

OMDC Canadian Books in Ontario Schools Fund Guidelines

Application Deadline: August 16, 2017

Information Session #1 (Registration Required): July 6, 2017

Information Session #2 (Registration Required): July 12, 2017

Webinar Session (Registration Required): July 13, 2017

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Please see page 8 for important information on insurance and contract requirements for successful applicants.

1. Introduction

The Canadian Books in Ontario Schools Fund is designed to support publishers in the creation of supplementary resources to support learning and teaching through the curriculum for established works of Canadian literature, and/or collective marketing activities that will ensure that educational professionals are aware of Canadian titles suitable for use in their classrooms.

Funding will be provided to support projects that meet eligibility requirements and can demonstrate that the project will help strengthen the publisher's footprint in Ontario classrooms and promote opportunities for classroom use of established Canadian literary works to Ontario's educators through supplementary resources associated with those titles.

2. Eligible Applicants

Ontario-based publishers with Canadian publishing programs that have literary titles suitable for use in K-12 classrooms may apply for this program. This includes both independent, Canadian-owned publishers, and foreign-owned multinational publishers.

To receive further information on
OMDC programs please contact
the Coordinator, Industry
Initiatives:

175 Bloor Street East, South
Tower, Suite 501
Toronto, Ontario M4W 3R8
T: 416-314-6858
F: 416-314-6876
programs2@omdc.on.ca
www.omdc.on.ca

In the case of affiliated companies and subsidiaries, OMDC will accept applications from the book publisher for which the same person, or group of persons, holds or controls the majority of shares, but only where the applicant companies maintain full control over their editorial processes, have editorial autonomy from any other publisher applying for this program, and produce separate financial statements.

To be eligible to apply, the corporation must:

- be a book publisher, defined as a corporation that undertakes professional activity involving the selection, development and editing of manuscripts or draft manuscripts, entering into contractual agreements with authors or copyright holders, publishing books under the publisher's own imprint, in printed or other form, and assuming the risks associated with their production and marketing;
- be Ontario-based, with its central place of business located in Ontario, file Ontario corporate taxes and carry out three of the following primarily through its Ontario office: editing, production, marketing, sales, distribution or management;
- have been incorporated in a Canadian jurisdiction for at least two fiscal years;
- have published at least two books per year for the previous two years or have published a minimum of four books during the previous two years;
- distribute its books through normal bookselling channels;
- have annual net book sales revenue of at least \$20,000 (calculated as the average of the most recent two fiscal years);
- derive more than 50% of their total sales revenues for the applicant Company from book sales;
- have at least six Canadian-authored titles in print;
- be financially solvent and be deemed by OMDC to be an ongoing entity; and
- be in good standing, i.e., not in default of any contractual obligations, with OMDC at time of application submission. This includes any reports, interim or final, that are to be submitted by or prior to the deadline date of this application round. Applications from publishers not in good standing with OMDC will be considered ineligible and will not be accepted.

In addition:

- Revenues derived from the sale of vanity titles must not exceed 25% of the corporation's total revenues; and
- At least 50% of the titles published during the financial year for which the application is made must have been written by authors who are neither shareholders nor owners of the publishing firm.

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3. Eligible Projects and Activities

There are two streams of eligible projects:

- Creation of supplementary resources to support learning and teaching through the curriculum; and
- Group/collective marketing projects.

Publishers may submit applications to each stream as appropriate provided the separate activities/projects meet eligibility requirements; see OMDC Funding section for additional details.

Eligible titles must:

- be literature suitable for K-12 classroom use;
- have a track record (demonstrable critical or commercial success, including sales figures, bestseller lists, media reviews, award nominations, sales to educational markets, endorsement from an educator etc.);
- be Canadian authored.

Textbooks are not eligible.

Projects must:

- be an activity not already underway at the time of submitting the application or, if for an existing activity already in progress, demonstrate how funding would enhance the scope and impact of the activity (expenses incurred prior to application for funding are not eligible);
- not be for routine materials or expenses such as catalogues, sales conference, and existing staff costs which are considered a normal part of the publishing business;
- be completed by July 31, 2018 for individual publisher projects and by February 28, 2019 for group/collective marketing projects.

