TRANSLATION GRANT PROGRAMME

INSTRUCTIONS FOR APPLYING

1. ACKNOWLEDGE THE TERMS AND CONDITIONS

Visit https://programs.ncf.bg/bg/programi, log in your account (if you don't have an account, register on by using the "Login/ Registration" button) and download the terms and conditions of the session you wish to apply for from the drop-down menu of the programme.

2. PREPARE THE REQUIRED MATERIALS

Use the list of required documents in item 6 of the terms and conditions for applying and make sure that you have the information and materials available for the provision of the documents out of the scope of the blank forms of the applications, such as art materials for the demonstration of the concept and a portfolio of you/your team/your organization.

3. FILL THE APPLICATIONS

After preparing all of the materials and information, you shall begin filling the blank forms of the applications. Follow the set out themes and instructions, then remove the descriptions and finalize neatly. Filling the applications on the basis of their numerical order is a good practice.

4. REVIEW AND CHECK

Before beginning the filling of the steps in the electronic application system, you shall make time for checking your texts for errors and inspecting the functionality of the imported images and active links, as well as the names of the files. Please, do not change the structure and do not delete any fields and titles from the blank forms of the applications.

5. APPLICATION FILING

We recommend you to plan the preparation of the application and its uploading in the electronic system at least 4 hours before the expiry of the final deadline, so that you can avoid any technical difficulties, pressure and inability of getting help from the team due to the short remaining time until the end of application receiving. We remind you that signals of technical problems during the application are processed 3 hours before the final deadline at latest.
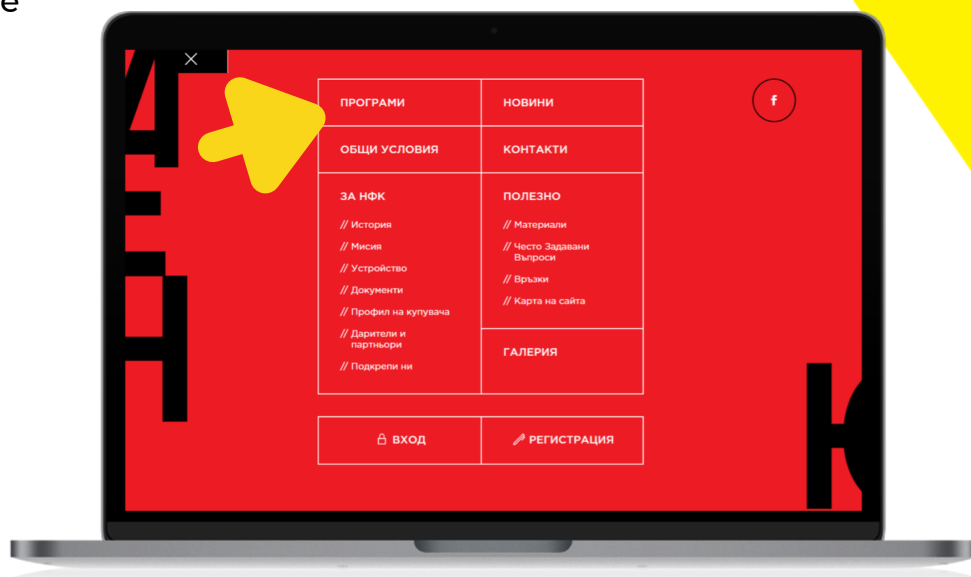
BEFORE THE TERMS AND CONDITIONS

Visit our website at WWW.NCF.BG

You may reach the terms and conditions and the online application form in the following manners:
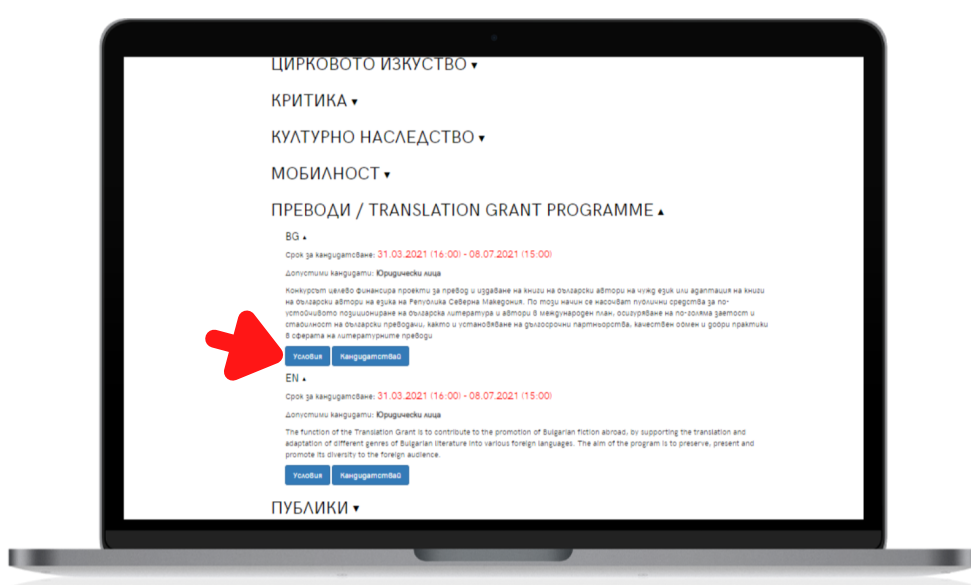
Select the "Programs" button from the menu at the beginning of the page

