



Application guidelines

Translation grants

1. About House of Europe

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

This encompasses 20+ separate programme lines enabling to go for professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

1

2. Glossary

- Project – in this context means the translation of a book from languages of EU* Member States or languages of national minorities of Ukraine into Ukrainian language, or from Ukrainian language into a language of EU* Member States, with further publication of the book in electronic or printed form and the possibility of further distribution of the book.
- Publication – both printed and electronic versions of a book are considered as publication of a book.

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



- 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.

3. Translation grants

Translation grants support the translation and publication of fiction and non-fiction books. 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.

These grants are best for, but not limited to:

- Publishers
- Translators
- Authors

4. What kind of books can be translated?

2

- Fiction
- Professional literature in the following directions:
 - Culture and creative industries
 - Education and youth work
 - Health
 - Social entrepreneurship
 - Media and journalism

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 hanna.pinchuk@houseofeurope.org.ua.

5. 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



6. Which translations can be supported?

- Translations into Ukrainian language from languages of the EU*.
- Translations into Ukrainian language from languages of national minorities of Ukraine.
- Translations from Ukrainian language into languages of the EU* (only for EU and UK publishers).
- The translation of a book which has been published in one of the EU Member States, the UK or Ukraine.
- Only translations from original works can be supported.
- Translators have to translate into their mother tongue.

7. What we like to see?

- You have a detailed marketing and distribution plan in place.
- You mention the translator's name on the cover.
- You want to translate a book whose authors have never been translated into or from Ukrainian before.
- You are committed to giving strong promotional support to the translated books in Ukraine or in the EU*.

3

8. 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:

- Book design
- Publishing costs
- Promotional events

9. Which expenses cannot be covered?

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

10. What is the amount of a grant?



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

11. Who can apply?

Publisher-translator tandems can apply for the translation grant. Publishers must be registered in Ukraine or in an EU Member State² or the UK.

12. What is needed to apply?

- You should provide a document confirming the cooperation between you and the translator.
- Your organisation must be registered as legal entity (Ltd, NGO, or individual entrepreneur).
- You need co-financing of at least 30% of the total project budget. Co-funding can be your own money or money from another donor.
- Duration of the project must be **from 3 to 18 months.**

4

13. How to apply?

To apply for a translation grant you should submit an application along with supporting documents via our **online platform**.

You must submit your application (using the 'Submit entry' button) by Wednesday 29 April 2020, 15.00 Kyiv time. **Be careful with the deadline, as late applications will not be considered.**

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

14. Do I have to register to apply?

² 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



- You have to register on the online platform to be able to fill in an electronic application.
- Your email address is required to register on the online platform (do not register with someone else's email address).
- We will use that email address as an official channel of communication with you, so register on the online platform with an email address you check regularly.
- When registering, make sure to put a tick in the field: "I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time." You will not be able to receive important communication from us regarding the status of your application if you do not provide your consent.

15. How do I fill out the online application?

You need to provide the following information in the online application form:

5

Field 'Chapter'
Translation grants
Field 'Open call'
Please choose the right call: <ul style="list-style-type: none"> ▪ Translation grants for UA publishers ▪ Translation grants for EU and UK publishers
Field 'Entry name'
Enter the name of your publishing house
Personal information (tab 'Details')



- Name, surname of translator
- Telephone number of translator
- Email address of translator
- Place of residence of translator
- Name of publishing house
- Address of the publishing house
- Telephone number of the publishing house
- Website of the publishing house
- Contact person at the publishing house
- Contact person's position in the publishing house
- Telephone number of the contact person at the publishing house
- Email address of the contact person at the publishing house

Additional questions (tab 'Questions')

- Title of the book that will be translated
- Author of the book
- Translation from <Ukrainian language> into <EU* Member State language>
- Fiction / professional literature
- Genre of the book
- Numbers of pages and characters (without spaces)
- Format and size of the book
- Short description of the planned book
- Target audience of the book
- Planned print run
- Estimated price of the book
- Deadline for translation and proofreading
- Planned publishing date

Detailed information about the project (tab 'Criteria')

- Relevance of the planned book
- Difference from similar literature
- Links to reviews of the book in international media
- Sales channels for the book
- Previously translated books
- Previously published books of the publishing house
- Previous grants received by the publisher
- Total cost of the project
- Translation costs

6

**Documents you need to upload to the online-platform: (tab 'Attachments')**

Attach additional supporting documents

Tab 'Declaration'

Confirm that you have read and understood the grant conditions

- All tabs consist of mandatory and optional fields.
- Optional fields are marked 'optional'.
- You cannot move to the next tab and save the application if mandatory fields have not been completed.
- To submit an application, please press the 'Submit entry' button.
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make any changes or upload any additional files.
- If after clicking 'Submit entry' you do not receive an automatic confirmation, your application has not been submitted. In such a case, please check again and/or get in touch with us via email: hanna.pinchuk@houseofeurope.org.ua.

7

16. What additional documents do I need to provide?

- Agreement between the publisher and the translator
- Agreement or relevant document certifying that you are in possession of the necessary rights to translate the book
- CVs of all persons involved in the project (publisher, translator, editor, illustrator, etc.)
- Budget of the project
- Marketing plan
- 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.



17. 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 was submitted on time, 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 House of Europe will evaluate it according to the following 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: intercultural dialogue and mutual understanding, cooperation, EU values (such as critical thinking, tolerance, pluralism, minorities, gender, inclusion, historical memory, etc.), EU concepts and methodologies, professional development, and civic activism? ▪ How unique is this book among similar publications on the market?



<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.
5.	Affinity to House of Europe goals and values	<ul style="list-style-type: none"> ▪ Does the project align with the overall House of Europe goals and values: to strengthen intercultural dialogue and mutual understanding between Ukraine and the EU through increasing international networks, cooperation, and exchange/debate of cultural actors?

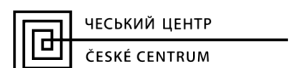
10

Three experts will evaluate each application. If their evaluations differ significantly, we can request additional external expertise.

Please note that we receive a larger number of excellent applications than we can fund, thus not all the applications will be successful. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.

1B. What are the next steps?

- The technical review and assessment of grant applications by independent experts takes will take 4–6 weeks.
- We will communicate the results of the assessment through an email sent not earlier than 15 June 2020.
- If your application is successful, we will send a notification email to the email address you used to register on the online platform, with a request that you provide additional documents needed for the preparation of a grant agreement.





- If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.
- The process of preparing and signing the grant agreement may take up to four weeks from the notification on the result.

19. 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 20% of the grant is sent within 30 days from the signing of the **agreement**. The final payment of 80% (i.e. the remainder) 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 German embassy in Ukraine.

11

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.

Implementation of your project is possible **no earlier than 1 July 2020.**

20. Reporting

You will receive detailed instructions about the reporting before signing the grant agreement (**interim report**, **final report**). We will be available for you to consult throughout the entire duration of your project.

21. 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 and the law of Ukraine on the protection of personal data.



22. Contact

If you have any questions regarding translation grants, feel free to write to hanna.pinchuk@houseofeurope.org.ua.