



Application guidelines

Translation grants

1. 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.

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.

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.



- 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.

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.

Publishing houses and organisations from the EU, UK, and Ukraine can apply.

4. What kind of books can be translated?

2

- Fiction:
 - Prose
 - Poetry
 - Drama
 - Children’s literature
 - Graphic novels
 - Comics
- 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).

7. What other requirements do we have?

- 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.

8. 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.

9. 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

10. Which expenses cannot be covered?

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

11. 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.

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

4

We will transfer the funding to the bank account of the publisher in two instalments. The first instalment of 40% of the grant is sent within 30 days from the signing of the agreement. The final payment of 60% (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.

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 at the beginning of December 2020.



13. Who can apply?

Publishing houses and organisations registered in Ukraine, EU, or the UK.

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.

14. What is needed to apply?

- 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**.

15. How to apply?

5

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 Tuesday, 20 October 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.

We finish consultations four days before the deadline. Make sure to contact us **no later than Friday, 16 October 2020, 15.00 Kyiv time** if you have any questions or problems.

16. Do I have to register to apply?

- 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.

17. How do I fill out the online application?

Please fill in the information in the online application in Ukrainian or English. You need to provide the following information in the online application form:

6

Field 'Chapter'
Translation grants
Field 'Open 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')
<ul style="list-style-type: none"> ▪ 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 that will be translated
- Country, publishing house and the year of the first edition
- Translation from <language> into <language>
- Fiction / professional literature
- Genre of the book
- Deadline for translation and proofreading
- Numbers of pages and characters with spaces
- Format of the book (digital, analogue, etc.)
- Planned publishing date
- Short description of the book
- Target audience of the book
- Planned print run
- Estimated price of the book

Detailed information about the project (tab 'Criteria')

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

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

Attach additional supporting documents

Tab 'Declaration'

- Please confirm that you have read and understood the grant conditions.
- Please confirm that you will mention the name of the translator on the book cover.

7

- 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. Please keep in mind that we finish consultations four days before the deadline.

18. 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 in [our template](#)
- Marketing plan in [our template](#)
- Text samples: 10 pages from original book (preferably translated in English and Ukrainian)
- Constituent documents of the legal entity applying

8

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

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 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?

11

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.

20. What are the next steps?

- The technical review and assessment of grant applications by independent experts takes 4–6 weeks.
- We will communicate the results of the assessment through an email sent not earlier than 25 November 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 you provide the documents on time, we will conclude a grant agreement. You can take a look at it in advance: [grant agreement for organisations registered in Ukraine](#), [grant agreement for organisations registered in the EU*](#).
- 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.
- You can apply for other House of Europe opportunities and the next call of translation grants, given that the project implementation and reporting are completed successfully.

21. Timeline

Launch of the open call – 22 September 2020

Deadline for consultations – 16 October 2020, 15.00 Kyiv time

Deadline for application – 20 October 2020, 15.00 Kyiv time

Expert evaluation – 20 October-25 November 2020

Announcement of results – no earlier than 25 November 2020

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

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, you can apply for the next open call for translation grants or apply for other House of Europe opportunities. You can find other programmes for culture and creative industries on [our website](#).

23. Reporting

We invite you to take a look at templates of reports in advance: [interim report](#), [final report](#).



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.

24. 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](#).

25. Contact

If you have any questions regarding translation grants, feel free to write to hanna.pinchuk@houseofeurope.org.ua. We will do our best to help you.

We finish consultations four days before the deadline, so make sure to contact us [no later than Friday, 16 October 2020, 15.00 Kyiv time](#).

13

You can also find answers to the most frequently asked questions at any time [here](#).