(1) Supplementary Resources to Support Learning and Teaching Through the Curriculum (Individual Publisher)

Eligible projects include:

- creation of robust supplementary resources for literature with a track record (demonstrable critical or commercial success);
- supplementary resources with a detailed articulation of curriculum connections that include three or more of the following:
 - description of the lesson intent
 - elaboration of learning goals
 - background information for the teacher that creates a context for learning
 - suggested learning activities and methodologies including required preparation and materials and the duration of time needed
 - teacher prompts to fuel the creative and learning processes

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- additional learning elements/materials as appropriate;
- guides may be for individual titles or a thematic group of titles;
- guides may be delivered in print, PDF, or on digital platforms (publisher originated or established platforms dedicated to teachers); and
- levelling costs for literature suitable for K-12 classroom use.

It is strongly recommended that resources are developed with or authored by educational consultants or teachers.

(2) Marketing Projects (Group/Collective)

Eligible projects must include a minimum of 3 eligible companies partnering together on the project. Applicant can be a trade association.

Eligible activities will raise awareness of the availability of supplementary resources to support learning and teaching through the curriculum to educational professionals, in order to promote opportunities to use works of Canadian literature in the classroom.

Activities should be dedicated to the promotion of supplementary resources for Canadian works of literature, and may include, but are not limited to, collective:

- displays, demonstrations etc. at teacher professional development activities including appropriate conferences;
- partnerships with library and school wholesalers;
- work with educational consultants on targeted outreach to classrooms and/or teacher librarians;
- delivery of the supplementary resources via digital/online platforms;
- creation of marketing materials as appropriate;
- costs of advertising, social media, and other PR outreach strategies;
- event costs (facility rental, permits, signage, technical services etc.); and
- author presentations and workshops in classrooms.

4. Budget, Financing and Timelines

Eligible Project Budget Expenses

Eligible costs directly associated with the project must be included in the budget detail. **The funding from this program can represent up to a maximum of 75% of the total budget**, with the remaining 25% of the total budget from the publisher and/or other funding sources including other government sources, and third party participation (such as retail partners).

Funding from other sources, including from the book publisher, should have an accompanying letter of intent indicating their commitment to the project and ability to finance the portion of the budget indicated in the application. If outside services are required for the plan, it is advisable to include quotes as backup.

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Realistically valued “in-kind” services may be included as part or all of the 25% costs that must come from sources other than OMDC Canadian Books in Ontario Schools Fund.

Applicants are required to use the budget template provided.

Ineligible Expenses

Expenses that are ongoing operational costs are not eligible.

Ineligible expenses include costs associated with:

- salaries and wages of staff not directly related to the project;
- staff benefit costs;
- fixed overhead costs (such as machine costs: telephone, fax, photocopier, computer); however, costs for long distance phone and fax, paper costs, couriers and other expenses directly related to the project may be included;
- occupancy costs (rent or mortgage of facilities); and
- alcoholic beverages.

Expenses incurred prior to the submission of the application are not eligible. The applicant must begin incurring expenses no later than 90 days after notification of OMDC's decision or the award will expire.

OMDC Funding

Eligible applicants may apply for funding based on the following levels.

(1) Supplementary Resources to Support Learning and Teaching Through the Curriculum (Individual Publisher)

- minimum \$5000, maximum \$15,000
- a publisher may submit only one application
- applications can include creation of supplementary resources for more than one eligible title

(2) Marketing Projects (Group/Collective)

- minimum \$10,000, maximum \$50,000
- must include a minimum of 3 eligible companies partnering together on the project
- applicant can be a trade association
- publishers can be included in more than one collective application; please contact OMDC to discuss prior to application
- if you are planning a larger-scale collective project that involves 10 or more publisher partners, please contact OMDC to discuss prior to application

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Applicants should note that this is a competitive application process and OMDC will review and determine which eligible applications will receive funding from this program.

Applicants are requested to begin incurring expenses related to their project no more than 90 days following funding approval notification. Projects should be completed with all expenses incurred and all deliverables provided by the applicant's final report date, and no later than July 31, 2018 for individual publisher projects, and February 28, 2019 for group/collective marketing projects.

