



Canadian Journalism Collective

Collectif canadien de journalisme

Required Documents for Broadcaster Applications CJC-CCJ Year 2

The documents required for your application depend on the legal structure of your business and which eligibility category you are applying under. Please consult the broadcaster eligibility policy to determine which eligibility category you are applying under.

Legal structure

Business Corporation, Not-for-profit corporation, Cooperative

If your business is incorporated, whether for profit or not-for-profit or a cooperative, you must provide one of the following constituting documents:

- Articles of incorporation
- Articles of continuance
- Articles of amalgamation,
- Letters patent
- Letters patent of amalgamation
- Letters patent of continuance
- Articles of association
- Memorandum of Association

Sole Proprietorship

If your news business is a sole proprietorship, you must provide a corporate profile report.

If your news business is incorporated federally, you can access it from [Corporations Canada](#).

If your news business is incorporated provincially, you can download your corporate profile report from one of the provincial websites listed below.

- [Alberta](#)
- [British Columbia](#)
- [Manitoba](#)
- [New Brunswick](#)
- [Northwest Territories](#)
- [Nova Scotia](#)
- [Nunavut](#)



Canadian Journalism Collective

Collectif canadien de journalisme

- [Ontario](#)
- [Prince Edward Island](#)
- [Quebec](#) (French only)
- [Saskatchewan](#)
- [Yukon](#)

Partnership

If your news business is a partnership, you must provide your partnership documents.

- If your partnership is a general partnership, please upload a Partnership Agreement.
- If your partnership is a Limited Partnership (LP), please upload a Partnership Agreement and Declaration of Limited Partnership.

Number of hours dedicated to the production of original news content

Number of employee hours dedicated to the production of original news content by your news business, intended to be made available online.

Links to all news content produced over a three-week period of your choice

Select a consecutive three-week period between January 1, 2024, and December 31, 2024. Enter one link for each item of news content produced by your news outlet during this period, up to a maximum of 100 links per news outlet.

Non-Official Language Outlets

News outlets that produce content in languages other than English or French must select a three-week period for the verification team to review and provide a translation of the first 1000 words of all the news content produced in that three-week period.

Eligibility Category

Producer of news content of public interest

Journalistic code-of-ethics followed by your news business.

Qualified Canadian Journalism Organization

Letter from Canada Revenue Agency (CRA) confirming the designation of your news business as a QCJO.



Canadian Journalism Collective

Collectif canadien de journalisme

Licensed Campus, Community, and Native Radio or Television Stations

[Link to the license issued by the CRTC under paragraph 9\(1\)\(b\) of the Broadcasting Act.](#)

Unlicensed Radio or Television Stations with a Community Mandate

Bylaws that ensure the following criteria are met:

- Director seats are open to all members of the geographic community served
- The news business has a community-access mandate, which allows for all members of the geographic area served to receive training in media production and to produce media content using the equipment and facilities of the news business.