

Note that **V.1** at the end of each heading refers to the relevant chapter in the official **Programme Guide**

1. Introduction **V.1**

This *strand* aims to enable the largest possible spread of European literature among European citizens through the support of the translation and publication of European literature into the different languages of the countries participating in the Programme. In order to encourage the European added value and European integration, special attention will be given to:

- the translation of high quality literature at European level for the broadest possible public; and
- the translation of literature from those countries that have joined the EU since 2004.

2. Deadline **V.2**

Applications may be submitted every year – by **1 February**.

3. Eligibility

Who is eligible to apply ? **V.3**

Eligible applicants must:

- be public or private publishing houses or publishing groups (they cannot be natural persons);
- have their registered legal seat in one of the *eligible countries*.

What projects are eligible ? **V.4**

Translation of works of fiction from one European language into another European language is eligible.

Eligible Works **V.4.1**

- Only works of fiction are eligible, irrespective of their literary genre, such as, novels, tales, short stories, theatre plays, poetry, comics;
- Applicants shall not propose more than 10 works of fiction for translation per selection round;
- Works must have been already published;
- Works may not have been previously translated into the target language;
- The grant applied for is between EUR 2.000 and EUR 60.000 per selection round;
- The duration of the project shall not exceed 24 months.

The project cannot start before 1 September following the deadline.

Eligible Languages

Eligible languages are the official languages¹ of the *eligible countries* plus Latin and ancient Greek.

Works of fiction to be translated shall comply with the following requirements:

- Translation shall be made from **one** European language into **one** target European language;
- A European dimension must be proved in order to avoid the translation of national literature into another official language of the same country²;
- Works to be translated must be written by authors who are nationals of or residents in an *eligible country*;
- The target language must be the translator's mother tongue, except in case of lesser-used languages if the publisher duly demonstrates that he can not find a suitable translator.

4. Operational capacity **V.5**

Applicants must have the professional competencies and qualifications required to complete the proposed action.

For translation projects the evaluation of the *operational capacity* will in particular be based on the following:

In order to allow an assessment of the *operational capacity*, applicants must submit, as part of their application:

- Curriculum vitae of the legal representative of the applicant organisation and curriculum vitae of the person(s) responsible for the overall coordination of the proposed action;
- Activity report covering the past two years (such as catalogues);
- Any material to support the application (e.g. such as press release);
- Copy of each original book proposed for translation. Photocopies could exceptionally be accepted in the case of precious and rare works;
- Curriculum vitae of the translators;
- Copy of the contract between the publisher and the translator for each book proposed for translation;
- Copy of the contract covering translation rights for each book proposed for translation and, if needed, extension to this contract;
- Declaration on the honour signed by the owner of the rights, in the case of free cession of rights;
- Signed and dated declaration from the publisher that the name of the translator and the EU support shall be clearly indicated in each translated work.

Award Criteria **V.6**

Awarding of a grant is not only dependent on the examination of the eligibility and exclusion criteria and the *operational* and *financial capacity* of the organisation. The final selection decision will in particular be determined on the basis of the *award criteria*.

¹ As defined by the Constitution or by the basic laws of the respective country.

² For example, the translation of an English book of an Irish author, by an Irish publisher, in to Gaelic would not be eligible.

The *award criteria* comprise qualitative and quantitative indicators and can be outlined as follows:

- 1) the extent to which the project can generate real **European added value**
- 2) the relevance of the activities to the **specific objectives** of the Programme
- 3) the extent to which the activities proposed are designed and can be carried out successfully with a high **level of excellence**
- 4) the extent to which the activities can produce **outputs** which achieve the objectives of the Programme
- 5) the extent to which the results of activities proposed will be appropriately **communicated** and **promoted**

Projects will be assessed on a scale from 0 to 25 points. A ranked list of the projects which receive at least 3,5 points for each award criterion (from 1) to 3) and at least 75% scoring in total, will be compiled.

The *award criteria* are:

1) The extent to which the project can generate a real European added value (0-5 points)

Pursuant to the general objectives of the Programme, the activities proposed are supposed to help enhance the cultural area shared by Europeans in the *eligible countries*. In this respect, the following criteria will be assessed;

- The project's **European added value** as justified by the applicant in relation to his choice of works to be translated under the action. In other words, the extent to which this choice of works demonstrates an outlook that goes beyond local, regional or even national interests and aims to develop synergies at European-wide level;
- The way the choice of the proposed translation work may have a greater effect and their objectives can be better achieved at **European level** than at national level.

2) The relevance of the activities to the specific objectives of the Programme (0-5 points)

Assessment of the extent to which the translations proposed can promote in particular the following specific objectives of the Programme:

- Encouraging the **trans-national circulation of artistic and cultural works and products**;
- Encouraging **intercultural dialogue**.

3) The extent to which the activities proposed are designed and can be carried out successfully with a high level of excellence (0-5 points)

Translations not only have to meet the Programme's objectives, but also have to be carried out successfully with high quality. In this respect, the following criteria will be assessed:

- The **literary quality** of the work to be translated;
- The **seriousness** and **renown** of the publishing house as regard to its general publishing policy and its translation policy;
- The **skills** and **experience** of the professional translators;
- The **quality of the application**: seriousness and completeness of the application, clarity and relevance of proposed methodology, clarity and feasibility of the proposed timetable of implementation, overall consistency of the budget and coherence and costs effectiveness of the budget breakdown relevant to each work proposed for translation.

4) The extent to which the activities can produce outputs which achieve the objectives of the Programme (0-5 points)

The activities proposed have to give as many European citizens as possible improved access to European culture. In this respect, the following criteria will be assessed:

- The **number of translated books** which will be published taking into account the size of the country(ies) where the translation work is published and with average practices for the genre concerned.