5. Application Process and Evaluation

- Applicants must submit their application to OMDC electronically through the Online Application Portal (OAP) at <https://apply.omdc.on.ca/>.
- Applicants that do not have a user account on OAP should go to <https://apply.omdc.on.ca/> and click on "Register". For assistance, please see OMDC's website for the "OAP Quick Start Guide".
- For technical assistance, please contact the OAP Help Desk at applyhelp@omdc.on.ca.
- Applicants are strongly encouraged to begin the application process early to allow for ample time to complete the necessary information.
- There is flexibility in working on the application form – you may start at any time and **save** information as it is entered, and can go back to edit and/or add information up until the time the application is actually **submitted**.
- Separate application forms are needed for Individual Publisher and Collective/Group applications.
- Marketing projects require the involvement of at least three publishers. Each publisher involved in the group project must meet all eligibility criteria. If the application involves a trade association, the association should be considered the primary applicant and as such should submit the application. If the application is a consortium of book publishers, one company must be declared the primary applicant and as such should submit the application.
- Applications must be received at OMDC offices electronically via the OAP system no later than 5:00 pm, on the date of the deadline.
- Applications that are received after the deadline will not be considered.
- Applications must include all the required materials listed on the application form.
- Applications will be reviewed by OMDC for completeness, eligibility and financial viability.
- Applications that pass this initial review will be assessed by OMDC for final funding recommendations.
- Successful applicants will be notified by late September.
- Successful applicants will be required to enter into a signed funding agreement with OMDC prior to receiving any funding.
- Incomplete and late applications will be considered ineligible.

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6. Decision Criteria

All eligible and complete applications will be reviewed for consideration. The OMDC will be looking for projects that demonstrate well thought-out activities that will help strengthen the publisher's growth in the educational market including increased sales, and promote the use and awareness of Canadian literary works in schools through their associated supplementary materials. Applications may be sent to specialist advisors with relevant knowledge who will prepare written assessments of the feasibility and creative strength of the projects.

Applications will be assessed on the following criteria and relative weightings:

(1) Supplementary Resources to Support Learning and Teaching Through the Curriculum (Individual Publisher Projects)

- Degree to which the supplementary resources: (30%)
 - are based on a title or group of titles with a proven track record;
 - support and enrich the learning objectives of the curriculum (as indicated in application detail);
 - support teachers in providing learning opportunities to develop literacy skills;
 - assist students in making connections with what they learn in the classroom;
 - are developmentally and age appropriate, and easy to use;
 - promote hands-on activities and an applied approach to learning;
 - address the learning styles, needs, interests, and abilities of students;
 - demonstrate innovative thinking beyond the scope of traditional activities; and
 - have current and accurate (Canadian) content.
- Publisher Track Record and demonstrated ability of the publisher to undertake the project, with a successful outcome (25%)
- Reflect and/or promote Francophone, indigenous, and culturally diverse communities (10%)
- Feasibility of the project with respect to budget, schedule and scope of project (15%)
- Degree to which expected results are well-documented, realistic and will have an impact on the visibility of the title(s) with Ontario educators (20%)

(2) Marketing Projects (Group/Collective)

- Quality, originality and creativity of project (25%)
- Track record of applicant company/organization and track record of the publishers involved in the project (20%)

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- Reflect and/or promote Francophone, indigenous, and culturally diverse communities (10%)
- Feasibility of the project with respect to budget, schedule and scope of project (15%)
- Degree to which expected results are well-documented, realistic and will have an impact on the visibility of the supplementary resources and their associated works of Canadian literature among Ontario educators (20%)
- Degree to which the supplementary resources associated with Canadian literature being promoted have demonstrable curriculum links and meet at least three of the other criteria listed in the first bullet in (1) Individual Publisher Projects above (10%)

7. Successful Applicants

Successful applicants will receive funding during the course of their activities, triggered by pre-determined deliverables as follows:

- 60% on execution of the OMDC agreement;
- 25% on delivery of a satisfactory interim report; and
- 15% on delivery of a satisfactory final report and all deliverables outlined in the agreement

Participant Obligations

- Agreement - On acceptance into the program, the recipient company will be required to sign a standard Ontario government agreement covering the terms of their participation in the program including providing OMDC with permission to use the project and delivery materials for promotional purposes. A copy of this agreement is attached for review in Appendix 1. Recipients may not amend the agreement template.
- Insurance - Recipient companies will be required to carry Commercial General Liability Insurance on an occurrence basis for Third Party Bodily Injury, Personal Injury and Property Damage, to an inclusive limit of not less than \$2,000,000 per occurrence, \$2,000,000 products and completed operations aggregate. OMDC and Her Majesty the Queen need to be named as additional insureds on all policies. Please budget accordingly. Additional information on insurance requirements is available on request.
- Reporting - Successful applicants will prepare interim and final written reports on the progress of their project. Participants will also be required to provide feedback on the process, business development benefits and other outcomes in order for OMDC to evaluate the program.
- Changes to the Project - OMDC must be notified of any significant changes to the project as defined in the contract and if applicable, changes will require consent of OMDC.
- Deliverables - The agreement with OMDC will outline specific deliverables including, but not limited to: a cost report, copies of the project, marketing materials and an assessment of the program. Since project-related

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deliverables will vary, certain delivery requirements will be negotiated on a case-by-case basis at contract signing.

