



2018-19 BPAA Member Subsidy Program Guidelines

The Alberta Government, through the Alberta Media Fund, has provided an envelope of funding to support Alberta book publishers for the 2018–19 and 2019-20 fiscal years. These funds will be used to provide a 50% subsidy for **travel, accommodation and registration** for our member publishers to attend international book fairs, trade shows and professional development activities. This will allow publishers to develop new connections, to explore foreign rights sales/export opportunities, and to enhance their skills and knowledge of the book publishing industry.

Funding will not be extended to regular graduate and undergraduate studies at colleges or universities.

Members in good standing of the BPAA are eligible to apply for subsidy funding. Subsidy funding is limited and available on a first-come, first-served basis. Applicants may apply for funding to support their firm's participation at multiple events, but firms are limited to receiving subsidy for two staff members per event. Applications will be accepted until December 15, 2018 for programs taking place between April 1, 2018 and March 31, 2019. Claims will be reimbursed after the date of the activity.

Eligible expenses for this program will include:

Registration: Costs of exhibitor booth and related charges, costs of entry tickets or registration fees.

Travel: Costs of air fare in economy class, costs of one mid-sized vehicle rental, travel costs of \$0.50 per kilometer for own vehicle travel, costs of taxi or public transportation where no vehicle is rented.

Accommodation: Accommodation charges to a maximum of \$200/night for commercial accommodations, a charge of \$50/night for non-commercial accommodations.

Please complete the attached form and return it to Leslie Bush by email at info@bookpublishers.ab.ca. Once approved, claims will be paid after the event occurs and the claim form, supporting documentation and final report form have been submitted to the BPAA. Claim forms must be submitted to the BPAA within 30 days after completion of the activity. If you are approved and you decide not to attend, please inform us immediately so the funds can be released to other publishers.



2018-19 BPAA Member Subsidy Program Application

Company Name: _____

Participant Name: _____

Participant Job Title: _____

Email: _____ Phone: _____

Name of Event attending:

Dates: _____

Please provide an estimate of costs below. This estimate is not binding, but it should be as close to the actual expenditures as possible.

Type of Expense (Accommodation, Registration, Travel)	Description of Item	CAD (converted if necessary)
Total:		
50% Subsidy:		

Signature

Date