

Translation Grant

A grant for translation and promotion of contemporary Bulgarian literature

National Culture Fund

**launches new call for applications for the
Translation Grant funding programme**

The call is for funding:

— translations into foreign languages of works of various genres of the contemporary Bulgarian literary creative work in order to preserve and present its diversity before the foreign audience.

Applications are only accepted in the reception 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. **in one copy on paper and one copy in electronic form (disc / flash drive)**. When submitting documents by a third person, a power of attorney by the applicant is attached for the authorization of the person concerned. It is also possible to send applications by mail – the date of receipt of the documents shall apply, regardless of the postmark.

DEADLINE FOR SUBMITTING APPLICATIONS:

04.05.2017 (11:00 h) – 20.06.2017 (15:00 h)

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

For additional information:

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

web site: www.ncf.bg;

e-mail: office@ncf.bg

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

**Consultations are given upon scheduled appointments.*

APPLICATION GUIDELINES

The Translation Grant funding programme supports the promotion of contemporary Bulgarian literature abroad.

1. OBJECTIVES AND PRIORITIES OF THE PROGRAM

The purpose of the Translation Grant is to contribute to the promotion of the contemporary Bulgarian fiction abroad by supporting the translation into various languages of works of various genres of the contemporary Bulgarian literary creative work in order to preserve and present its diversity before the foreign audience.

2. TIME FRAME

The Translation Grant supports projects for translation of Bulgarian literature implemented within 12 months from the date of signing the contract – until **30 September 2018** inclusive. Project activities funded by the NCF should start no earlier than the date of signing the contract (early October 2017) and be concluded and reported by **31 October 2018**. 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
30.09.2018	31.10.2018

3. GRANT SIZE*

The Translation Grant finances project costs of up to 4,000 BGN inclusive.

MAXIMUM GRANT	SESSION BUDGET
4,000 BGN	20,000 BGN

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

4. ELIGIBILITY

⇒ Eligible applicants:

Bulgarian* and foreign legal entities with activities in the field of translation and publishing** (incl. State ones, municipal ones, private ones).

** If a Bulgarian publisher applies, 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 contemporary Bulgarian fiction.

The following projects are considered with priority:

- projects that provide as a method of distribution the publishing of an electronic version of the book in the respective language as well.

⇒ Eligible costs*:

- Costs for translation work.

** Only realistically prepared budgets with current market prices are accepted in accordance with the requirements of the applicable tax, insurance and labor legislation. Costs should be incurred against the relevant cost-supporting documents in accordance with the national legislation, as well as documentation proving the receipt of goods and services.*

5. INELIGIBILITY

⇒ Ineligible candidates:

- legal entities declared in bankruptcy or liquidation proceedings;
- persons and organizations with outstanding contractual obligations to the National Culture Fund, for example a project not reported on time that has been financed in previous NCF funding programmes (ineligibility to presenting a complete set of reporting materials) or reimbursement of a project amount (if any);
- persons and organizations with more than one project in the application call of the NCF;
- persons and organizations with two projects approved for funding under other NCF funding programmes during the same calendar year;
- applicants with missing or incorrect data;
- persons and organizations donating to the NCF;
- persons and organizations which 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:**

- already published translations of the same literary work in the respective language;
- projects not approved for funding at previous competitions organized by the Fund;
- translations the publishing of which has taken place before the signing of a grant agreement with the NCF;
- projects with missing and/or incomplete documents on paper and/or their electronic version;
- projects and activities with outstanding rights in accordance with the Copyright and Related Rights Act;
- projects financed with funds of the Ministry of Culture under the procedure of Art. 14, para. 2, item 1 of the Protection and Development of Culture Act;
- projects that are in conflict with the law, violate human rights or incite discrimination;

⇒ **Ineligible costs:**

No costs will be funded for:

- administrative and banking fees;
- activities not related directly with the project objective;
- activities funded from other sources;
- activities related to political parties and religious institutions, including party events featuring representatives of political parties and religious movements;
- project costs incurred outside the specified implementation and reporting deadlines;
- activities funded under other competition programs of NCF.