- Credit - The OMDC Canadian Books in Ontario Schools Fund support is to be acknowledged with an OMDC credit and logo on the project and all related publicity and promotional materials. OMDC is to be advised in advance of any mention of OMDC or OMDC's involvement in the project in press releases or publicity materials.

All OMDC decisions are final. OMDC reserves the right to alter program guidelines with general public notice to all potential applicants and to refuse any application for any reason. The number of awards and amount awarded is contingent on confirmation of OMDC's annual budget and the quality and quantity of applications received. The OMDC is not required to make any minimum number of awards. Subject to the Freedom of Information and Protection of Privacy Act, all information contained in the application will remain strictly confidential. Applicants are not to direct any questions or comments to jury members in advance of deadlines or following jury decisions. All inquiries pertaining to OMDC Funds are to be directed to OMDC staff only.

8. More Information

Please contact Janet Hawkins, Program Consultant

- Phone: 416-642-6698
- Email: jhawkins@omdc.on.ca

Ontario Media Development Corporation

An agency of the Ontario Ministry of Tourism, Culture and Sport, OMDC facilitates economic development opportunities for Ontario's cultural media industries including book and magazine publishing, film and television, music and interactive digital media industries.

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9. Appendix 1 Copy of Contract Template

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THE AGREEMENT is effective as of the _____ day of _____, 20____

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Tourism, Culture and Sport
(the “Province”)**

- and -

**[enter the full legal name of the Recipient]
(the “Recipient”)**

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 This Agreement, including:

- Schedule “A” - General Terms and Conditions
 - Schedule “B” - Project Specific Information and Additional Provisions
 - Schedule “C” - Project Description and Timelines
 - Schedule “D” - Budget
 - Schedule “E” - Payment Plan
 - Schedule “F” - Reports, and
- any amending agreement entered into as provided for below,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 COUNTERPARTS

2.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Tourism, Culture and Sport**

