



Ce programme est aussi disponible aux périodiques de langue française. Veuillez consulter *La brigade volante : Programme d'aide aux périodiques d'art et de la littérature*.

A separate program is available for French-language applicants. Please refer to *La brigade volante : Programme d'aide aux périodiques d'art et de la littérature*.

Assistance Program for Literary and Art Magazines

All eligible magazines and associations are invited to apply for the 2009 Flying Squad Program.

The Flying Squad program awards funding that can be applied to consultants and projects that address internal organizational challenges, explore growth opportunities and chart future developmental directions.

Objectives and Criteria

The program has been designed to:

- assist literary and art magazines in targeted organizational development
- assist publishers and other magazine professionals to develop skills, networks and support systems within the publishing community and the community at large
- assist groupings of magazines and magazine associations that propose innovative organizational development activities

Magazines may apply for:

Component 1 - Consultancy for Organizational Research and Planning

Component 2 - Mentorship

Component 4 - Professional Development

Associations may apply for:

Component 3 - Collaborative Initiatives

Please note: Magazines may apply for Components 1 OR 2, along with the other components, but may not submit applications for Components 1 AND 2 in the same competition.

Eligibility

Applications may be made for research, planning, professional development, mentoring or collaborative initiatives assistance in the following areas of magazine publishing:

- Advertising (sales strategies, value-added packages, media kits, readership surveys, online sales, etc.)
- Brand Extensions (reprints, merchandising, licensing, source books, special events, trade/consumer, etc.)
- Circulation (renewals, subscription promotions, fulfillment, newsstand, digital marketing, etc.)
- Design (covers, layout, page hierarchy, design components, etc.)
- Editorial Administration (improving copy flow, stretching budgets, increasing readership, etc.)
- Financial Management (cash flow, budgets, financial tracking strategy, general business management, etc.)
- Fundraising (direct marketing, donations, events, major gifts, etc.)
- Governance (strategic planning, board of directors role, direction, leadership and not-for-profit management, etc.)
- Human Resources (staff issues [paid, intern, volunteer] around recruitment, compensation, policies and procedures, etc.)
- Production (scheduling, pre-print and print coordination, negotiations, etc.)
- Web Content (repurposing editorial and graphics, postings, rights, timing, etc.)
- Web Development (design and management, marketing strategies, digital opportunities, etc.)

The eligibility criteria, as well as the expense guidelines, differ somewhat for each component. Please see the detailed eligibility and expense guidelines in the application package for each component. Should you decide to apply, please read through the application package carefully.

All eligible applications will be reviewed and assessed based on the following:

- The Magazine or Association's analysis of its organizational needs
- Suitability of chosen mentor/consultant/professional development program
- Quality of the work plan
- Impact of the project

FOR MORE INFORMATION CONTACT OUR FLYING SQUAD COORDINATORS
Magazines Canada • 425 Adelaide St. W., Suite 700, Toronto, ON M5V 3C1
Telephone: 416.504.0274 • Fax: 416.504.0437 • magazinescanada.ca
Edra Sefton • x224 • esefton@magazinescanada.ca
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Assistance Program for Literary and Art Magazines

Component 2 • Mentorship

Under Component 2, magazines may apply for their personnel to be mentored by a magazine professional. The Flying Squad program awards Canada Council Writing and Publishing Section grant recipients funding to a maximum of \$10,000 each (\$8,000 plus \$2,000 travel) for eligible mentorships.

To be eligible to apply your magazine must have received an operating grant from the Canada Council Writing and Publishing Section in 2007, 2008 or 2009. The individual being mentored must be either a Canadian citizen or resident of Canada and a magazine professional. Applicants must submit a clear plan defining the timelines and terms of agreement. The plan must be endorsed by the magazine, its board of directors and the mentor involved.

