

# Translation Grant Programme

*A grant for translation and promotion of Bulgarian literature*

National Culture Fund

**launches a new call for applications for the Translation Grant Programme**

## **The call is for funding:**

- Foreign language translations and publishing of Bulgarian literature, in order to promote it to an international audience.

Applications will only be accepted after the candidates complete a compulsory registration via the online application system in the active application time periods or by handing in the application in the office hours of the NCF – **Tuesday, Wednesday and Thursday between 11:00 and 15:00** in room **711 / 713** at the Ministry of Culture – Sofia City, 17 Al. Stamboliyski Blvd. Applications can be submitted via the online application system (currently only available in Bulgarian) or in person at the NCF office. If the application is submitted at the NCF office, **only one copy** of the documents **in digital format (compact disc/USB stick)** is required.

## **DEADLINE FOR SUBMITTING APPLICATIONS:**

**30.03.2018 (11:00 h) – 05.07.2018 (15:00 h)**

*Applications submitted after the announced deadline of the call will not be accepted.*

For additional information:

tel.: 02/ 981 08 13, 02/ 9 400 842

website: [www.ncf.bg](http://www.ncf.bg);

e-mail: [office@ncf.bg](mailto:office@ncf.bg)

Facebook: <https://www.facebook.com/NationalCultureFundBulgaria>

*\*Consultations are possible only by scheduled appointments.*

## APPLICATION GUIDELINES

The Translation Grant Programme supports the promotion of Bulgarian literature abroad.

### 1. OBJECTIVES AND PRIORITIES OF THE PROGRAM

The function of the Translation Grant is to contribute to the promotion of Bulgarian fiction abroad, by supporting the translation of different genres of contemporary Bulgarian literature into various foreign languages. The aim of the program is to preserve, present and promote its diversity to the foreign audience.

Priority of the 2018 Translation Grant Programme are projects that:

- include a strategy for sustainable market presence, by popularising and expanding its market reach through translations and events.

### 2. TIME FRAME

The Translation Grant Programme supports projects for translation of Bulgarian literature, implemented within 12 months from the date of the signing of the contract – until **30 September 2018** inclusive. Project activities funded by the NCF must not start earlier than the date of the signing of the contract (early October 2018), and must be finished and reported by **30 November 2019**. All project costs incurred outside this deadline will be considered ineligible, and will not be respected by the National Culture Fund.

INDICATIVE DEADLINE FOR PROJECT IMPLEMENTATION	INDICATIVE DEADLINE FOR REPORTING PROJECTS
<b>30.09.2019</b>	<b>31.10.2019</b>

### 3. GRANT SIZE\*

The Translation Grant Programme funds project costs of up to 8,000 BGN inclusive.

MAXIMUM GRANT FOR A SINGLE PROJECT	SESSION BUDGET
<b>8,000 BGN</b>	<b>50,000 BGN</b>

*\* If any additional funding is required, the applicant should provide documents in order to prove that the remaining amount necessary for the implementation of the project is secured.*

## 4. ELIGIBILITY

### Eligible applicants:

Foreign and Bulgarian\* legal entities, with activities in the fields of translation, book publishing and distribution\*\* (incl. State owned, municipal owned, private sector).

*\* If a Bulgarian publisher applies for funding, this should happen in partnership with a foreign publisher.*

*\*\* If the applicant organization is not a publisher, a contract concluded for the publishing of the translation is a necessary condition for application.*

### Eligible projects:

- The Grant supports one-time projects for translation of Bulgarian fiction.

*\* Projects that have already been translated into the language of choice are NOT eligible for support.*

### Eligible costs\*:

- Translation costs - **not less than 40%** of the total cost of the project;
- Production costs for printed or electronic delivery of the translation - **no more than 60%** of the total cost of the project;
- Remuneration costs for the project manager;
- Costs for graphic design and formatting;
- Design, graphic elements, creation and distribution of printed promotional materials, audio-visual promotional materials (trailers, etc.) and other promotional material costs;
- Costs for audio recording of parts or the whole translated work (audiobook);
- Copyright costs;
- Travel costs for persons working on the project - **no more than 10% of the total project cost**

*\* Only realistically prepared budgets with current market prices will be accepted, in accordance with the requirements of the applicable tax, insurance and labour legislation. Costs should be incurred against relevant invoice documents in accordance with the national legislation, as well as other documentation proving the receipt of goods and services.*

## 5. INELIGIBILITY

### Ineligible candidates:

- Legal entities declared in bankruptcy or liquidation proceedings;
- People and organizations with outstanding contractual obligations to the National Culture Fund, for example a project previously funded by NCF that has not been reported on time (ineligible until a complete set of reporting documents is presented or the funding amount reimbursed);
- People and organizations that have submitted more than one project per application call, or with two projects approved for funding under other NCF funding programmes during the same calendar year;
- Applicants with missing or incorrect data;
- People and organizations donating to the NCF;
- People and organizations that have been sanctioned under Art. 37 of the Culture Protection and Development Act;
- NCF employees and members of the expert commission under Art. 7 of Ordinance No. H-5 dated 27 June 2007 on the terms and procedure for conducting application calls for provision of funds by the National Culture Fund.