Date

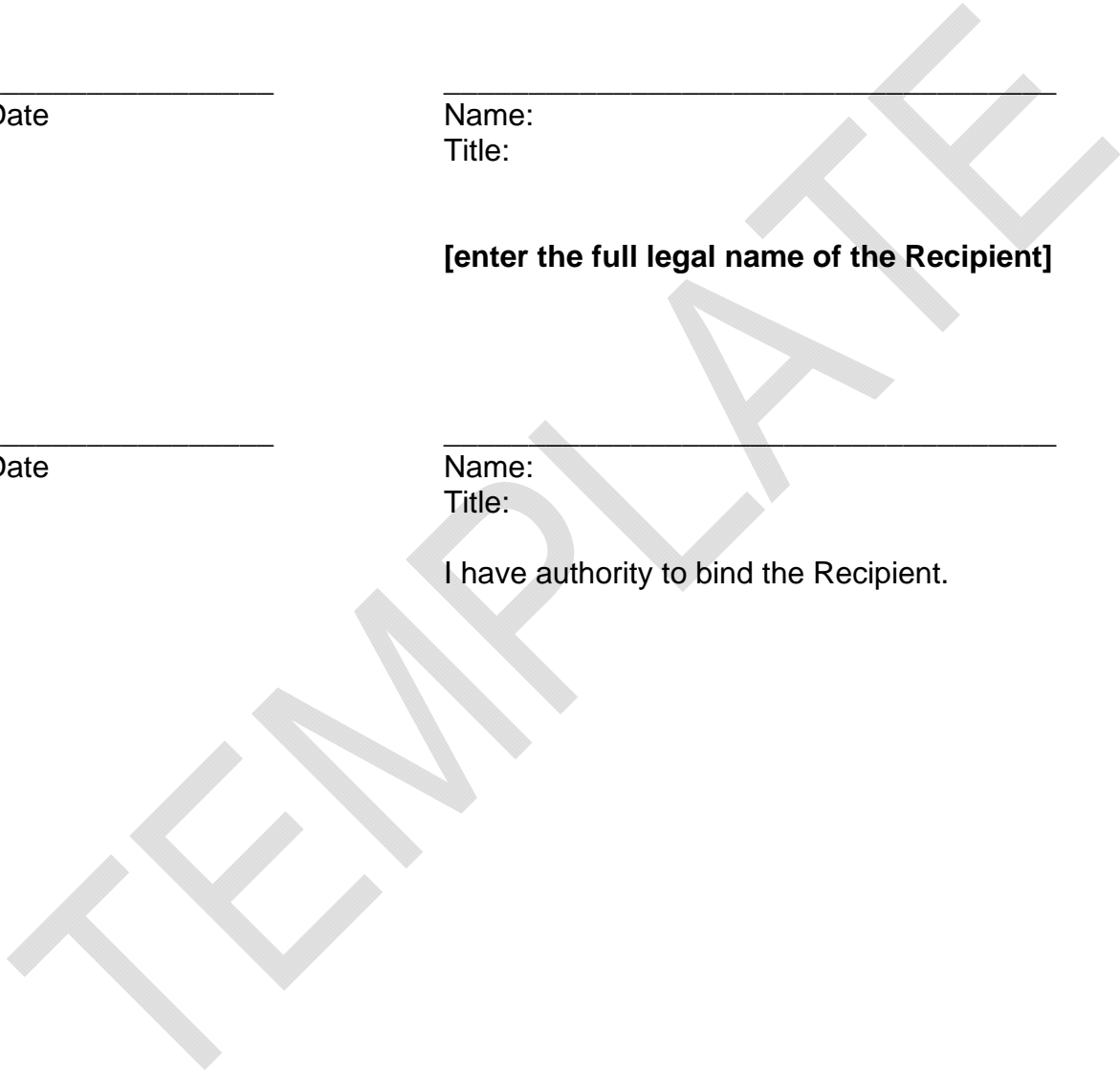
Name:
Title:

[enter the full legal name of the Recipient]

Date

Name:
Title:

I have authority to bind the Recipient.



SCHEDULE “A” GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

“**Additional Provisions**” means the terms and conditions referred to in section A9.1 and as specified in Schedule “B”.

“**Agreement**” means this agreement entered into between the Province and the Recipient and includes all of the schedules listed in section 1.1 and any amending agreement entered into pursuant to section 3.1.

“**Budget**” means the budget attached to the Agreement as Schedule “D”.

“**Business Day**” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“**Effective Date**” means the date set out at the top of the Agreement.

“**Event of Default**” has the meaning ascribed to it in section A14.1.

“**Expiry Date**” means the date on which the Agreement will expire and is the date provided for in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Maximum Funds” means the maximum amount the Province will provide the Recipient under the Agreement as provided for in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A14.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A14.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;

- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both;
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete; and
- (e) it is not aware of any actions, suits, proceedings or investigations that relate to the Project that may be pending or threatened against the Recipient or any person associated with the Project.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in this Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A12.0, Article A13.0, or Article A14.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the Payment Plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A11.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; and
- (d) if, pursuant to the *Financial Administration Act (Ontario)*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:

- (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
- (ii) terminate the Agreement pursuant to section A13.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the repayment of an amount equal to the interest.

A4.6 Maximum Funds. The Recipient acknowledges that the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds.

A4.7 Rebates, Credits, and Refunds. The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 Disposal. The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 Conflict of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A18.1, all Reports in accordance with the timelines and content requirements provided for in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A18.1, any other reports as may be requested by the Province in accordance with

the timelines and content requirements specified by the Province;

- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 Disclosure. To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 Auditor General. For greater certainty, the Province's rights under this Article are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 Publication. The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 FURTHER CONDITIONS

A9.1 Additional Provisions. The Recipient will comply with any Additional Provisions. In the event of a conflict or inconsistency between any of the requirements of the Additional Provisions and any requirements of this Schedule “A”, the Additional Provisions will prevail.

A10.0 INDEMNITY

A10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.2 Recipient’s Participation. The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

A10.3 Province’s Election. The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under the Agreement, at law, or in equity. Each Party participating in the defence will do so by actively participating with the other’s counsel.