or slide down to the "Active Programs" section, where you may select the "Participate" button for each programme that is a subject of your interest.

Select the module with regards to which you wish to download the terms and condition from the drop-down menu and press the "Terms and Conditions" button.

In order to download the blank forms of the application documents, you shall log in your account or create a new account by using the "Login/Registration" button. Use the "Download Documents" button or download the blank forms one by one from Step 2 of the electronic application.
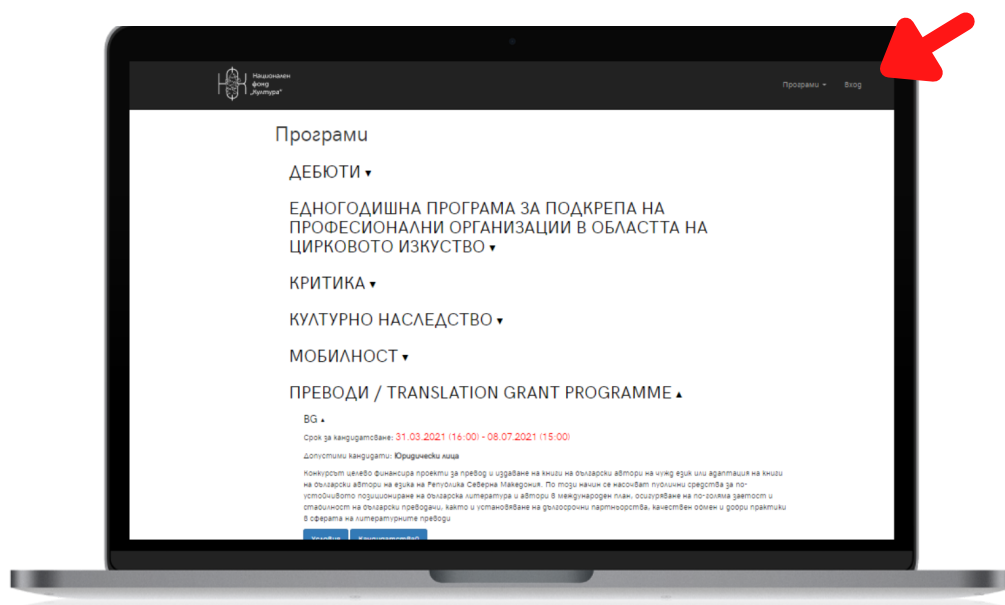
1 ACKNOWLEDGE THE TERMS AND CONDITIONS

Read the full text of the terms and conditions in order to acknowledge the terms and the parameters of the contest.

You shall work with the terms and conditions during the whole process of preparation of your application.

After the title page, you will find content divided on the basis of the themes of the terms and conditions. This will orientate you easily during the preparation process.

After the list of all eligible and non-eligible candidates, actions and expenses in the **ELIGIBILITY** AND **INELIGIBILITY** item, you will find a list of all necessary application documents and materials.

IMPORTANT INFORMATION

Please ensure that you can make time for the preparation of the project and engage earnestly with the translation of the required documents, because all texts and materials shall be presented in Bulgarian. (except the translated text)

Make an effort to present your materials and team in a good manner. The materials, no matter finished, in progress or reference ones, as well as the presentation of the translator(s) and your team shall be a priority during the preparation of your application.

PREPARE THE REQUIRED MATERIALS

2

Before you start filling the blank forms of the applications, we recommend you to collect and finalize in free form the materials and documents which shall be attached, namely:

First, prepare an excerpt of the selected work and its translation. Form them well, so that they can be read and reviewed easily. Along with this preparation, you shall start collecting information about the publishing house presenting the project and all documents related to it, such as offers, preliminary contracts, etc.

