# Canada Council Logo

# Nomination Form

## Canada-Japan Literary Awards

For books published between **May 1, 2018 and April 30, 2020.** Complete one form for each book you are nominating~~.~~

1. Name of publisher Distributor

Contact name and position

Publisher address

Telephone (specify) Telephone (specify)

Email Website

1. Name of author or translator

Address

Citizenship Telephone

Email Website

1. Support material

Support material consent

The support material you submit will be donated in accordance with copyright laws as per Canada Council’s Retention Policy. Donated books may be sent abroad to libraries and schools in developing countries or may be given to libraries, schools, community centres and archives in Canada. Note that Canadian copyright protection laws may not extend to foreign countries where a treaty has not been established.

I consent to allowing my support material to be donated to a non-profit organization. If you select no, your support material will be destroyed as per Canada Council’s retention policy.

Yes, I consent to allowing my support material to be donated to a non-profit organization.

No, I request that the Canada Council destroy my material following assessment.

Support material

* Send **5 copies** of each nominated book.

For a translation, also send **2 copies** of each nominated work in the original language (Japanese).

|  |  |  |
| --- | --- | --- |
| Book title | Category\* | Publication date |
|  |  | (month/year) |

\*Indicate the appropriate category with one of the following codes: **F** – Fiction, **N** – Non-fiction,   
**P** – Poetry, **D** – Drama or **TR** – Translation.

1. Declaration

To be eligible, you must confirm your agreement with all of the following statements:

* I have carefully read the eligibility criteria for this prize, which are described in the application guidelines, and the author(s), translator(s) and book(s) meet these criteria.

I understand that we are responsible for informing ourselves about and following any and all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property.

I confirm that my organization remunerates writers, illustrators, translators and/or other copyright licensors by paying fees or royalties according to the standards of the arts practice or sector.

I confirm that my organization has fulfilled all contractual obligations regarding copyright payments.

I confirm that writers have not contributed financially toward the publication costs of their work (this includes a writer’s obligation to purchase a given number of copies of his or her work as a condition of publication).

* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that my organization abides by all applicable municipal, provincial or territorial employment legislation, including, but not limited to that relating to employment standards, occupational health and safety, and human rights.
* I understand that I cannot receive prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
* I accept the conditions of this prize and agree to accept the Canada Council’s decision.
* I am aware that the Canada Council is subject to the [Access to Information and Privacy Acts](http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts).
* I am authorized to sign this nomination on behalf of our organization.

I confirm that:

* I agree with the statements above.
* The statements in my application are complete and accurate, to the best of my knowledge.

Name 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

## Checklist

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

### Completed form(s) – one form per book

* Name of publisher
* Name of author or translator
* Support material consent
* Book title

Declaration

**Send your completed nomination as 1 email** on or before the deadline by 11:59 pm your local time to [canadajapan-prizes@canadacouncil.ca](mailto:canadajapan-prizes@canadacouncil.ca).

* The total maximum file size is 25 MB.

If you do not receive a confirmation email within 48 hours, please contact us.

### Support material

* **5 copies** of each **nominated book**

For a translation, also send **2 copies** of each nominated work in the original Japanese.

Your books must be postmarked on or before the nomination deadline.

### Send your books to the following address.

by mail: by courier:

Prizes Prizes

Canada Council for the Arts Canada Council for the Arts

150 Elgin Street, P.O. Box 1047 150 Elgin Street, 2nd Floor

Ottawa ON K1P 5V8 Ottawa ON K2P 1L4

The Canada Council will not assess incomplete or late nominations.