

**Local Journalism Initiative**

**Application Form 2019-2021**

**Important**

E-learning provided to guide you throughout the application process. For any questions or queries, call (819) 893-6330.

**How to fill out this form and complete it at your convenience.**

1. When completed, print all pages, and save a copy for your record.
2. Send the application form and supporting documents to the e-mail address on the last page of this form on or before the deadline.
3. A late application form will not be accepted.

Please ensure that the application is complete and accurate.

PART 1 – Publishing Company Information	
<b>General Information</b>	
Full legal name of publishing company	
Full Address	
Website	
E-mail	
Phone Number	Fax Number
BN (Business Number) (Required)	
Legal Status	
Full legal name of owner(s)	
Is a transfer of ownership planned during the program period? If yes, please provide explanation.	
Incorporated (if applicable) <input type="checkbox"/> Federal <input type="checkbox"/> Provincial/Territorial	
Financial year (required) From(yyyy-mm-dd)   To(yyyy-mm-dd)	
<b>Newspaper Signing Authority Information</b>	
The authorized official contact may be the owner, publisher, or other designated signing officer. This application form and any resulting financial support agreement must be signed by the authorized person.	
Salutation (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Last name (required)
First name (required)	
Title (required)	

Mailing address (if different from main address)		Province (required)		Postal Code (required)	
City (required)		Extension (if applicable)		Fax (if applicable)	
				Preferred Language of communication (required) <input type="checkbox"/> English <input type="checkbox"/> French	
Telephone (required)					
E-mail					
Please select all that applies: <input type="checkbox"/> I want to be CC only on legal matters <input type="checkbox"/> I want to be CC on changes that may have financial implications. <input type="checkbox"/> I want to be CC on any notice of non-compliance.					
Official newspaper program contact:  The application form contact is the person who has completed the application form, and who is most familiar with its content. This person will be contacted for any additional information.					
<input type="checkbox"/> If the application form contact is same as the authorized official contact, check the box and go to Part 2.					
Salutation (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other				Last name (required)	
First name (required)					
Title (required)					
Mailing address (if different from main address)		Province (required)		Postal Code (required)	
City (required)		Extension (if applicable)		Fax(if applicable)	
				Preferred Language of communication (required) <input type="checkbox"/> English <input type="checkbox"/> French	
Telephone (required)					
E-mail					
Please select all that applies: <input type="checkbox"/> I want to be CC only on legal matters <input type="checkbox"/> I want to be CC on any notice of non-compliance.					

PART 2 - Financial Information			
Journalist of the publishing firm (Enter the total number of journalists by categories working to produce news content. If journalists are working on more than one newspaper, please enter in the 'other' column.)			
Full-time Employees	Part-time Employees	Contract workers	Other

PART 3 – Publishing Information
Please select all the criteria applicable.
<input type="checkbox"/> The publication(s) publishes editorial content in print <input type="checkbox"/> The publication(s) publishes editorial content on a digital platform (e.g. website, mobile application, digital publication, etc.) <input type="checkbox"/> The publication(s) has completed at least one uninterrupted 12-month publishing cycle at the application deadline

<input type="checkbox"/> The publication(s) will continue to be published until at least March 31, 2021 <input type="checkbox"/> The publication(s) has been edited, designed, assembled and published in Quebec <input type="checkbox"/> The publication(s) is directed primarily at English Quebec audiences in Canada <input type="checkbox"/> The publication(s) language is English or has a higher percentage of editorial content in English <input type="checkbox"/> The publication(s) target readers are in Quebec
Special Categories (if applicable) <input type="checkbox"/> Indigenous <input type="checkbox"/> Official Language Minority <input type="checkbox"/> Ethnocultural
Year when publication was launched (yyyy) (required)
International Standard Serial Number (ISSN) ISSN – Regular Issue (If applicable): ISSN – Special Issue (If applicable):

<b>PART 4 – Newspaper General Information</b>	
<b>Complete this section if you are applying on behalf of one or more specific publications (newspapers or website)</b>	
Name of the newspaper/website (Title of publication overseeing the LJI reporter)	
If the name has changed since the last application, please enter previous title if applicable	
Identification of publication (required) <input type="checkbox"/> Community newspaper <input type="checkbox"/> Digital news publication/website	
Website username and password for internal LJI use only (required if your digital publication or website has a paywall)	
Username	Password
Publication is a member of the following media council(s):	
<input type="checkbox"/> Quebec Press Council	<input type="checkbox"/> Other-specify
Publication is a member of the following news industry associations (List all that apply)	
If you are applying for an LJI reporter to produce civic journalism on behalf of multiple publications, list the additional publications here.	