Then you shall collect the information and materials necessary for the presentations of the translator(s) and the team, if you decide to include such team. In case that the application includes illustrators, graphic designers or other specific participants, it is recommended to present them with their portfolios.
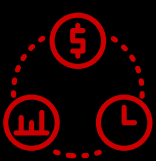
When your text materials and information about the team are ready, you shall start preparing an organizational plan of the upcoming processes – what will the durations of the preparation, translation, publishing and distribution be. What would you have to provide – spaces, additional team related to events, organization, specific services? You shall make offers to/inquiries of the team, with which you will implement the activities, regarding the work terms and conditions, so that you can plan a schedule and a budget. Research the prices of services, leases and purchase of materials related to the necessities of the project.

The list of documents necessary for applying included in the terms and conditions of the programme contains explanations related to the applications that you shall fill.

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6. REQUIRED DOCUMENTS

№	Document type *and explanation*
1	**Appendix 1-Creative biography of the candidate(s)** *- obligatory for the project manager and all translators (to be presented in one file)* *- the translator / translators who will carry out the translation or adaptation, with a list of their translations and publications; graphic designers / artists in charge of the publication's graphic vision (include portfolio); project manager; *pdf*
2	**Appendix 1.1-Information for the publisher / organization and general information on the activity of the applicant organization;** *- general information on the activity of the applicant organization; bibliography of translation publications for the previous year; key information about the organization's activities;*
3	**Appendix 2 - Project information and motivation for choosing the selected work and the author**
4*	**Partnership declaration** *-no template, applicable if there are partnerships *pdf*
5	**10 pages of the manuscript / original work and 10 pages of the translation;** *In .pdf - font size 11, line spacing 1.15; *pdf*
6*	**Preliminary contract between publisher, translator and author** *- if the applicant is a Bulgarian publisher, please provide a document certifying partner relations with a foreign publisher; *pdf*
7	**Appendix 4 - Detailed overall budget of the project and the amount requested from the National Culture Fund– Signed and stamped** *description of all costs in the enclosed budget table and their value in BGN; *pdf*
8*	**Offers for services and costs related to the project implementation**
9*	**Documents for co-funding** *(if applicable)*

Before beginning to fill them in a consecutive manner, we advise you to review them in order to gain a perspective on the themes, questions and volume that shall be filled by you. You shall also keep in mind that Application 4 must be printed, in order to certify it by means of a signature or a signature and a seal, after which you shall scan it in colour, so that it is readable and complies with the technical requirements set out on the next page of the terms and conditions.

Приложение 4

ЗАЯВЛЕНИЕ

от ..../трите имена/, ЕГН.................,

С настоящия документ заявявам желание да се включа в конкурсната процедура по програма : „............" на НФ „Култура", с проекта „................" като

ДЕКЛАРИРАМ, ЧЕ:

1. проектът не е подкрепен с финансови средства от Министерството на културата по реда на чл. 14, ал. 2, т. 1 от Закона за закрила и развитие на културата;

2. проектът не е подкрепен с финансови средства от друга донорска организация за същата част от бюджета, за която кандидатствам;

3. попълнените в документите данни са верни и пълни;

4. запознат съм с условията за кандидатстване и съм уведомен, че при непредставяне на всички документи, които се изискват при кандидатстване, проектът ми няма да бъде разгледан;

5. ще информирам НАЦИОНАЛЕН ФОНД „КУЛТУРА" за всички резултати от осъществения проект. Ще предоставям достъп/покани до проектните събития;

6. уведомен съм, че непредставяне на съдържателен и финансов отчет в предвидения в договора срок ще се счита за неизпълнение на договора;

7. на основание Закона за защита на личните данни давам изрично си съгласие НАЦИОНАЛЕН ФОНД „КУЛТУРА" да съхранява и обработва личните ми данни, включително видеоматериали, предоставени му доброволно от мен;

8. съм самоосигуряващо се лице.

Дата:

Подпис:

....

USEFUL INFORMATION

When filling the blank forms, do not change the design, fonts of the text or form of the document and comply with the explanations.

When entering text, you shall use the main font of the document or a clearer and easily readable font.

Do not use any colours, italics, bold, fonts that are hard to read or capital letters only.

Do not forget that your application is an official document. Spare the creative finalizing for your art materials and work and select a clear vision, concise and simple wording, and good order for your blank forms.

Follow the set out themes and instructions, then remove the descriptions and finalize neatly. Filling the applications on the basis of their numerical order is a good practice.

4

REVIEW AND CHECK

Before you start the steps from the online application, you shall plan at least 2 hours for review and finalization.

