

Application Guidelines

Translation Grants

1. House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

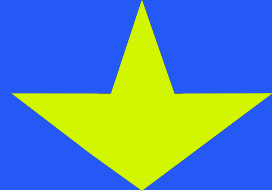
This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered. Implementation of House of Europe is led by Goethe-Institut Ukraine.

1

2. Translation grants

Translation Grants support the translation and publication of fiction and non-fiction books by publishing houses from the EU* and Ukraine. A grant covers up to 70% of expenses and can be used on all stages of production: translation, acquisition of copyright, design, publishing and marketing activities.

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include 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.



3. Glossary

- Publication – both printed and electronic versions of a book are considered as publication of a book.
- Minority languages in Ukraine – are the native languages of non-Ukrainian citizens of Ukraine, who are displaying a sense of national self-awareness and community.

4. What kind of translations is allowed for EU* publishers?

Publishing houses from the EU* can win a grant to translate a book:

- From Ukrainian to an EU-language
- From Ukrainian to an EU-language and into EU Braille
- From EU languages to Braille if the original books has been published in Ukraine

5. What kind of translation is allowed for Ukrainian publishers?

Ukrainian publishing houses can translate books:

- From EU-languages to Ukrainian
- From EU-languages to Ukrainian and into Ukrainian Braille
- From Ukrainian minorities languages to Ukrainian
- From Ukrainian to Ukrainian Braille if the original book has been published in the EU* in one of EU languages

2

6. What kind of books can be translated?

- Fiction:
 - Prose
 - Poetry
 - Drama
 - Children's literature
 - Graphic novels
 - Comics
- Non-fiction in the fields of:
 - Culture and creative industries
 - Education and youth work
 - Social entrepreneurship
 - Media and journalism
 - Other



The selection of texts to be translated does not necessarily have to be already published in one single book: collections of stories or poetry can also be translated.

In case of Ukrainian drama, texts which were not published in Ukraine as books also can be considered.

If you have any doubts about whether your project fits one of those categories, feel free to contact us before applying. We will help you clarify the issue. Write to tetiana.manziuk@houseofeurope.org.ua.

7. What kind of books cannot be translated?

- School books or scripts from lessons
- Dictionaries
- Magazines and other periodicals
- Guide books, brochures or pamphlets
- Doctoral theses and other academic literature
- Manuals on practical subjects
- Self-published works

3

8. What other requirements do we have?

- The book you want to translate must be published in one of the EU* Member States or Ukraine.
- Only translations from original works can be supported.
- Translators have to translate into their mother tongue.
- We encourage publishers from the EU* to involve in the project two translators: a native speaker of the target language and a Ukrainian native speaker.

9. What we want to see?

- You are committed to giving strong promotional support to the translated books in Ukraine or in the EU*.
- You have a detailed marketing and distribution plan in place.
- You mention the translator's name on the cover.
- Preferably, authors whose books have never been translated into or from Ukrainian before.
- The supported book must be available for sale after publishing.



10. What is the timeframe of the project?

You can start working on your project in February 2024. The project must be completed in 6-12 months: the book translated and published, while the report for expenditures completed.

11. What is the amount of a grant?

The maximum grant amount is EUR 5,000. A grant may cover up to 70% of the total budget of the project, but may not exceed the maximum amount.

For translations involving Braille the maximum amount could be increased, still covering a maximum of 70% of the total budget.

12. Which expenses are covered by a grant?

Expenses that are covered first:

- Translator's fee
- The acquisition of copyright

Expenses that can be funded if the above items have been covered:

- Proofreading, editing, etc
- Book design
- Publishing costs
- Promotional events

13. Which expenses cannot be covered?

- Ongoing organisational costs, e.g. office rent
- Costs covered by other sources of funding
- Purchase of equipment

14. How and when will the grant be paid out?

We will transfer the funding to the bank account of the publisher in two instalments. The first instalment of 60% of the grant is sent within 30 days from the signing of the agreement. The final payment of 40% of the grant will be sent only after full implementation of the project has been performed and all required reports have been submitted. No payments will be made in cash.



If your organisation 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 Goethe-Institut Ukraine.

Co-financing of a project is a prerequisite. The co-financing account for at least 30% of the total project amount. You will need to report on the co-financed part of your budget as well. If the co-funding turns out to be less than the stated amount, the grant amount paid by us will also be reduced proportionally.

15. Who can apply?

Publishing houses and organisations:

- Registered in Ukraine or in EU Member State or the UK
- Registered as legal entity (Ltd, NGO, or individual entrepreneur).
- Ready to co-finance at least 30% of the total project budget. Co-funding can be your own money or money from another donor.

