Do creators subsidize this company's publication costs in any way? (I.e., do creators provide a financial contribution to the editorial development, production, sales, marketing, or distribution costs of a book published with an ISBN **assigned** to the publishing firm?)

- Yes
- No

If so, please briefly describe the services you offer and indicate approximately what percentage of your company's revenue is derived from these services.

Fee-for-Service Business

Does your business offer fee-for-service publishing services? Fee-for-service business is understood to comprise paid editorial, production, sales, marketing, distribution services or packages to support the production and/or publication of books or other materials that are **not assigned** an ISBN by the publishing firm.

- Yes
- No



If so, please briefly describe the services you offer and indicate approximately what percentage of your company's revenue is derived from each specified service.

Underwritten Costs

Have the costs of any of your company's titles been underwritten by a third party? (I.e., has an individual or organization associated with this company

- Yes
- No

If yes, please list the most recent titles and the percentage of costs underwritten for each book



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. All information shared in this application will be kept in strict confidence.

I have included the following required documents to support the ACP Board assessment of this application:

- Complete application form
- Scans of most recent copyright pages and covers (p. 6)
- Most recent catalogue (either by link or PDF) (p. 6)
- Sample creator contract or comparable demonstration of royalty payments (p. 7)

I understand that additional information may be requested of me in order to determine the eligibility of the company for ACP membership. Should our board, staff, or secretary request additional information following its initial or board review and the request(s) not be met before the subsequent ACP board meeting, I understand this application will be considered withdrawn.

Name of Head of Firm or Authorized Signing Officer: _____

Signature: _____

Date: _____

Person to contact for follow-up questions: _____

Contact email for follow-up questions: _____

Please return a digital copy of the completed application form with accompanying documentation to admin@canbook.org. If you have any questions, please contact the ACP office at 416-487-6116, ext. 2310 or by email at admin@canbook.org.

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