6. SPECIFIC REQUIREMENTS

All documents required under the project should be in Bulgarian language with a signature and seal.

7. REQUIRED DOCUMENTS

1. **Participation form** (*completed in Bulgarian language and saved in Microsoft Office Word 97-2003 form of the electronic version*);
2. **Information about the applicant organization** (*Annex 2*);
3. **A detailed estimate of the amount requested from the NCF;**
4. **A detailed schedule connected to a detailed budget;**
5. **Publishing plan-account;**
6. **Annexes to the budget** (*documents for provided co-funding – own or from other sources, if the total amount of the project exceeds the requested amount*);
7. **Creative CV of the translator** (*with a list of translations and publications published so far*)) (*Annex 1*);

8. **Two recommendations for the translator from a specialist in the field of art and culture;**
9. **Short biography of the specialists who have provided a recommendation** (*up to 1 typing page in free text for a biography*);
10. **Bibliographic data for the translated text, statistical information for copies sold in Bulgaria;**
11. **Motivations for the selection of the work and the author;**
12. **25 pages of the manuscript / original work;**
13. **25 pages of the translation by a specialist in the field;**
14. **Contract with a translator;**
15. **Contract with a publisher for future publication of the translation** (*if the applicant organization is not a publisher*);
16. **A document certifying the existence of partner relations with a foreign publisher** (*if a Bulgarian publisher is applying*);
17. **Contract / declaration for copyright settled with the author – for translation and publication of the work;**
18. **Signed and sealed declaration** that the applying project is not supported by financial means under the procedure in Art. 14, para. 2, item 1 of the Protection and Development of Culture Act (*Annex 3*);
19. **Certified copies of the following documents** (*Certified with a text “Copy true to the original”, written in Bulgarian, signature of the natural person / the person representing the organization and a seal of the entity*):
 - **For Bulgarian legal entities:**
 - *An act establishing the cultural organization **or** A current certificate for entry into the Trade Register **or** A court decision for initial registration;*
 - *A certificate of current status (for the persons that have not been entered into the commercial register);*
 - **For foreign legal entities established in accordance with the legislation of a European Union Member State or that of another country of the European Economic Area and Switzerland:**
 - *A legalized translation of the document issued by a competent body in the country of their establishment certifying the persons who are entitled to represent it and that they are entitled to pursue activities in the sphere of culture*
20. **A digital version of 1 electronic carrier (disc / flash drive) including all documents required in the process of application.** (*The documents in the electronic version should be exact copies of all documents submitted on a paper carrier named and arranged in the order as specified in the section REQUIRED DOCUMENTS*);
21. **A power of attorney** (when documents are submitted by a third person, no notary certification is required).

** When applying on paper, a full set of documents is submitted in **one copy on paper and one copy on an electronic carrier (disc / flash drive)**.*

8. TECHNICAL REQUIREMENTS

- Only documents filled out on a computer shall be accepted.
- Original documents or their certified copies shall be accepted (Certified with a text “Copy true to the original, written in Bulgarian, signature of the natural person / the person representing the organization and a seal (for legal entities).
- The electronic version of a document should be an exact copy of the original / its certified copy (Certified with the text “Copy true to the original”, written in Bulgarian, signature of the natural person / the person representing the organization and a seal (for the legal entities).
- All submitted documents shall not be returned to the applicants. The only exception is provided to be the manuscripts of literary works.
- Only a full set of documents is accepted.
- Form other than the standard format (*.doc, a Microsoft Office Word 97-2003 document) of the application form attached to the electronic version of the project shall not be admitted to review by the project evaluation expert committee).
- The documents in the electronic version shall be exact copies of all documents submitted on a paper carrier named and arranged in the same order as specified in section REQUIRED DOCUMENTS.
- When submitting documents by a third person, a power of attorney for their authorization by the respective entity shall be attached.
- When applying, the applicants shall sign a paper declaration of informed consent that in the event of establishing missing / incomplete documents in the paper and/electronic version they shall lose their right to participate in the competition.
- Documents, the original version of which is signed, should be submitted signed in the electronic version of the project. Documents that have not been signed shall not be considered.