### Ineligible projects:

- Translations of the work of choice that have already been published in the respective language of choice;
- Projects that have applied in previous NCF programmes, but have not been approved for funding;
- Translations that have been published before the signing of a grant agreement with the NCF;
- Projects with missing and/or incomplete documents;
- Projects and activities breaching the copyright law, in accordance with the Copyright and Related Rights Act;
- Projects financed directly by the Ministry of Culture, under the procedure of Art. 14, par. 2, item 1 of the Protection and Development of Culture Act;
- Projects breaching the law - violating human rights or inciting discrimination;

### Ineligible costs:

- Activities that are not directly related to the project objective;
- Activities funded from other sources, or activities funded under other programs of NCF.
- Activities related to political parties and religious institutions, including party events featuring representatives of political parties and religious movements;
- Project costs that incurred outside of the specified implementation and reporting deadlines;

## 6. REQUIRED DOCUMENTS

*Applications can be submitted via the online application system (currently only available in Bulgarian) or in person at the NCF office. When submitting in person documents are deposited as a single copy in digital format (Compact Disk / USB stick). They can be downloaded after completing the online registration by the "Apply to paper" button. No paper copy is needed.*

№	Document type	Explanation
1	<b>Application form</b>	<i>If applying in person at the NCF office - saved in Microsoft Office Word 97-2003 format; if applying online - it is generated by the system;</i>
2	<b>Creative biography of the candidate(s)</b>	<b>Appendix 1</b> - the translator / translators who will carry out the translation, with a list of their translations and publications; - graphic designers / artists in charge of the publication's graphic vision; - project manager
3	<b>Information for the publisher / organization and general information on the activity of the applicant organization;</b>	- bibliography of translation publications for the previous year; - key information about the organization's activities;  <b>- max 3 pages length - font size 11, line spacing 1.15;</b>
4	<b>Detailed overall budget of the project and the amount requested from the National Culture Fund</b>	<b>Appendix 2</b> -description of all costs in the enclosed budget table and their value in BGN
5	<b>Documents for co-funding (if applicable)</b>	- Self-funding or funding from other sources if the total project cost exceeds the requested amount.  * Letters of Intent, Partnership Contracts, etc.
6	<b>Signed and stamped declaration</b> under Act. 6, para. 4 of the Ordinance on the terms and procedures for conducting competitions for granting funds from the National Culture Fund	<b>Appendix 3</b>
7	<b>Signed and stamped declaration of authorship and permission to use the work of art</b> under Article 18 of the Copyright and Related Rights Act	<b>Appendix 4</b>
8	<b>Recommendation for the translator by a specialist in the field</b>	<b>Appendix 5</b> <i>* Recommendations written in different than the provided form will not be accepted.</i>
9	<b>10 pages of the manuscript / original work and 10 pages of the translation;</b>	<b><i>In .pdf - font size 11, line spacing 1.15</i></b>
10	<b>Motivation for choosing the selected work and the author</b>	<b><i>Max 2 pages length - font size 11, line spacing 1.15</i></b>

11	<b>Preliminary contract between publisher, translator and author</b>	- <i>if the applicant is a Bulgarian publisher, please provide a document certifying partner relations with a foreign publisher</i>
13	<b>Letter of representation</b>	- <i>only when a third party deposits the documents; no notary certification is required</i>
14	<p><b>For Bulgarian legal entities:</b></p> <ul style="list-style-type: none"> <li>- Establishing act of the cultural organization or <i>a current certificate for entry into the Commercial Register <b>and</b> a court decision for initial registration</i></li> <li>- Certificate of current status (for non-registered persons in the Commercial Register and the Register of Non-Profit Legal Entities);</li> </ul> <p><b>For foreign legal entities:</b></p> <ul style="list-style-type: none"> <li>- Legalized translation of the document issued by a competent authority in the respective country, certifying the persons entitled to represent it and that they are authorized to pursue activities in the field of culture.</li> </ul>	
15	<b>Checklist</b>	

## 6. TECHNICAL REQUIREMENTS

When submitting documents via the online system, applicants agree to abide by the [terms and conditions](#).