Describe your publication(s). What are you publishing and what role does your newspaper play in the community you serve?  
(For example, a local media informs, connects, energizes and involves the community)

**Publication Existing Information**

How many communities does your newspaper serve, and please list them? (Geographic town, city or region; you may also include postal codes). If you have an online paper, refer to your analytics and be as accurate as possible.

Please provide the details on the demographics of your existing readership. Please select or add all that is applicable.

Gender:

Male  Female  Other – specify

Age:

Youth under 16  Elders over 75  Student (16 or older)

Married:

Single  Single parent  Retired

Ethnicity:

Vulnerable groups:

Other demographics:

What are the current modes of distribution and circulation of your paper? Please select from the options below or add in the “other” column:

- Publisac
- Home delivery by address
- Bulk Canada Post
- Other:

Do you charge for your paper?

- Paid subscription
- Free
- Other - Specify

#### **PART 5 - Type of Coverage**

##### **Type of Coverage You Intend to Provide**

If your project is approved, please list the number and provide names of new communities your paper will serve.

Are any of your communities listed below? If yes, please select.

Lanaudière, Mauricie,  
 Centre-du-Québec,  
 Chaudière-Appalaches,  
 Abitibi-Témiscamingue,  
 Haute-Côte-Nord,  
 Saguenay

Please list the names of other news media serving the underserved community you plan to cover with this project.  
 If none, check this box.

Newspapers	News Website
Community Radio	Community Television
Public Broadcasters	Other

Please elaborate on your community implications and how you actively interact with community associations. How do you plan on developing relations or working with local associations/other community organizations under this new program?

Please provide a detailed description of the other demographics your newspaper will cover under the project. Please select from listed or add below.

Please check this box if it is same as before.

Gender:

Male  Female  Other – specify

Age:

Youth under 16  Elders over 75  Student (16 or older)

Married:

Single  Single parent  Retired

Ethnicity:

Vulnerable group:

Other demographics:

**Planned Coverage**

Type of underserved community you plan to serve:

News desert  Area of news poverty  Combination of both

Other – Specify:

Community media enables citizens to make better informed choices. Describe the gaps you intend to fill through this program and how you are planning to provide this coverage.

Do you charge for your paper?

Paid subscription

Free

Other - Specify

List the civic institutions to be covered by your project. Please select from the list below:

- If none, check this box.
  
- Municipal Government
- Municipal Committee
- Provincial Government
- Provincial Committee
- Federal Government
- Federal Committee
- School Board
- Health-Related Committees
- Others - Specify

Local Media is often how people are made aware of different important civic issues such as (choose all that apply to your project,



feel free to add others):

If none, check this box.

- Changes in the law
- Environmental issues
- Agricultural issues
- Gender identity issues
- Economical issues
- Urban planning
- Transportation services
- Security services
- Youth services
- Circulation and road issues
- Education issues
- Other

Number of months requested to run the project?

- 6 or less than 6 months
- 7 to 9 months
- 10 to 12 months

**Success Factor**

Please list all the objectives planned for your project. You can also select from the examples listed below:

- Working with community organizations;
- Increase online readers;
- Creating full-time positions
- Hire graduating students
- Serving underserved or news desert organizations
- Increasing civic news
- Other - Specify

What measures will you be taking to ensure the production of the number of articles proposed in the application? Do you have a contingency plan of control measures should you not achieve your desired goals?

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Provide the number of regular news articles you plan to produce weekly.

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Provide the number of in-depth articles you plan to produce weekly.

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What measures are in place to ensure the quality of the content produced by the new journalist?

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Are you planning to hire a full-time journalist?

