

Canada Periodical Fund Special Measures for Journalism Application Form

Before getting started...

- Read the [Application Guidelines – Special Measures for Journalism](#) before completing this form.
- Please fill out this form electronically. Do not print this document and send a scanned or printed version.
- For assistance, please call toll free 1-866-811-0055, or email PCH.fondsdesperiodiquescanada-canadaperiodicalfund.PCH@canada.ca.
- Only completed applications sent with all requested supporting documents will be considered.
- Please note that unless otherwise indicated, all fields in the application form are required.

1. Audits

Canadian Heritage conducts audits on a sample of successful applications each year; the Department will assume the audit cost. In such cases, recipients must make available any records, documents, or other information that may be required to perform the audit. Recipients must retain for at least five years supporting documents related to the information provided in all application forms.

A recipient found to have submitted false or unsupported information may be required to repay the full amount of the financial support received, and may be declared ineligible from the Canada Periodical Fund for the next two fiscal years or more.

2. Privacy Notice

The collection of personal information is authorized by subsection 4(2)d) of the Department of Canadian Heritage Act and is required to process your application to the Canada Periodical Fund -Special Measures for Journalism. Collection and use of this personal information are in accordance with the Privacy Act. The information collected will be used to determine the eligibility of your organization to the fund and for statistical purposes. The personal information collected is described in Personal Information Bank Canada Periodical Fund – PCH ACI 035 and will be retained for six (6) years. Not providing your personal information may result in your application not being processed. Under the Privacy Act you have the right of access to, and correction of, your personal information. To exercise either of these rights, contact Canadian Heritage's ATIP Coordinator by email at pch.aiprp-atip.pch@canada.ca. If you are not satisfied with Canadian Heritage's response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner of Canada by telephone at 1-800-282-1376.

3. Eligibility of the Publishing Firm

By answering the questions below, you attest that your publication meets the following eligibility criteria, as outlined in the [Application Guidelines – Special Measures for Journalism](#).

1. Is the publishing firm a private-sector entity, which includes corporations, not-for-profit organizations, partnerships and sole proprietorships	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the publishing firm majority owned, controlled and operated by Canadians, and does it have its principal place of business in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the publishing firm published one or more eligible periodicals at the application deadline?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Eligibility of the Publication


By answering the questions below, you attest that your publication meets the following eligibility criteria, as outlined in the [Application Guidelines – Special Measures for Journalism](#).

1. Is the publication edited, designed, assembled and published in Canada and has it completed at least one uninterrupted 12-month publishing cycle before the time of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will the periodical continue to be published until at least March 31, 2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the publication consist of an average of at least 80% original Canadian editorial content*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the publication contain a maximum of 70% advertising in all issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does your publication contain over 50% original editorial content, not syndicated or reproduced from another publication or website, or from previous issues of the same publication, and articles date-stamped with identified authors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does your publication maintain an editorial function where the editor is named, and present written editorial content from more than one person ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does your publication present a clearly displayed masthead or contact page that includes, at minimum, the names of the publisher and editor in addition to the postal address for the publication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your publication generate revenues (e.g. subscription revenues, advertising sales, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Print magazines and non-daily newspapers:	
1. Is your periodical printed and appear in consecutively numbered or dated issues published under a common title, at a frequency of between two and 56 issues per year, including special issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does your periodical have a verifiable method of circulation (e.g. circulation audits, printing invoices, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Digital magazines and non-daily newspapers:	
1. Does your publication maintain a regular publishing schedule in which the majority of editorial content changes at least twice during a 12-month period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>*Note: <i>Canadian editorial content</i> refers to editorial content (text and images) created or translated by a Canadian citizen or a permanent resident of Canada. Translated editorial content by a citizen or a permanent resident of Canada will be considered Canadian content if it is translated into one of the two official languages and if the translation does not modify the nature of the editorial content. Indigenous, official language minority, ethnocultural, and arts and literary publications periodicals must contain an average of at least 50% Canadian editorial content.</p>	

5. Other Federal Funding Sources

1. Is the publisher receiving funding for the 2022-2023 fiscal year from the Canada Council for the Arts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the publisher receiving funding for the 2022-2023 fiscal year from Telefilm Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the publisher receiving funding for the 2022-2023 fiscal year from other sources of federal funding including but not limited to, the Canada Recovery Benefit or the Canada Emergency Wage Subsidy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: You accounts and records are subject to audit.	
4. (If Yes) will the other sources of 2022-2023 funding be used for the same expenditures?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Has the periodical received funds for the 2022-2023 fiscal year from the Aid to Publishers component of the Canada Periodical Fund? (If you received funding you are not eligible)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	If you answered <u>Yes</u> to questions 4 or 5, your organization is not eligible for this funding.
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6. Periodical General Information			
Periodical Identification (print and/or digital)			
<input type="checkbox"/> Magazine	<input type="checkbox"/> Community Newspaper (non-daily)		
<input type="checkbox"/> Print	<input type="checkbox"/> Digital		
<input type="checkbox"/> Paid Circulation		<input type="checkbox"/> Free	
Periodical Title (required)		Periodical Website Address (required)	
Primary Language of Periodical			
<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Bilingual (French and English)	<input type="checkbox"/> Other
Periodical Type			
<input type="checkbox"/> Consumer – general interest		<input type="checkbox"/> Consumer – special interest	<input type="checkbox"/> Trade
<input type="checkbox"/> Farm	<input type="checkbox"/> Religious	<input type="checkbox"/> Scholarly	<input type="checkbox"/> Arts & Literary
Special Categories of Periodical (if applicable)			
<input type="checkbox"/> Indigenous	<input type="checkbox"/> Ethnocultural	<input type="checkbox"/> LGBTQ2+	<input type="checkbox"/> Official language minority