5

16. How to apply?

Submit an application via our [online platform](#). Please register and click the 'Start entry' button. After that, choose the chapter 'Translation Grants' and open call 'Translation Grants for UA publishers' or 'Translation Grants for EU and UK publishers'. Enter the name of your publishing house in the field 'Entry name'.

Please find an example of an application form [for publishers from Ukraine](#), as well as [for publishers from the EU and the UK](#).

You must submit your application using the 'Submit entry' button by **Tuesday 5 December 2023, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

We finish consultations one day before the deadline. Make sure to contact us before **Monday 4 December 2023, 15.00 Kyiv time** if you have any questions or problems.

17. What additional documents do I need to provide?

- Signed agreement between the publisher and the translator



- Document certifying that you are in possession of the necessary rights to translate the book or a letter of intention from the owner of the rights
- CVs of all persons involved in the project (publisher, translator, editor, illustrator)
- Budget of the project drafted in our template: [budget form for EU* publishers](#), [budget form for Ukrainian publisher](#)
- Marketing plan drafted in [our marketing plan template](#)
- Text samples: 10 pages from original book (preferably translated in English and Ukrainian)
- Constituent documents of the legal entity applying

Please note that if you do not attach the requested documents, we cannot consider your application.

18. How many applications can I submit?

6

- You can apply with only one project within one open call.
- If you previously received our translation grant, you can apply for the next open call only after completing the reporting on the previously supported project.

19. How will my application be evaluated?

Your application will go through two stages of assessment.

First, your application will be reviewed technically to confirm that it includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with that, independent experts contracted by the House of Europe will evaluate it according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.

20. What are the selection criteria?



Selection criteria		
1.	Relevance	<ul style="list-style-type: none"> ▪ How relevant is the proposed translation project? If non-fictional: to what extent does it respond to current needs in the respective sector? ▪ How much does the book contribute to topics supported by House of Europe: equal opportunities, ecological sustainability, digital and media literacies, minorities, inclusion, discourses of de-colonisation, and cultural heritage preservation? ▪ How unique is this book among similar publications on the market? ▪ Does the project involve translation into Braille?



<p>2.</p>	<p>Competence</p>	<ul style="list-style-type: none"> ▪ Does the applying organisation have relevant experience of translating and publishing books, and if it does, how successful was it? ▪ Do the involved staff and contractors of the applying organisation have relevant experience of translating and publishing books, and if they do, how successful were they? ▪ Please evaluate the quality, professionalism, and reputation of the translator. ▪ Please evaluate the quality, professionalism, and reputation of the publishing house.
<p>3.</p>	<p>Methodology</p>	<ul style="list-style-type: none"> ▪ How well has the project been planned? How clear and realistic are the suggested action plan and timeline? ▪ Please evaluate the indicated distribution channels and their outreach to the stated target audience. ▪ Does the applying organisation have an overview of ways to promote the project? Is there a marketing plan? Please evaluate it.



4.	Budget	<ul style="list-style-type: none">▪ Does the budget correspond to the planned scope of the project?▪ Do the planned costs correspond to the project activities?▪ Is the proposed budget accurate, credible, and realistic?▪ Is the translator's rate fair? Please check the relevant translation rates in your country.
----	---------------	--

21. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes 4–6 weeks.
- You will receive the results of the assessment through an email sent by 31 January 2024. We will send a notification email to the email address you used to register on the online platform.
- If your application is successful, we will request that you fill in a self-declaration form to make sure your publishing house is compliant with our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- If your self-declaration does not contradict our values, we will send an email asking you to provide additional documents needed for the preparation grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.
- We will sign the grant agreement in February 2024. The first money transfer will be on your account within 30 days from the signing of the agreement.

22. What if my application is unsuccessful?

We receive a larger number of excellent applications than we can fund, thus not all the applications will be successful.

If you do not succeed this time, do not get upset. You can apply for the next open call or choose another opportunity. You can find dozens of



grants, scholarships, residencies, and courses in our [catalogue of opportunities](#).

23. Timeline

Deadline for consultations – Monday 4 December 2023, 15.00 Kyiv time
Deadline for application – Tuesday 5 December 2023, 15.00 Kyiv time
Announcement of results – by 31 January 2024

Please keep in mind that these dates are not set in stone and may change slightly.

24. Reporting

While implementing the project, you will have to submit several reports on project activities and expenditures.

You will receive detailed instructions about the reporting before signing the grant agreement. We will be available for you to consult throughout the entire duration of your project.

10

25. Personal data protection

By submitting an application for a translation grant, you agree for your personal data to be processed in compliance with [GDPR requirements](#).

26. Contact

If you have any questions regarding Translation Grants, feel free to write to tetiana.manziuk@houseofeurope.org.ua. We will do our best to help you.

We finish consultations one day before the deadline, so make sure to contact us no later than **Monday 4 December 2023**.

You can find answers to the most frequently asked questions in the [FAQs](#).