No  
 Yes

If yes, please let us know if you are planning to hire a:

Graduating or recently graduated student  
 Visible minority person  
 Woman  
 Physically challenged person  
 Indigenous person  
 Consultant  
 Other – Specify

PART 6 – Calculation of funding request	
An applicant may request funding towards the cost of providing a Job for a period ending no later than March 31, 2021. There is a limit of one journalist per application. *Funding would be provided in installments. *Amount spent on equipment to be used by journalist must not surpass 5% of the salary.	
Job Type <input type="checkbox"/> New hire – fulltime <input type="checkbox"/> New hire – part-time <input type="checkbox"/> Upgrade to fulltime <input type="checkbox"/> Freelance	
Proposed compensation Complete one of the following columns only.	
Fulltime:	Part-time or Freelance:
a. Proposed annual salary:	a. Anticipated start date (yyyy-mm-dd):
b. Anticipated start date (yyyy-mm-dd):	b. Number of weeks requested:
c. Number of Months Requested:	c. Number of hours per week requested:

d. Total amount for salary (a/12) x c:	d. Hourly wage to be paid to journalist:
e. MERC's requested:	e. MERC's requested:
f. Total amount for Equipment Lease or purchase:	f. Total amount for equipment lease or purchase:
g. Total amount requested (d + e + f):	g. Total amount requested (b x c x d) + e + f

**PART 6 – Organization Policies**

**Hiring Policy**

Submit a copy of your organization's Hiring Policy ensuring diversity and inclusiveness in hiring practices.

If you do not have a Hiring Policy, check this box to adopt the Policy provided by QCNA if your application is successful.

**Human Resources and Employment Policy**

Submit a copy of your organization's Human Resources and Employment Policy ensuring that measures are in place to create a workplace that is free from harassment, abuse and discrimination.

If you do not have a Human Resources and Employment Policy, check this box to adopt the Policy provided by QCNA if your application is successful.

**Editorial Policy**

Submit a copy of your organization's Editorial Policy outlining your organization's journalistic principles, practices, and code of conduct.

If you do not have an Editorial Policy, check this box to adopt the Editorial Policy provided by QCNA if your application is successful.

**PART 7 – Submitting Your Application Form**

Required documents: You must include with your application form, signed and dated (signature must be original), all the supporting following documents: (required)

1. Articles of incorporation (for a first-time applicant or incorporated in the year, if applicable)
2. Financial statements from the most recently completed financial year (if audited financial statements are available, please submit)
3. For print publications: Tear sheet of last year's front-page publication (Can include any 10, in case the company produces more than 10 publications a year. Either physical/digital/scanned copy of at least 1 publication in last 12 months.
4. For print publications: Printer's invoices for one issue from every quarter in the last 12 months. (printer's invoices must clearly show the number of copies printed)
5. For digital publications, please provide an analytical report showing 12 months of publication.
6. Circulation audit report
7. Media kit

**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 supporting documents related to the information provided in all application forms for at least five years.

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 for the Local Journalism Initiative for the next two fiscal years or more.

Print and sign the application form (required) and send it via e-mail along with all the supporting documents to:

E-mail: [journalisminitiative@qcna.org](mailto:journalisminitiative@qcna.org)

**PART 8 – Canadian Ownership and Control Certification of the Publishing Firm**

To be eligible under the Local Journalism Initiative, a publishing firm must be Canadian-owned and controlled.

- I attest that the entities entered in Parts 1 and 3 of this application form are majority Canadian-owned and controlled
- I attest that the entities entered in Parts 1 and 3 are engaged in coverage of democratic bodies/institutions and civic function journalism as core principles.
- I agree to audits and I also understand that any false information could result in my application being refused.

**PART 9 – Affirmation**

I affirm that the information in this application form is accurate and complete. I agree to publicly acknowledge financial support and assistance by the Government of Canada. I also agree to submit a final report, and where required, financial accounting for evaluation of the activity funded by the Government of Canada. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

Amounts awarded to recipients are public information. The name of the publishing firm and the amounts awarded to successful applicants will be published on the Government of Canada website.

I confirm that I have the authorization to sign official documents related to this application for my group.

I agree that all content produced by journalists has to be made available to all newspapers and readers via QCNA’s website at the same time as published by the recipient newspaper. I understand that non-compliance with this directive can and will result in termination of the contract and funding will cease.

Authorized official contact (required)	Title/position (required)
Signature	Date (yyyy-mm-dd) (required)