7. Financial Year Information of Publishing Firm	
Please enter the publishing firm's most recent financial year (yyyy-mm-dd): From:	
To:	
REVENUES	
Sales of periodicals	
Sales of other goods and services	
Grants, subsidies, donations and fundraising	
Royalties, rights, licensing and franchise fees	
Other revenues (e.g. advertising)	
Total:	
EXPENSES	
Salaries and benefits	
Subcontract expenses	
Cost of goods sold	
Advertising, marketing and promotion	
Delivery, warehousing, postage and courier	

Other expenses	
Total:	

8. Canadian Editorial Content Expenses

Indicate salary expenses incurred to create Canadian original editorial content in this periodical as well as associated digital content, if applicable. Canadian original editorial content consists of text, images, photographs, graphics, illustrations and video content. Please exclude all non-salary expenses and salary expenses incurred for non-editorial activities (e.g. producing advertising or sponsored content; performing management, administrative, accounting; etc.).

Note: expenses must be directly attributable to editorial content created by Canadian citizens or permanent residents of Canada or a participant to a federal or provincial program that provides work experiences/internships to individuals.

Please report on the financial year entered in Section 6 of this application form for the questions below. For a definition of in-kind expenses, please refer to the [Application Guidelines – Special Measures for Journalism](#).

Expenses	Salaries for Employees (full- or part-time)	Salaries for Outsourced Content Contractors or Interns
Editor(s)	\$	\$
Writer(s)	\$	\$
Translator(s)	\$	\$
Proofreader(s)	\$	\$
Photographer(s)	\$	\$
Designer(s)	\$	\$
Illustrator(s)	\$	\$
Videographer(s)	\$	\$
Journalist(s)	\$	\$
Total:	\$	\$

9. Supporting Documents

Please include copies of the following supporting document with the completed application form:

- Proof of legal status (e.g. articles of incorporation)
- Proof of signing authority
- Blank cheque (voided) OR Direct Deposit Enrollment Request duly completed, unless an account already exists with the Department of Canadian Heritage for which no changes are required.

10. Declaration and Attestation

Declaration:

As the person that has the legal authority to bind and apply on behalf of the organization, I declare that:

- The information in the application is true, accurate and complete;
- I have all the necessary authorities to undertake the proposed project, or will obtain these authorities prior to the approval of funding;
- I and any person lobbying on my behalf to obtain funding are in compliance with the *Lobbying Act* and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the *Values and Ethics Code for the Public Service* or the *Conflict of Interest Act*;
- I will act in compliance with applicable statutes, regulations, orders, standards and guidelines governing the program from which funding is being sought;
- I will act in compliance, without limitation, with all federal, provincial or municipal laws, bylaws, orders, code, policy, procedure or directive related to public health and safety due to the COVID-19 pandemic; and
- I commit to taking measures to create a workplace free from harassment, abuse and discrimination.

I acknowledge that the submission of this Application does not constitute a commitment on the part of the Minister to award funding.

I acknowledge that making a false declaration is a criminal offense.

I authorize the Minister to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:

- To reach a decision on the application;
- To support transparency, accountability and citizen engagement; and
- To respond to requests made under the *Access to Information Act* and the *Privacy Act*.

Attestation:

If funds are approved, as the person that has the legal authority to bind and apply on behalf of the organization, I agree that:

- This **Application**, the **Funding Approval Letter**, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the **Applicant**) and the **Minister of Canadian Heritage**, effective as of the date of the **Funding Approval Letter**;

- The funding provided is to help ensure a continuity of operations, enabling the organization to continue contributing to the sector in the future;
- The funds are to be used to cover eligible expenditures under the Program's Guidelines;
- The funds are not to be used to cover expenditures already funded by other sources, including the Canada Council for the Arts and Telefilm Canada;
- Emergency support funding received from more than one Canadian Heritage funding program may not be used to cover the same costs;
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out;
- Funding received may be audited by the Department to ensure funding conditions have been respected; and
- I will share results, if requested.

In addition, I shall:

- Use the funds only for the purposes specified in the Agreement;
- Declare all funding received for the purposes specified in the Agreement, upon request;
- Indemnify the Minister from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge the funding.

I Accept

Authorized Official:

Name and title:

Date (YYYY-MM-DD):