WHAT SHALL WE CHECK FOR?

SPELLING

PUNCTUATION

AVAILABILITY OF ALL ATTACHMENTS AND MATERIALS

TIMELINESS OF THE DATA AND INFORMATION

FUNCTIONALITY OF THE INCLUDED ACTIVE LINKS

READABILITY OF THE SCANNED DOCUMENTS

QUALITY OF PHOTOS/SCREENSHOTS

ORDER OF THE TEXT IN PDF FORMAT

CALCULATIONS IN THE APPLICATIONS RELATED TO A BUDGET

COMPATIBILITY OF THE TERMS AND AMOUNTS IN COMPLIANCE WITH THE TERMS AND CONDITIONS

COMPLIANCE WITH THE CONDITIONS OF (IN)ELIGIBILITY

VOLUME OF THE TEXTS

SIZE OF THE FILES IN ACCORDANCE WITH THE REQUIREMENTS

FORMAT OF THE FILES IN ACCORDANCE WITH THE REQUIREMENTS

After reviewing and finalizing your application successfully, we recommend you to put all final files in a separate directory, so that the electronic application process can be quicker and easier.

Keeping the original titles of the blank forms and adding a numerical order to the titles of the files, so that their order can comply with the order set out in the list of required documents.
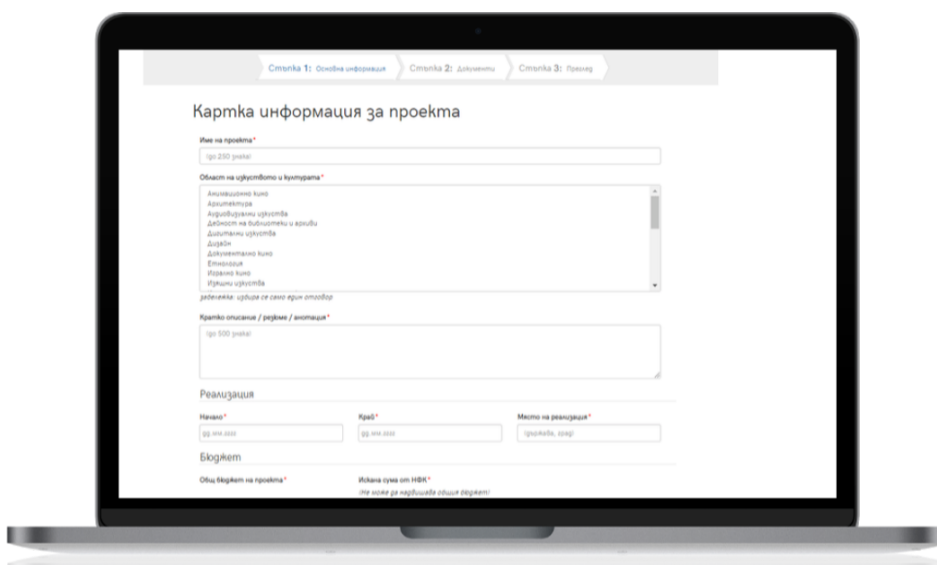
5 APPLICATION FILING

Visit PROGRAMS.NCF.BG again.