- Forms other than the standard format (\* .doc, Microsoft Office Word 97-2003 Document) and documents other than the enclosed application are not allowed to be reviewed by the Expert Committee on Project Evaluation);
- All required project documentation must be written in Bulgarian language;
- No projects submitted by post, fax, or e-mail will be accepted;
- Accepted **scans** (minimum resolution 600 DPI) or certified copies (Certified with "True to original" text, signature of the individual / person representing the organization and seal of the legal entity.) In difficult-to-read documents the Commission does not commit to their consideration.
- When submitting in person at the Culture Fund, the total size of the documents must not exceed **15 MB**.
- Only a complete set of documents is accepted. When handing in, the candidates sign a declaration of informed consent, that they lose their eligibility to participate in the programme when missing or incomplete electronic version documents are detected;
- All submitted documents will not be returned to the candidates.

## 7. EVALUATION CRITERIA

The Project Evaluation Expert Committee shall review the applications and prepare a list of motivated proposals for offer of financial assistance, denial of financial assistance due to insufficient funds or denial of financial assistance, that it shall submit for approval at a meeting of the NCF Managing Board. Based on these proposals, the Board shall determine which projects will be funded and the amount of money allocated to each of them. The results shall be announced on the web sites of the National Culture Fund and the Ministry of Culture.

The following additional criteria shall be considered when evaluating the projects under the Translation Grant Programme, in addition to those specified in Article 8 of ORDINANCE № H-5 OF 27 JUNE 2007:

**1. Compliance with the conditions of eligibility and compliance with the technical requirements** of the conditions of the Translation Grant Programme.

**2. Assessment of the qualities of the translator**

- Linguistic and stylistic competence;
- Proven experience in translation activities;

**3. Capacity of the publisher involved in the publication of the translation**

- Experience of the applicant organization in the publication of translated literature;
- Scope of the audience;
- Financial potential for the implementation of the project;
- Strategy and guarantees for the distribution of the translated work abroad.

**4. Selection of the translated text and author**

- Significance of the author and his work in the context of Bulgarian literature;
- Interest of the foreign public towards the author and his work.

**5. Realistically drafted budget**

## 8. APPROVED PROJECTS

- The resumes of the approved projects shall be published on the websites of the National Culture Fund and the Ministry of Culture.
- The approved applicants shall receive an e-mail with instructions on the procedural order to receive targeted financial assistance from the NCF.
- The organizations / representatives of the organizations of the projects that have been approved for funding shall sign a contract with the National Culture Fund for their rights and obligations for the

implementation of the project **within two weeks\*** after the publication of the decision of the NCF Managing Board.

– Approved applicants who do not sign contracts until this deadline shall lose their right to receive financial assistance.

– In the event of a refusal of the granted targeted financial assistance, a **written notice** must be sent to the National Culture Fund by e-mail or regular mail.

– In the event of provision of incorrect data or failure to provide data in a contract, the beneficiary shall lose their right to financial support.

– **Amendment of parameters** in the contract shall only be allowed after approval of a submitted request of the beneficiary and signed additional agreement with the NCF.

- **The Beneficiary is obliged, in ALL advertising, or press releases to indicate the participation and support of the National Culture Fund.**

- Projects will be selected on random basis, for an audit by an authorized employee of the National Culture Fund.

*\* Considering the technical time necessary for the correspondence, the NCF shall provide the possibility for foreign beneficiaries to send, in addition to the paper one, an electronic version (by e-mail) of the contract they have filled in.*

## 9. ACCOUNTING REPORT\*

In order to account for the spending of the funds provided by the NCF, financial reports must be provided, in accordance with the requirements of accounting legislation. A report on the execution of the project must also be presented via the online accounting system of the NCF, and a paper version with containing all the original invoices and other documentation must be handed in personally at the offices of NCF, in the working hours of the Fund. If the cost of project implementation according to invoices and other proof of cost documents is less than the assigned financial assistance granted, the beneficiary must reimburse the difference to the bank account of the NCF within 7 working days after submission of the financial statements.

### Financial report:

- In order to prove the actual costs directly related to the project implementation, **originals or certified copies of invoices and other proof of cost documents** must be handed in. **If they are copies of invoices, they must be signed, stamped,** and certified with the text **"True to the original"/"Вярно с оригинала"/, written in Bulgarian,** shall be presented.

- The financial statements must contain a description in a tabular form of the project costs, as well as a list of the attached invoices and other payment documents.

*\*Invoices and other payment documents must be translated in Bulgarian language!*



**Narrative report:**

- The narrative report shall include a **description of the results achieved** (as required by the Content Report Matrix of the National Culture Fund), a press dossier and copies **of all material, promotional and other products** resulting from the project implementation.
  - Together with the narrative report, 7 copies of the published translation must be given to the NCF.
  - After the implementation of the project, the beneficiary undertakes to provide information on subsequent cultural events related to the implementation of the project.
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When applying, please get to know the **LEGAL DOCUMENTS** of the National Culture Fund.