A10.4 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the

Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

A10.5 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations

A11.0 INSURANCE

A11.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A11.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A11.1; or
 - (ii) other proof that confirms the insurance coverage as provided for in section A11.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A12.0 TERMINATION ON NOTICE

A12.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A12.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A12.2(b); and
 - (ii) subject to section A4.7, provide Funds to the Recipient to cover such costs.

A13.0 TERMINATION WHERE NO APPROPRIATION

A13.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A13.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A13.1, the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A13.2(b).

A13.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section A13.2(c) exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A14.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A14.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A14.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel all further instalments of Funds;
- (f) demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand the repayment of an amount equal to any Funds the Recipient

used, but did not use in accordance with the Agreement;

- (h) demand the repayment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A14.3 Opportunity to Remedy. If, in accordance with section A14.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A14.4 Recipient not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A14.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A14.2(a), (c), (d), (e), (f), (g), (h), and (i).

A14.5 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A15.0 FUNDS AT THE END OF A FUNDING YEAR

A15.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A14.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand the return of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A16.0 FUNDS UPON EXPIRY

A16.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

A17.0 REPAYMENT

A17.1 Repayment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A17.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise.

A17.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A17.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B”.

A17.5 Fails to Repay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to repay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A18.0 NOTICE

A18.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule “B”, or as either Party later designates to the other by Notice.

A18.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A18.3 Postal Disruption. Despite section A18.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) the Party giving Notice will provide Notice by email, personal delivery, or fax.

A19.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A19.1 Consent. When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A20.0 SEVERABILITY OF PROVISIONS

A20.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A21.0 WAIVER

A21.1 Waivers in Writing. If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A18.0. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

A22.0 INDEPENDENT PARTIES

A22.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A23.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A23.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A23.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A24.0 GOVERNING LAW

A24.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A25.0 FURTHER ASSURANCES

A25.1 Agreement into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A26.0 JOINT AND SEVERAL LIABILITY

A26.1 Joint and Several Liability. Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A27.0 RIGHTS AND REMEDIES CUMULATIVE

A27.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A28.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A28.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a **“Failure”**);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A29.0 SURVIVAL

A29.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A10.0, sections A12.2, sections A13.2, A13.3, sections A14.1, A14.2(d), (e), (f), (g) and (h), Article A16.0, Article A17.0, Article A18.0, Article A20.0, section A23.2, Article A24.0, Article A26.0, Article A27.0, Article A28.0 and Article A29.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$<<Amount Approved>>
Expiry Date	<<Expiration date>>
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$1,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Ontario Media Development Corporation</p> <p>Address: 175 Bloor Street East, South Tower, Suite 501, Toronto, Ontario, M4V 3R8</p> <p>Attention: <<Name of Consultant>></p> <p>Fax: (416) 314-6876</p> <p>Email: <<Email address of Consultant>></p>
Contact information for the purposes of Notice to the Recipient	<p>Name: <<Applicant>></p> <p>Address: <<Address1>>, <<Address2>>, <<City>>, <<Province/State>> <<Postal/Zip>></p> <p>Attention: <<Contact>></p> <p>Fax: <<Fax>></p> <p>Email: <<Contact email>></p>

Additional Provisions:

1. The following definition is hereby added to Section A1.2 of Schedule “A” to this Agreement:

“Online Application Portal (OAP)” means the database through which an application under this Agreement must be submitted.

2. Subsection A4.1(c) of Schedule “A” to this Agreement is hereby deleted and replaced with the following:

- (c) provide the Funds to the Recipient by cheque and the Recipient will deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

3. Article A8 of Schedule “A” to this Agreement is hereby deleted and replaced with the following:

A8.0 CREDIT, PUBLICITY AND DISCLOSURE

A8.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient shall, in a form approved by the Province, acknowledge the support of the Province in any publication of any kind, written or oral, relating to the Project.

A8.2 Prominent Credit. As appropriate, the Province shall receive a prominent credit on Project materials and in paid advertising, press releases, publicity and promotional material for the Project as follows or in a substantially similar form: “Made possible with the support of the Ontario Media Development Corporation [LOGO]” (or the French version thereof). In all material respects (including size of type and placement), such credit is not to be less prominent than credit accorded to any and all other financial participant(s) in the Project, where applicable, taking into consideration the respective size of the contribution.