5) The result of the activities proposed has to be appropriately disseminated and promoted (0-5 points)

In this respect, the following criteria will be assessed:

- The **relevance of the communication plan** with respect to the type of project and the target audience;
- The **relevance and adequacy** of the budget assigned to the communication/dissemination/promotion plan with respect to the direct and indirect impact expected;
- The **methodology** used to ensure the visibility of the activities proposed, the detailed communication / dissemination / promotion plan and the various promotional tools (such as website, press, brochures).

6. Financial Conditions **V.7**

No grant support will be given to books for which the translation costs are covered by other grants (private or public) or those which already have been translated into the target language requested.

The grant can cover translation costs provided these costs do not represent more than 50% of the total operating costs for translation and publication of the book(s) (applicable for budget based financing grants).

The grant is calculated according to the flat rate based financing. Only for poetry, the budget based financing applies.

Flat Rate Based Financing³ **V.7.1**

Under this measure, the calculation is based on a fixed amount per page per language. One page is considered as 1500 characters without spaces.

The number of pages shall be calculated on the basis of the original language of the book. The rate to be used is the rate of the target language. The rates differ per language. The rates are based on the different cost levels for translation and publication in each of the languages. The grant is awarded in the form of a lump sum amount which constitutes the EU grant for the translation and publication of the book(s).

Table of flat rates applicable in the eligible countries per language⁴:

Language	Code	Rate per page in EUR
Bulgarian	BG	12.6
Czech	CS	12.68
Danish	DA	15.77
German	DE	25.14
Greek	EL	18.49
English	EN	24.61
Spanish	ES	21.28
Estonian	ET	18.22
Finnish	FI	24.75
French	FR	23.89
Gaelic	GA	26.04
Croatian	HR	15.13
Hungarian	HU	18.18
Icelandic	IS	33.7
Italian	IT	27.87
Lithuanian	LT	15.73
Latvian	LV	17.05
Maltese	MT	17.20
Dutch	NL	23.38
Norwegian	NO	24.04
Polish	PL	16.15
Portuguese	PT	16.25
Romanian	RO	9.06
Slovakian	SK	12.68
Slovenian	SL	15.13
Serbian	SR	15.13
Swedish	SV	28.99
Turkish	TR	8.37

³ This type of co-funding is subject to a decision of the Commission.

⁴ The rates cover all other official languages of the countries concerned. Example: for Catalan and Basque, the Spanish rate applies.

The rates will be regularly updated.

A grant calculator in the application form calculates automatically the requested maximum grant. A simplified budget forecast has to be submitted. No detailed financial statement of costs is required with the final report.

An example:

Calculation of the total grant:

- one book in Romanian language with 350 pages (1500 characters without spaces) to be translated into Dutch NL: 350 x 23,38 (flat rate for Dutch NL): The total calculated grant is EUR 8.183.

Budget Based Financing for **Poetry Only** **V.7.2**

The amount of the grant is calculated on the basis of a balanced, detailed budget estimate, expressed in EUR, clearly showing the translation costs for each book.

It covers translation costs provided these costs do not represent more than 50% of the total operating costs. For budget based translation projects the following costs are considered eligible:

Eligible direct costs

Eligible direct costs are those costs which, in accordance with the eligibility conditions set out in the previous paragraph, can be identified as specific costs directly linked to the implementation of the action and which can therefore be attributed to it directly.

In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the staff costs assigned to the action, i.e. actual payment to the translators plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the *beneficiary*.

Ineligible costs

The following costs are **not applicable** to Literary Translation projects:

- travel and subsistence allowances for staff participating in the action;
- rental or purchase cost of durable equipment (new or second-hand);
- cost of consumables and supplies;
- cost arising directly from requirements imposed by the implementation of the action (dissemination of information, specific evaluation of the action, audits, translations, reproductions, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees);
- refundable VAT.

Eligible indirect costs

Not applicable

Payment Arrangements **V.9**

The grants awarded are paid in one instalment at the end of the action, once the final report is approved.

Documents requested for final payment are for

- a) Flat rate based financing:
 - Final report to be filled in for each translation, recording, amongst others, the name of the translator;
 - One copy of each translated work.
- b) Budget based financing for poetry only:
 - Final report to be filled in for each translation, recording, amongst others, the name of the translator.

- Final financial statement, including supporting documents, indicating clearly the amounts with and without VAT;
- One copy of each translated work.

For poetry only:

If the *eligible costs* actually incurred by the *beneficiary* during the action are lower than anticipated, the Executive Agency shall apply the rate of co-financing, quoted in the Grant Decision, to the actual costs.

In case the organisation has not fully implemented the agreed work programme or made a surplus, the grant will be reduced.

Documents to be submitted for budget based financing:

- the final activity report on the implementation of the work programme and 2 copies of all publications;
- the final financial statement of the *eligible costs* actually incurred, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure of the work programme (including a list of all invoices);
- certificate on financial accounts: certificate on the work programme's final financial statements and underlying accounts, produced by a registered independent auditor or, in case of public organisation, a competent and independent public officer. The certificate shall certify, in accordance with a methodology approved by the Executive Agency, that the costs declared by the organisation in the final financial statements on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement.

If the *eligible costs* actually incurred by the *beneficiary* during the action are lower than anticipated, the Executive Agency shall apply the rate of co-financing, quoted in the *Grant Agreement*, to the actual costs. Where applicable, the *beneficiary* will be required to reimburse any excess amounts paid by the Executive Agency in the form of pre-financing.

In case the organisation has not fully implemented the agreed work programme or made a surplus, the grant shall be reduced.

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