9. EVALUATION PROCESS

The Project Evaluation Expert Committee shall review the applications and prepare a list of motivated proposals for approval of financial assistance, non-provision of financial assistance due to over-funding of projects or disapproval of projects that it shall submit for approval at a meeting of the NCF Managing Board. Based on these proposals, the MB shall determine the winning projects in the competition and the amount of the funds from the Fund for each of them. The results of the competition shall be announced on the web sites of the National Culture Fund and the Ministry of Culture. The decisions of the Managing Board shall be final and shall not be subject to change.

When evaluating the project, the following parameters shall be considered:

1. Quality assessment of the submitted translation

2. Assessment of the qualities of the translator

- linguistic and stylistic competence;
- proven experience in translation;
- areas in which they translate.

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 public;
- financial potential for the implementation of the project;
- guarantee for the distribution of the translated work abroad.

4. Selection of the translated text and author

- significance of the author and the work in the Bulgarian context;
- interest of the foreign public towards the author and the work.

5. Realistically drafted budget

10. APPROVED PROJECTS

- The resumes of the approved projects shall be published on the web sites 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 natural persons / representatives of the organizations the projects of which have been approved for funding shall conclude 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 conclude 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** of that to the National Culture Fund sent by e-mail or regular mail shall be required.
- Beneficiaries can receive their copy of the contract immediately after paying the targeted funding. Beneficiaries with their domicile / registration outside of Sofia shall receive their contracts on by 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 assistance.
- 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.
- On a random basis, projects will be selected, the implementation of which will be audited by an authorized employee of the National Culture Fund.
- **The Beneficiary shall undertake, in ALL advertising (printed and audiovisual) materials, printed and electronic information texts (including social networks), press releases and media appearances and all realized artistic/cultural products under the project, to indicate the participation and support of the National Culture Fund by publishing the following text: "Project ... /name of the project/ is implemented with the financial support of the /name of the program/ program of the National Culture Fund", accompanied by the logo of the National Culture Fund.**

** In view of 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.*

11. REPORT*

In order to account for the spending of the funds provided, financial statements in accordance with the requirements of accounting legislation and a substantive report on the project implementation shall be prepared and must be presented on **one paper carrier and one electronic carrier (disc / flash drive)**. If the cost of project implementation according to cost-justifying 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 statements:

- In order to prove the actual costs directly related to the project implementation, **originals or certified copies of cost-justifying documents, payment documents and contracts signed, stamped (for legal persons) and certified with the text "Copy true to the original", written in Bulgarian**, shall be presented. They shall be prepared in accordance with the relevant procedure, under the applicable Accountancy Act, and assistance in collation of the copy with the original of the accounting document shall be provided, where necessary.
- The financial statements must contain a description in a tabular form of the project costs, as well as a list of the attached cost-justifying and payment documents.

** Only the amount granted by the National Culture Fund shall be liable to reporting. Costs exceeding those declared on the project application forms shall not be covered. In case of any discrepancies in the reported costs and the budget originally, submission of a written notification of the changes made by the beneficiary and an approval by the NCF shall be required.*

⇒ Substantive report:

- The substantive report shall include a **description of the results achieved** (as required by the Substantive Report Matrix of the National Culture Fund), a press dossier and copies **of all material, promotional and other products** resulting from the project implementation.
- The beneficiary shall undertake to provide to the National Culture Fund 5 (five) free pieces of the publication under Art. 1, which will be distributed as follows: 1 (one) for the NCF and 4 (four) for regional and district libraries.

* Improperly submitted reports shall be returned to the beneficiaries for reworking and submission in the required form. Detailed information on the specific reporting requirements can be found in the contract concluded with the NCF.

When applying, please refer to the LEGAL DOCUMENTS of the National Culture Fund.