You may return to page 2, in order to have a detailed orientation.
Select the "APPLY" button from the drop-down menu of the module for which you will apply. Do not start any later than 4 hours before the final deadline!
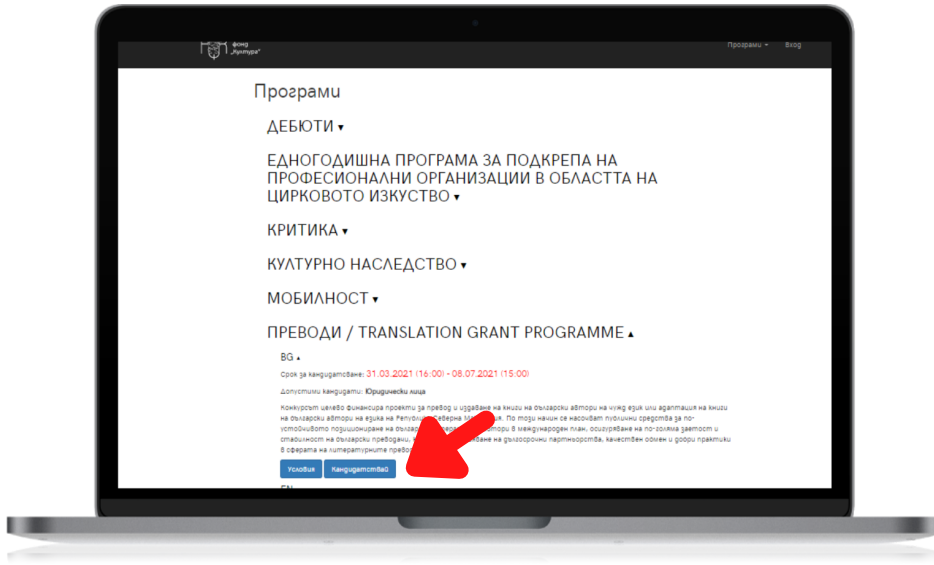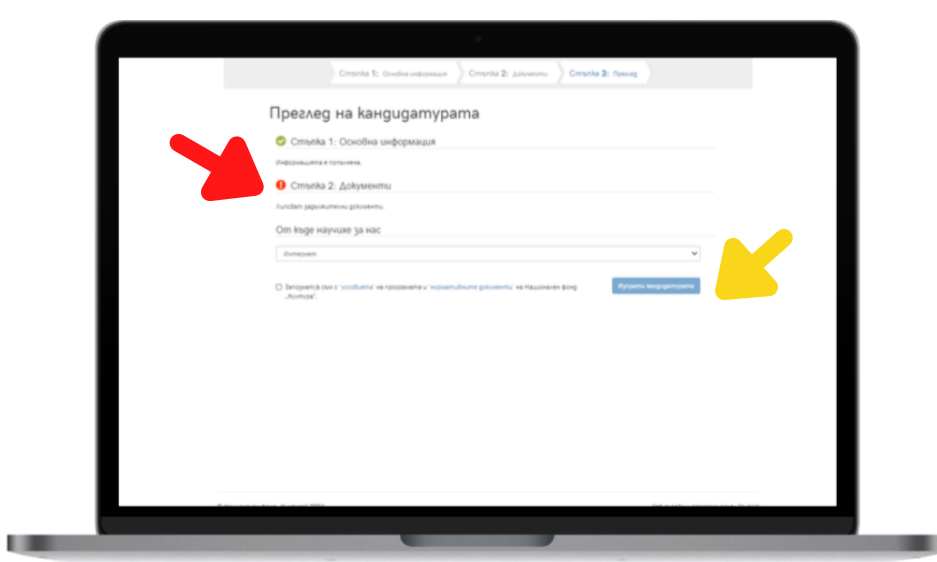

In STEP 1 of the electronic application, you shall fill general information related to your project, which will be published when the results of the contest are announced.

In STEP 2 of the electronic application, you shall attach all documents and materials prepared in advance by you.
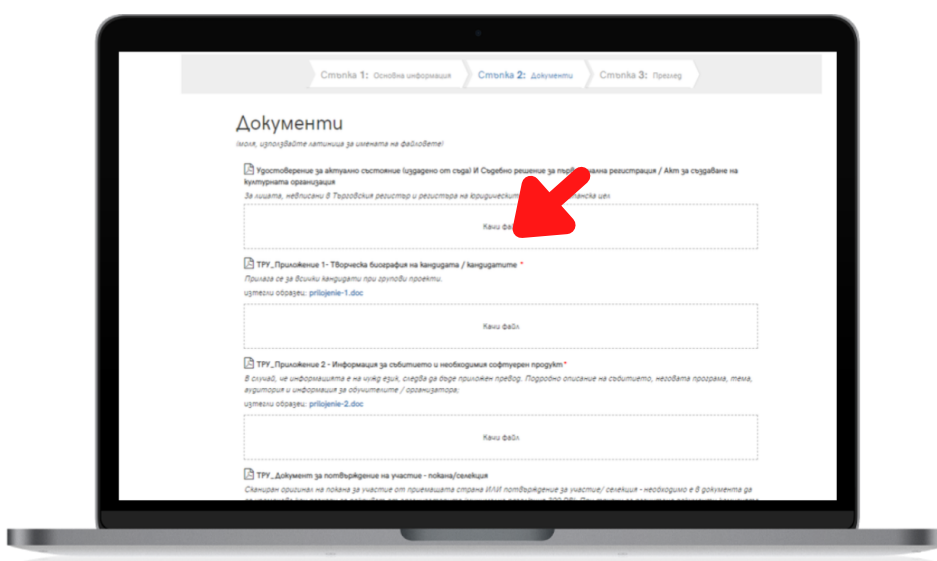
In STEP 3 of the electronic application, you shall confirm that you agree with the terms and conditions and you shall answer a short survey. This step is also used for final review by signalizing if there were any omissions during the filling of text files and documents.

GOOD LUCK!