



Canadian Journalism Collective

Collectif canadien de journalisme

Required Documents for Publisher Applications CJC-CCJ Year 2

The documents required for your application depend on which eligibility category you are applying under and the legal structure of your business. Please consult the Publisher Eligibility Policy to determine which eligibility category to apply 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](#)
- [Ontario](#)



Canadian Journalism Collective

Collectif canadien de journalisme

- [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 eligible newsroom employees

Calculate the number of full-time eligible employees using the CJC-CCJ payment calculation policy.

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.