

# 2024 Governor General’s Literary Awards

## Nomination form

Fill out **1 form for each title**. Incomplete forms will not be accepted. Asterisks (**\***) denote mandatory sections. The information that you provide on this form will not be submitted to the assessment committee. **See full instructions on page 3.**

### **Publishing house information\***

|  |  |
| --- | --- |
| Is this the first time your publishing house is submitting a nomination?\* | Yes [ ]  No [ ]  If you answered **yes**, you must submit the information outlined in the guidelines to demonstrate eligibility.  |
| Publishing house name**\*** |  |
| Publishing house address**\*** |  |
| Publishing house website**\*** |  |
| Name of distributor(s) in Canada**\*** |  |
| **Publisher/editor contact information***This person will receive official results* | **Contact person for submissions***The person who submits books to the competition* |
| Name**\*** |  | Name**\*** |  |
| Title**\*** |  | Title**\*** |  |
| Email**\*** |  | Email**\*** |  |
| Telephone**\*** |  | Telephone**\*** |  |

### **Book information\***

|  |  |
| --- | --- |
| Book title**\*** |  |
| Publication date\* | Day  | Month (please spell) | Year |
|  |  | 2023 [ ]  2024 [ ]  |
| Award category**\****(select only 1)* | [ ]  Fiction [ ]  Non-fiction [ ]  Poetry [ ]  Drama [ ]  Translation[ ]  Young People’s Literature – Text [ ]  Young People’s Literature – Illustrated Books |
| For Fiction and Non-fiction categories only\* | We have submitted (select only 1): [ ]  4 paper copies of the book  [ ]  1 e-book in PDF format and 1 paper copy |
| Shipping carrier\* | [ ] Canada Post [ ] FedEx [ ] UPS [ ] Canpar [ ] Other – specify:  |
| Shipment tracking number**\***  |  |

### **3. Candidate information\***

In table 3a, provide complete information for the candidate. For all categories except for Translation, this is the author. For the **Translation** category this is the translator **only**. **In addition:**

* **For the Illustrated Books** category and **all graphic novels** provide complete information for the author **and** illustrator (one in table 3a, and one in table 3b if not the same person).
* **For co-candidates** (e.g., co-authors, co-translators), complete Section 3b for the second person.

#### 3a. Candidate information (Please do not provide publisher information in the place of candidate information.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name**\*** |  | Telephone**\*** |  |
| Home address**\*** |  |
| Email**\*** |  |
| Role**\*** | [ ]  Author [ ]  Author/Illustrator [ ]  Illustrator [ ]  Translator |
| Citizenship**\*** | [ ]  Canadian citizen [ ]  Permanent resident of Canada |

#### 3b. Co-candidate information (complete for books with co-candidates)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Home address |  |
| Email |  |
| Role | [ ]  Author [ ]  Author/Illustrator [ ]  Illustrator [ ]  Translator |
| Citizenship | [ ]  Canadian citizen [ ]  Permanent Resident of Canada |

**If there are more than 2 co-candidates, submit the complete information on additional co-candidates in the body of the email.**

#### 3c. Translation category only: author of original work information

|  |  |
| --- | --- |
| Name |  |
| Citizenship | [ ]  Canadian citizen [ ]  Permanent Resident of Canada |

### **4. Declaration**\*

**I confirm that:**

* I have carefully read the guidelines.
* this nomination meets the eligibility criteria and I accept the conditions of the award.
* the information contained in this form is complete and accurate.
* I am aware that books will not be returned after the competition. The Canada Council may donate books to an organization or initiative of its choosing.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of publishing house representative**\*** |  | Date**\*** |  |

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program CC ART 202. Protected when completed.

### **Eligibility** (Canada Council use only)

|  |
| --- |
| ☐ This nomination is eligible ☐ This nomination is not eligible |
| Program Officer |  | Date |  |
| Notes |  |

## How to submit required documents and books

All nomination forms and paper copies of books must reach the Canada Council by the deadline date that corresponds with the publication date.

Books must be published and available on the market between 1 August 2023 and 30 June 2024.

Deadlines for nominations are:

* 15 February 2024 – for books published between 1 August 2023 and 31 January 2024
* 15 May 2024 – for books published between 1 February 2024 and 15 May 2024
* 15 July 2024 – for books published between 16 May 2024 and 30 June 2024

If these dates fall on a weekend or statutory holiday, the deadline moves to the next business day.

### Required documents

#### Nomination form

Send your nomination form **by email only** to ggbooks@canadacouncil.ca.

* Send 1 nomination form for each title.
* Send each nomination form in **a separate email.**
* Enter the book title and publishing house name in the subject line.
* The total maximum file size including attachments is 25 MB.
* If you do not receive a confirmation email within 3 business days, please contact us.

Publishing houses **applying for the first time must also submit information** that confirms that they meet eligibility criteria including a historical background, a catalogue of published titles and a list of their Canadian distributors.

### Required books

**Submit 4 paper copies** of the book.

For the **Translation** category only, submit **4 paper copies** of the original work and **4 paper copies** of the translation (8 books in total).

For the Fiction and Non-fiction categories **only**, submit:

* **4 paper copies** of the book **or**
* **1 e-book** in PDF format **and** **1 paper copy**.

#### How to send paper books

* **by mail:** Prizes, Canada Council for the Arts, P.O. Box 1047, Ottawa ON K1P 5V8
* **by courier**: Prizes, Canada Council for the Arts, 150 Elgin St., 2nd Floor, Ottawa ON K2P 1L4

#### How to send e-books

* Digital copies of books are only accepted in the Fiction and Non-fiction categories.
* 1 **paper copy** of the book must still be sent to the Canada Council by mail or courier.
* Each digital copy of a book must be sent **with** the nomination form, by email to: ggbooks@canadacouncil.ca
* We do not accept compressed files such as .zip, .rar, .7zip, htm, or .html, executable files such as .exe, .com etc., or file sharing services such as WeTransfer or Dropbox.

Incomplete or late nominations will not be assessed. **Publishers are responsible for tracking their own shipments**. The Canada Council is not responsible for delays or tracking packages.

**Contact information**

ggbooks@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4068