



Application Guidelines

Translation grant programme

About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukraine and the EU in the sectors of culture and the creative industries, education, health, media, social entrepreneurship, and youth.

The main focus of House of Europe is on cultivating mobility, exchange, and collaboration opportunities for Ukrainian professionals with EU countries. The programme aims to enable attendance at capacity building events, the exchange of experience and the development of international cooperation projects alongside partner organisations.

What is the aim of the translation grant programme?

The translation grant programme aims to strengthen cultural dialogue between Ukraine and EU countries and enhance mutual understanding.

Target groups of the international cooperation grants include, but are not limited to:

- Publishers
- Translators
- Authors

Who can apply?

Publishers, that are registered in Ukraine or in one of EU member states countries:

- In cooperation with translators (documentary confirmation of cooperation is required)
- With proven experience in book publishing
- With developed project of book publication and promotion plan**

*Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.

**A project in this context is the translation, publication and promotion of one book or series of books submitted for the grant programme.

***Both the printed and electronic versions of a book are considered as a book publishing.

Duration of the projects must be **from 12 to 18 months**.

What kind of book categories can be funded?

- Professional literature in the main 6 directions:
 - Culture and Creative Industries
 - Education / Youth Work
 - Media / Journalism
 - Social entrepreneurship
 - Health
- Fiction. Priority will be given to contemporary literature.

If you have doubts whether your project fits certain categories, you can contact us before applying to clarify that.

What translations will be supported?

- Translations to Ukrainian language:
 - From languages of the EU Member States countries
 - From languages of national minorities of Ukraine
- Translations from Ukrainian language to languages of the EU Member States countries (only for EU publishers).

What are the applicant eligibility requirements?

- Applying publishers must be registered as legal entities (Ltd, NGO or individual entrepreneur).
- Applicant must be non-profit organisation (**only for EU publishers**)

- Co-financing is prerequisite and should be at least 30% of the total project budget
- Both applicant must be able to demonstrate relevant experience for the implementation of the submitted project
- An unsuccessful applicant can apply in the next call for proposals, updating the initial proposal accordingly
- The grant beneficiary from Ukraine may apply to other funding opportunities within House of Europe framework
- Application must be submitted via the online application form and can be completed in Ukrainian or English languages.

Ukrainian and EU publishers are only allowed to apply in tandem with translators.

The applicant must submit a copy of the agreement or document certifying the transfer of the rights for book translation.

Applications that do not include confirmation of partnership with the translator and right holder will not be considered.

What is the maximum amount of a grant?

The maximum grant amount is EUR 4,000. The grant may cover up to 70% of the total amount of the project, but may not exceed the maximum amount.

How and when the grant will be paid out?

If your application is successful, upon signing of the agreement, the funding will be **transferred to the bank account** of publisher in two instalments. The first payment will be sent in the amount of 20% of the grant, the final payment in the amount of 80% will be sent to the grantee only after full implementation of the project will be done and all required reports will be submitted. **No payments will be done in cash.**

If applicant is registered and works in the EU, the grant will be paid in EUR. If the applying side is in Ukraine, the amount of grant will be paid in UAH according to the current exchange rate (on the day of the transfer) of the German embassy in Ukraine. The first instalment of the grant will be paid within 30 days from the signing of the contract.

The final installment will be paid once the project is completed – translation, publication and promotion. Moreover, one of the conditions for the final payment of the grant is the submission of a full project report (descriptive and financial). Grantee will receive detailed instructions about the reporting once at the time of signing the grant agreement. House of Europe team will be available for the consultations during all duration of your project.

The beginning of the project implementation is possible not earlier than mid-February 2020.

Any changes in the financial planning that exceed 20% of the original budget must be agreed with House of Europe in advance. If not, they will not be reimbursed.

Co-financing of the project is a prerequisite. The co-financing rate should be at least 30% of the total project amount. Co-financing share reporting will also be required prior to final payment. If the share is less than the stated amount, the grant amount will also be reduced proportionally.

Application process

The application for translation grant programme consists of online forms and attachments required.

The online application will be available in the fall of 2019 on the House of Europe website. You will need to fill out an online form and attach additional documents.

The application **deadline is November 14, 2019, at 15.00 Kyiv time.**

First, the applications will be reviewed technically to confirm that they were made on time, include answers to all relevant questions of the application form and have mandatory attachments.

After that, the experts of House of Europe will evaluate each application according to the following criteria:

- **Competence**
 - Does an applying organisation have relevant experience of translating and publishing books and if yes, how successful it was?

- Does the involved staff of applying organisation have relevant experience of translating and publishing books and if yes, how successful it was?
- **Relevance**
 - How relevant is a submitted translation to current needs in the chosen sector?
- **Methodology**
 - Budget: are the planned expenses reasonable, feasible, and do they reflect the project well?
 - Plan of activities – is the plan of the project reasonable, feasible, and reflect the project idea well?
- **Affinity with House of Europe goals/values**
 - Does translating/publishing project align (if yes, to what extent) with the House of Europe objectives, goals and values?

What additional documents should be provided?

- Agreement between the publisher and the translator
- Agreement or relevant document certifying the transfer of the rights for book translation.
- CVs of all key project executors
- Constituent documents of the legal entity applying for the competition

What expenses may be covered by the translation grant programme?

Required expenses, which are primarily covered by the programme:

- Translator's fee
- The cost of acquisition of a book rights

Expenses that can also be covered by the programme if priority items are covered:

- Development and creation of book design
- Publishing costs
- Organisation and conducting promotional events

Which expenses are ineligible?

- Ongoing organisational costs (including office rent)
- Costs covered by other sources of funding
- Purchase of equipment

Evaluation

Three experts will evaluate each application. In the case of the significant disparities in the evaluation of a particular project, additional external expertise can be requested.

House of Europe reserves the right not to comment on the decision of the selection committee; due to the volume of the application, it would not be possible to provide feedback to each applicant.

We kindly ask you to pay attention to the content of these Guidelines and the online application form to be able to apply well-prepared and in time.

We encourage you to start working on the application as early as possible to be able to resolve any potential issues in time. You will be able to reach us with the questions about the application form via **this email kateryna.alyмова@houseofeurope.org.ua**

Please, keep in mind that on the last day before the deadline online application system will be working under significant pressure, which may cause hiccups. Try to finalise your application as early as possible to avoid that.

Personal data protection

By applying for this opening you agree for your personal data to be processed in compliance with GDPR requirements.