



Trafford FirstVoices Publishing Program Guidelines

These guidelines are designed to help you through the application process.

Part 1: Applicant Information

- If you are working for an organization such as the government, a non-profit, a language institute or University, make sure to include the name of the organization.
- The primary contact person will be the person the TFVPP Coordinator deals with in matters relating to the application and publishing processes. This person need not be the author.
- Do you or your organization identify as First Nations, Aboriginal, Indigenous? Check the box that applies. If 'Other', indicate in the space provided as to how you identify.
- Indicate the nature of your organization by checking one of the boxes in the right column.

Part 2: Contact Information for the Administrator of Language issues

- It is important that the Language Administrator be a member of the language community represented in the proposed publication. Ideally, this would be the Director from an official body such as a Tribal Council, regional language body, or governmental Department of Education.
- If no such official body exists to represent the language community in question, the Chief or leader of the community, an Elder, or a school Principal may be listed.

Part 3: Language Information

- Most languages belong to a *Language Family*. Language Families are made up of many related languages that all evolved from a common language in the past. If you don't know which Family your language belongs to, you may be able to look it up at http://en.wikipedia.org/wiki/Language_family
- A *Language Group* is made up of many related dialects. This is commonly referred to as a *language*. For example, English is a language group that comprises the UK English and American English dialects.
- A *Dialect* is the local version of a particular language. It may contain many sub-dialects. For example, the New York dialect of English sounds quite different from the California one, but both are sub-dialects of the larger American English dialect.
- Enter the estimated number of fluent speakers of your language *dialect*. You can check with your local Tribal Council or government for this statistic.
- Enter the geographic areas where your language is spoken. If your language has many different dialects, only indicate the areas where the dialect of your proposed publication is used.

Part 4: Publication Information

- Enter the full title of your proposed book and the names of all the authors.
- Enter the name of the person(s) who or the organization that will hold the copyright for the finished book. The copyright may be held by the author(s) or by a separate party.
- If the manuscript of your book is completed, including the layout and formatting, check 'Yes.'
If the manuscript of your book is completed, **not** including the layout and formatting, check 'Yes.'
- If the book is still being written, check 'No' and provide an estimated timeline for completion. Include the estimated date of completion and desired date of publication.
- Previously published materials are not eligible for the TFVPP funding.
- Books that have been *printed only* are eligible to apply.

- If you are applying to fund a new edition of a previously published book, you must show substantial and significant adjustments to the original.
- The content of the book **must** be at least 50% Indigenous language content. It is advisable to do a word count if your manuscript has substantial majority language content. The TFVPP will not fund books that have less than 50% Indigenous language content.
- Check all boxes that correspond to your target audience.
- Select one type of publication that best describes your book. If 'Other', please describe the type of publication in the space provided.
- Enter the desired size of your published book in centimeters or in inches. The maximum size for colour books is 8 x 10 inches and 8.25 x 10.75 inches for black and white. Please see Trafford's website for full details on their technical specifications. www.trafford.com/authortoolkit.html?#checklist
- Give a descriptive summary of your book in approximately 350 words. Describe the content, audience, and how you want the book to appear.

Part 5: Funding

- If you or your organization have received, or will be receiving funding from other sources for this publication, please indicate who has provided the funding and the type of project(s) for which it is to be used.
- Applications from languages that have previously received a donated book from Trafford Publishing will not be considered for TFVPP funding after 2006. See criterion 5 in the TFVPP Criteria List. Although this primarily applies to First Nations communities from British Columbia, if you are unsure whether your language has received a donated book, contact the TFVPP Coordinator.
- The First Peoples' Cultural Foundation (FPCF) and the First Peoples' Heritage, Language and Culture Council (FPHLCC) provide funding for a range of projects throughout BC and Canada. If you or your organization has received funding from either the FPCF or the FPHLCC, fill in the table. If you are unsure whether a Final Report has been submitted for a past project, contact the TFVPP Coordinator, or the appropriate contact person for the past project.

Part 6: Organization Information

- If you are applying on behalf of an organization, be sure to include all relevant language and cultural services offered by your organization. Describe the structure of your organization in relation to your publication request.
- If you are applying as an individual, and not part of an organization, describe the language and cultural services available within the community, such as language and art classes, dances, workshops etc.

Part 7: Community Information

- (A) Describe the community that you serve. Include the community's size, location and access to services such as health, education, transportation, and Internet access.
- (B) Describe how the Indigenous language is used within the community. Indicate how many fluent speakers there are, whether children are learning the language, if it is used in the home etc.

Part 8: Purpose

- State why you or your organization is publishing this book. Indicate what goals will be achieved through the publication, and how the book will help the community.

Part 9: For our Information

- Please provide the name and contact information for the person who will be dealing with financial matters relating to the TFVPP. Although the TFVPP does not necessarily entail the transferring of any funds, some costs may be incurred for optional services such as extra proofs, cover laminating or spiral coil binding. No costs will be incurred without the consent of the applicant.
- Please tell us how you found out about the TFVPP. This information will help us to better reach authors in future years.

- Please provide a list of other published titles available in this language. This may include educational materials, histories, literature, or other books. Use additional paper if required. If there are extensive publications available in the language, give a few examples from a cross section of genres.

Part 10: Sharing

- Describe how the books will be shared with the language community. Indicate whether there is a library in the community where the book could be made available.
- Indicate whether more copies of the book will be ordered on top of the initial 40 free copies.
- The 40 free copies of the book must be distributed at no cost. Please indicate how these free copies will be distributed.

Part 11: Additional Documentation Required

- When you send in your application, make sure all the additional documentation required is present.
- The cover letter should introduce the organization and state what type of book the funding will be used to publish.
- Either a signed document from a language authority authorizing you to publish materials in the Indigenous language **OR** at least three letters of support from Elders, community members, neighbouring communities or other organizations must accompany your application.
- Alphabet: for example, the English alphabet is:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Whereas the French alphabet would include accents and other diacritics:

A À B Ç D E É È Ê F G H Î J K L M N O Ô P Q R S T U Û V W X Y Z
a â à b ç d e é è ê f g h î j k l m n o ô p q r s t u û ù v w x y z

When you send in your alphabet, make sure to include both CAPITALS and lower case, if both are used in the Indigenous language.

- We ask for the alphabet in hard copy to be sent by mail as well as by e-mail. This is to ensure all characters appear as they should in electronic correspondence. Sometimes characters get 'broken' in transmission, causing them to appear as boxes or question marks in the text of an email or electronic document. If we have a hard copy of the alphabet then we can ensure all characters appear as they should.

After submitting your Application:

A notice will be sent to you upon receipt of your application. Please allow 4-6 weeks for a response. If your application is successful, you will be sent a Publishing Agreement to sign. This is the contract between the author and Trafford. You will also be sent a Metadata Form to fill out with some general information about the book and a document explaining how to prepare your book materials for the publishing process. Trafford Publishing will use the metadata to apply for a library cataloguing record.

Contact:

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