Successful applicants are required to:

1. Notify Magazines Canada in writing of any changes to the terms of approved projects (timing, personnel, scope, etc.). Magazines Canada will review the progress of the project.
2. Submit a final project report to Magazines Canada within 30 days of the project's completion.
3. Acknowledge the program support of the Canada Council for the Arts in all project-related written materials.

Failure to comply with these requirements may result in your organization being ineligible to apply for future competitions.

Before applying you must:

1. Read and review all program materials.
2. Contact Edra Sefton (see below) to discuss proposed project submissions.
3. Complete the application form clearly and mail it to Magazines Canada (see below) before October 15, 2009.

Applicants will be notified by mail no later than January 15, 2010. Successful applicants will receive their grant in one single installment.

To apply to this program, please return a complete application **postmarked no later than October 15, 2009.**

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Assistance Program for Literary and Art Magazines

Component 2 • Mentorship

Applications submitted after October 15, incomplete applications and applications submitted by fax or email will not be accepted.

Magazine: _____

Contact Name: _____

Position: _____

Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone: _____ Ext: _____ Fax: _____

Email: _____

Brief description of project (maximum of 25 words):

Name of mentor: _____

Mentor's company: _____

Please attach to this application form:

1. A one-page explanation of your challenges, how will they be met by this project and why you have chosen this mentor.
2. A plan of the mentorship that includes timelines, activities and expected results. The plan must be signed by the magazine and mentor.
3. A resume of the mentoree.
4. A biography of the mentor.



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Assistance Program for Literary and Art Magazines

Component 2 • Mentorship

Financial Information

Specify the costs of the project (according to the guidelines provided in the expense guideline sheet):

A. For the mentor and mentoree:

Salary for the person being mentored (maximum of \$600 per week) \$

Mentor's honorarium (____ of days x \$200 to a maximum of \$1,000) \$

Total A (maximum of \$8,000) \$

B. Travel costs for the mentoree:

Travel (if from out of town, economy rate—please specify) \$

.....
Accommodation (if from out of town—please specify) \$

.....
Per diem (____ of days x \$50, if from out of town) \$

Total B (maximum of \$2,000) \$

Minus: Your contribution and other sources of funding (specify) \$ -

Total grant requested (A + B, maximum of \$10,000) \$

I wish my Flying Squad application to remain confidential (see note below)

Declaration

- I am an employee of a magazine/organization that has received operating support from the Canada Council for the Arts Writing and Publishing section in 2007, 2008 or 2009.
- I have carefully read the program information.
- I agree to abide by Magazines Canada's decision.
- I agree that Magazines Canada and the Canada Council for the Arts are not responsible for the advice given by the mentor.

Signature: Date

AN ORIGINAL SIGNATURE IS REQUIRED

Please note: Organizations that wish their application to remain confidential must specifically request confidentiality. By checking above, you are ensuring that your application, projected outcomes and final report remain confidential. The name of the applicant, application component, the amount requested and amount awarded is not covered by this confidentiality. Unsuccessful applications, consultants' reports and conversations with the Flying Squad coordinators are automatically considered confidential.



Assistance Program for Literary and Art Magazines

Component 2 • Mentorship

Expense Guidelines

Mentor's Honorarium Fees

The Flying Squad supports an honorarium of \$200 per day up to a maximum of \$1,000 for the mentor

Mentor's Salary Compensation

The Flying Squad will cover the salary of the person being mentored to a maximum of \$600 per week. This only applies if the magazine is not paying the person's salary while he/she is participating in the mentorship.

Travel Expenses

For a staff member travelling out of town to participate in the mentorship under Component 2, a maximum of \$2,000 can be applied for to cover the cost of economy travel and accommodation. This includes a per diem of \$50.

Ineligible Expenses

1. Retroactive funding for an existing project. Magazines may only apply for support for activity that takes place after the published deadline of the competition.
2. Miscellaneous expenses related to the project (alcohol, entertainment, photocopying, long distance charges, etc.).
3. Implementation of plans and recommendations (only the planning and research phase is eligible).
4. Ongoing operational costs.



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