



CULTURE PROGRAMME (2007–2013)
Call for proposals EACEA No 25/2007

APPLICATION GUIDE

SUPPORT FOR CULTURAL ACTIONS
LITERARY TRANSLATION (STRAND 1.2.2)

I. INTRODUCTION

I.1. DEFINITION

This document provides guidance on how to complete the attached application form. It is part of the application pack which complement the call EACEA 25/2007 and which is an integral part of it.

Useful information can be found in the call for proposals 2007 for Literary Translation Projects (Strand 1.2.2) and its related Specifications which are available on the following websites:

<http://eacea.ec.europa.eu/>

http://ec.europa.eu/culture/eac/index_en.html

A list of **necessary annexes and documents** to be submitted together with the application form is enclosed to the present guide.

In addition, you will find also at the end of the application form, a check-list to fill in.

I.2. STRUCTURE OF THE APPLICATION FORM

The application form consists of two main parts:

Part I. Information on the applicant organisation

Part II Information on the project

Section II.1 General Information on the project

Section II.2 Work to be translated

II.2.1 Translation rights

II.2.2 Translation

II.2.3. Costs

II.2.4 Timetable

II. IMPORTANT REMINDERS

- The applicant organisation may submit maximum 2 applications (1 for each selection procedure) under the same call for proposals, provided that these applications propose a new project of literary translation with different books to be translated. A book cannot be proposed twice under the same call for proposals.
- An original copy of each book to be translated shall be requested. Photocopies could be exceptionally accepted in case of precious and rare works.
- The application form must be **entirely** filled in (Part I and Part II), with all original signatures required. In particular Section II.2 where all sub-sections (II.2.1, II.2.2, II.2.3, II.2.4) must be complemented **for each book proposed for translation**.
- The application must propose from **1** to maximum **10** eligible books ie from 1 to 10 original books whose translation is proposed. Selected texts from different books will not be accepted and Collections (including ancient texts) must be translated in their entirety. **1 book = 1 work**. For example, each volume of a Saga represents one book. The eligibility of each book is evaluated **individually**.
- The numbers in brackets refer to the application form.

Part I. INFORMATION ON THE APPLICANT ORGANISATION

(1) Organisation legal name

Official name of the applicant organisation.

If applicable, name under which the applicant is registered in the official trade registers.

(2) Organisation short name

The usual short name of the applicant organisation (if applicable).

(3) Address

Fill in only the fields forming your complete postal address. If your address is specified by an indicator of location other than a street name and number, please insert this instead.

(4) Countries

Insert the name of the country as commonly used.

(5) Public organisation

In the context of these specifications a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exist at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

(6) Commercial or non commercial organisation

A commercial organisation is any legal entity engaged in an economic activity.

Please insert "C" for commercial or "NC" for non-commercial, as applicable.

(7) Type of private commercial organisation

If you are a private commercial organisation, please indicate the exact type of organisation (e.g.: publishing house, literary agency, SA, Ltd., GmbH etc.).

(8) Type of publishing group

Please indicate the exact type of this organisation (e.g.: SA, Ltd., GmbH, etc.).

(9) Title

Please choose one of the following: Mr., Ms. or Mrs.

(10) Position

Please indicate the position in your organisation (e.g. Chief Executive Officer, Director, etc.)

(11) Phone and fax numbers

Please insert the full numbers including country and city/area code. Example: +32-2-2991111.

(12) Legal entity

In order to demonstrate its existence as a legal person, the applicant organisation must provide the following documents:

legal entities governed by private law:

- the Legal Entity identification form duly completed and signed,
- an extract from either the official gazette or trade register and the certificate of liability to VAT (for countries where the trade register number and the VAT number are identical, only one of these documents is required);

legal entities governed by public law:

- the Legal Entity identification form duly completed and signed,
- the legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

The related forms can be found at the following address:

http://www.ec.europa.eu/budget/execution/legal_entities_en.htm

(13) Financial identification

The financial identification form must be duly completed and certified by the bank (original signatures required).

The financial identification form can be found at the following address:

http://ec.europa.eu/budget/execution/ftiers_en.htm

(14) Declaration on honour

Applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation, that they have the operational and financial capacity to complete the proposed action, and to let the Education Audiovisual and Culture Executive Agency and the General Directorate Education and Culture publish the details of their projects on their website.

Part II. INFORMATION ON THE PROJECT

(15) Duration

The maximum duration of a literary translation project is 18 (eighteen months).
Insert the estimated duration of the project in full months.

(16) Original and Target languages

Eligible languages are the official languages (i.e. as defined by the Constitution or by the basic laws of the respective country) of the countries participating in the Programme and ancient languages, such as Latin and ancient Greek.

(17) Description of the whole project

This summary must illustrate the quality of the entire project in relation to the award criteria, as stated in the Specifications of the call for proposals (Point 9.).

(18) ISBN

Insert the International Standard Book Number

(19) Has the book already been translated into this language?

Attention: If 'yes', the proposed book is non eligible.

(20) Will the book be translated in a bilingual edition?

Attention: If 'yes', the proposed book is non eligible

(21) Clause of publication of the translated book

It has to be reminded that some contracts between the owner of the rights and the publisher often stipulate that, for example: "The publisher undertakes to publish the translated work within *a certain delay (in months)* of the date of this Agreement (...)".

In this case, it is important to ensure that the foreseen validity period runs, at least, until the publication date of the book proposed for translation and, if needed, to enclose an extension to the contract until the publication date of the book proposed for translation which is indicated in the application form.

(22) Contract between the publisher and the translator(s) / Scheduled date of the beginning of the translation work

The work of translation must start no earlier than the date on which the grant Decision is signed by the Executive Agency. If the beneficiary can justify the need to start the action before the Grant Decision is signed, then eligible expenditure incurred up to 3 (three) months before the date of submission of the application may be authorised, in the case, for example the signature of the contract between the publisher and the translator(s).

(23) Estimated Distribution costs in euros

Costs such as: Sales representatives, storage, distributors etc.
Please specify each type of costs and amount in euros.

(24) Estimated Dissemination costs in euros

Costs such as: advertisement, promotion, press, marketing etc.
Please specify each type of costs and amount in euros.

(25) Scheduled date of publication

First Selection

The projects shall start at the earliest from 01 January 2008 and at the latest 30 June 2008 for a maximum duration of 18 (eighteen) months.

Second Selection

The projects shall start at the earliest from 01 July 2008 and at the latest 31 December 2008 for a maximum duration of 18 (eighteen) months.

SUPPORT FOR CULTURAL ACTIONS

LITERARY TRANSLATION (STRAND 1.2.2)

NECESSARY DOCUMENTS TO BE PROVIDED

- CV of the legally representative person for the applicant organisation
- CV of the person in charge of overall co-ordination of the project (project manager)
- Legal entity form with requested documents
- Financial identification form together with relevant documents if necessary
- Signed and stamped Declaration on Honour with reference to exclusion criteria (included in the application form)
- Activity reports of the applicant organisation of the past two years (catalogue etc.)
- Any material to support the application (e.g. press release etc.)
- Copy of the original books proposed for translation. Photocopies could be exceptionally accepted in the case of precious and rare works.
- CV 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
- Breakdown of the total costs for the action for each book proposed for translation, clearly showing the translation costs
- Signed and dated declaration from the publisher that the name of the translator and the support provided by the Community will be clearly indicated in each translated work.