

**Local Journalism Initiative  
 Application Form 2022-2023**

**Important**

Please review the application guidelines provided on the QCNA website. For any questions or queries, please call (819) 893-9330.

**Download 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 email address on the last page of this form before April 15, 2022 11:59 PM.
3. Late application forms will not be accepted.

Please ensure that the application is complete and accurate.

<b>PART 1 Publishing Company Information</b>		
<b>General Information</b>		
Full legal name of the publishing company		
Full Address	Province (required)	City (required)
Postal Code (required)	Telephone (required)	Fax (if applicable)
Extension (if applicable)		Email (required)
Preferred Language of communication (required) <input type="checkbox"/> English <input type="checkbox"/> French		
Website		
BN (Business Number) (Required)		
Legal Status		
Full Legal Name of the owner(s)		
Is a transfer of ownership planned during the program period? If yes, please provide the details:		
Incorporated (if applicable) <input type="checkbox"/> Federal <input type="checkbox"/> Provincial/Territorial <input type="checkbox"/> N/A		
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)	Telephone (required)	Extension (if applicable)
Email		
Please select all that apply: <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. <input type="checkbox"/> I want to be CC on changes that may have financial implications.		
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 proceed to Part 2.		
Salutation (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other		
First name (required)	Last name (required)	
Title (required)		
Full Address	Province (required)	City (required)
Postal Code (required)	Telephone (required)	Extension (if applicable)
Email		

<b>PART 2 Financial Information</b>			
<b>Journalist of publishing firm</b> (Enter the total 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:

<b>PART 3 Publishing Information</b>
<b>Please select all the criteria applicable.</b>
<input type="checkbox"/> The publication(s) publishes editorial content on a regular schedule and an ongoing basis on one or more platforms (print

version, digital version, or web platform).

The publication(s) is published by a duly identified publisher.

The publication(s) ensures local, regional and/or provincial news coverage of a given official-language minority population, in English, in Quebec.

The publication(s) will continue to be published until at least March 31, 2023.

The publication(s) has been edited, designed, assembled and published in Quebec.

The publication(s) language is English or has more than 50% of editorial and advertising content in English.

The publication(s) target readers are in Quebec.

The publication(s) (for paper format newspapers) published at least ten (10) times per year and contains an average of (12) pages.

Was your publication affected by the pandemic in 2020-2022, if yes please explain below:

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Special Categories (please check all that apply):

Indigenous  Official Language Minority  Ethnocultural  Other, please specify:

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Year when publication was launched (yyyy) (required):

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International Standard Serial Number (ISSN)

ISSN – Regular Issue (if applicable):

ISSN – Special Issue (if applicable):

PART 4 – Newspaper General information	
Complete this section if you are applying on behalf of one or more specific publications (newspapers or website).	
Name of the newspaper/website (title of publication overseeing the LJI reporter)	
If the above 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	
Frequency of publication	Bilingual: <input type="checkbox"/> Yes <input type="checkbox"/> No
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 councils:	
<input type="checkbox"/> Quebec Press Council <input type="checkbox"/> Other, please specify:	
Publication is a member of the following news industry associations (please list all that apply)	

If you are applying for an LJI reporter to produce civic journalism on behalf of multiple publications, please list the additional publications:

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

#### **Publication Existing Information**

How many communities does your newspaper serve (please list them, including geographic town, city or region - please 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 including: ethnicity, vulnerable groups, LGBTQ, Two Spirit)

What are the current modes of distribution and circulation of your paper. Please select from the options below or add a method in the other" column:

- Publisac
- Home Delivery by Address
- Bulk Canada post
- Other:

Do you charge for your paper/digital publication?

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.

Please list the names of other news media serving the underserved community you plan to cover with this project.  If none, please 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 any specific demographics your newspaper will cover under the project.  Please check this box if it is same as before.

**Planned Coverage**

Type of underserved community you plan to serve:

- News Desert  Area of News Poverty  Combination of Both

Other, please 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 coverage.

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

- If none, please check this box.  
 Municipal Government  
 Municipal Committee  
(con't next page)

- Provincial Government
- Provincial Committee
- Federal Government
- Federal Committee
- School Board
- Health-Related Committees
- Others - please specify:

Local Media is often how people are made aware of different important civic issues such as those found below. Please choose all that apply to your project, adding others where applicable.

- If none, please 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, please specify

#### Quality of content

Provide or select your program objectives below:

- Work with community organizations
- Increase online readership
- Create full- or part-time positions

- Hire graduating students
- Service underserved or news desert organizations
- Increase civic news
- Other, please 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?

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

Please let us know if you are planning to hire a journalist from the categories below:

- Graduating or recently graduated student
- Visible minority
- Women
- Physically challenged person
- Indigenous



Other, please specify:

**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, please check this box to adopt the Policy provided by QCNA, should your application be 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, should your application be 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, should your application be successful.

**PART 7 Submitting your Application - Supporting Documents**

Required documents: First time applicants must include the following supporting documents with your signed and dated application form (original signature):

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. Copies submitted should be highly relevant to the program). Either digital/scanned copy of at least 1 publication in last 12 months.
4. For print publications: Printer's invoices for the 4 regular issues being submitted (printer's invoices must clearly show the number of copies printed)
5. For publications whose digital publication and/or website have a paywall: Website account information (username and password) to be used by the Local Journalism Initiative for verification purposes.
6. Circulation audit report
7. Media kit
8. Website traffic audit report

**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 maybe declared ineligible from the Local Journalism Initiative for the next two fiscal years or more.

Print and sign the application form and send it via email along with all the supporting documents to: Email: [lji@qcna.qc.ca](mailto:lji@qcna.qc.ca)  
*QCNA will only consider applications from publications that have not submitted applications to other Administrative Organization or have retracted a previously submitted application to another Administrative Organizations for the current funding year.*

**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, 3 and 4 of this application form are majority Canadian-owned and controlled  I attest that the entities entered in Parts 1, 3 and 4 are engaged in coverage of democratic bodies/institutions and civic function journalism as core principles.

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, 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 agree that the content produced will be made available to media organizations through a Creative Commons license so that Canadians can be better informed. 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)