A8.3 Final Approval. The Province shall have the final approval right over the credit proposed for the Province by the Recipient in accordance with section A8.2, including the right to elect that no such credit is to be provided after the date of such election. The Recipient shall provide the Province with draft materials incorporating the credit that the Recipient proposes 14 Business Days in advance of the date when final approval is required from the Province.

A8.4 Public. The Recipient agrees that the Province may make public the name and business address of the Recipient, the amount of Funds, and the purpose for which such Funds are being provided to the Recipient under the Agreement.

A8.5 Promotion. The Province reserves the right to use the Recipient’s name, Project

title and key art or images to promote the Province's involvement in the Project. While this right is to be exercised at the discretion of the Province, due consideration is to be given to the appropriate timing of such promotion as it relates to the Project.

4. The reference to the "Ontario Minister of Finance" in Section A17.4 of Schedule "A" to this Agreement is deleted and replaced with the "Ontario Media Development Corporation".
5. The references to Her Majesty the Queen in right of Ontario in Section A17.5 of Schedule "A" to this Agreement are deleted and replaced with the Province.
6. Section A18.1 of Schedule "A" to this Agreement is hereby deleted and replaced with the following:

A18.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by electronic means on the Online Application Portal (OAP), email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as set out in Schedule "B", or as either Party later designates to the other by Notice.

7. Article A30.0 is hereby added to Schedule "A" of the Agreement as follows:

A30.0 BUDGET REALLOCATION

A30.1 **Where No Formal Amendment Required.** Notwithstanding section 3.1 of the Agreement, the reallocation of Funds between line items within the Budget will not constitute a change to the Budget requiring a written amendment to the Agreement duly executed by the Parties, unless the reallocation of such Funds on one or more occasions represents a cumulative amount of reallocated Funds equalling over 10% of the total Funds within the Budget.

**SCHEDULE “C”
PROJECT DESCRIPTION AND TIMELINES**

To be completed at time of contracting.

TEMPLATE

**SCHEDULE “D”
BUDGET**

To be completed at time of contracting.

TEMPLATE

**SCHEDULE “E”
PAYMENT PLAN**

To be completed at time of contracting.

TEMPLATE

SCHEDULE “F” REPORTS

The Recipient will deliver an interim progress report via a completed report template that is located on the Recipient’s dashboard in the Online Application Portal (OAP), including the following information:

1. A detailed outline of the initiative(s) actions taken to date, including any measurable success, both financially and otherwise.
2. An updated/revised action plan and timeline if/as required.
3. A cost report for costs incurred to date relative to the Budget.
4. Number of employee hours worked to date for this Project; indicate whether staff and/or freelance hours.
5. Details of how the Province’s support has been acknowledged including copies of materials, promotional items, ads, flyers, press reviews etc. relating to the Project.

The Recipient will deliver a final report via a completed report template that is located on the Recipient’s dashboard in the Online Application Portal including the following information:

1. A comparison of execution with the original action plan. Was the Project effective in meeting its objectives and targets?
2. A detailed cost report based on the Budget that accounts for revenues and expenditures, including in-kind goods and services. Explain significant variances in each budget category.
3. Actual total results to date, including the measurable results in dollar terms, and other non-financial results.
4. Please rate on a scale of 1 (lowest) to 5 (highest) if your objectives were achieved. Provide a description of why you do or do not believe the objectives were achieved.
5. A description of other measures applied by the organization to evaluate the success of the Project. What other quantitative results were achieved?
6. The total number of employee hours worked for the Project; indicate whether staff and/or freelance hours.
7. The Recipient’s strategy for self-evaluations and plans for any continuing or future execution of the Project as may be appropriate and how the initiative(s) undertaken have helped support and/or inform the long-term viability, strategy and business growth of the Recipient.
8. Details of how the Province’s support has been acknowledged including copies of additional materials, promotional items, ads, flyers, press reviews, etc. subsequent to ones provided in the interim report.
9. An outline and assessment of the Recipient’s experience with the Province’s Canadian Books in Ontario Schools Fund.
10. Provide one copy on all materials for projects that are Supplementary Resources to Support Learning and Teaching Through the Curriculum, including actual copy of the resource guide if applicable. All materials created for Marketing Projects should also be provided.

The due dates for the reports referred to above are set out in Schedule “E” to this Agreement, where applicable.