

Application Guidelines

Translation Grants

1. House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries and the UK.

The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media. An additional priority is put on supporting the **national minorities of Ukraine**.

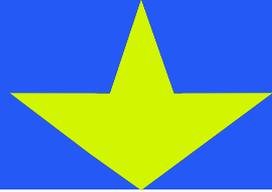
This encompasses 15+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered.

Implementation of House of Europe is led by **Goethe-Institut Ukraine**.

2. Translation grants

Translation Grants support the translation and publication of fiction and non-fiction books by publishing houses from Ukraine. A grant covers up to 70% of expenses and can be used on all stages of production: translation,

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.



editing, acquisition of copyright, design, publishing and marketing activities.

3. What kind of translation is allowed?

- From EU-languages to Ukrainian
- From EU-languages to Ukrainian and into Ukrainian Braille
- From Ukrainian to Ukrainian Braille if the original book has been published in the EU or the UK in one of EU languages

4. What kind of books can be translated?

- Fiction: prose, poetry, drama, children's literature, graphic novels, and comics
- Professional literature in the following directions: culture and creative industries, education and youth work, social entrepreneurship, media.
- Non-fiction

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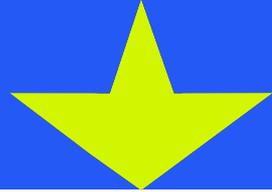
The selection of texts to be translated does not necessarily have to be already published in one single book: collections of stories or poetry can also be translated.

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 tetiana.manziuk@houseofeurope.org.ua.

5. What kind of books cannot be translated?

- School books or scripts from lessons
- Dictionaries
- Magazines and other periodicals
- Guide books and brochures
- Doctoral theses and other academic literature
- Manuals and guidelines
- Self-published works

6. What other requirements do we have?



- The book you want to translate must be published in one of the EU* Member States or the UK.
- Only translations from original works can be supported.
- Print or release the book electronically.

7. What we want to see?

- You are committed to giving strong promotional support to the translated book.
- 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 Ukrainian before.
- The supported book must be available for sale after publishing.

8. Who can apply?

Publishing houses and organisations:

- Registered in Ukraine
- Registered as legal entity (Ltd, NGO, or individual entrepreneur).
- Have the right to publish books

9. What is the amount of a grant?

The maximum grant amount is **EUR 5,000**. A grant may cover up to 70% of the total budget of the project, but may not exceed the maximum amount.

For translations involving Braille the maximum amount could be increased, still covering a maximum of 70% of the total budget.

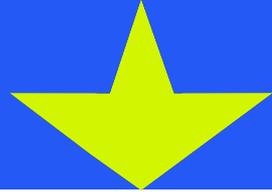
10. Which expenses are covered by a grant?

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

11. Which expenses cannot be covered?

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

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

The grant will be paid in UAH according to our current exchange rate on the day of the transfer.

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

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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.

13. What is the timeframe of the project?

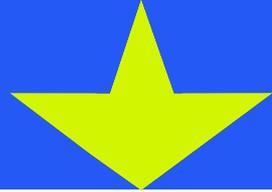
You can start working on your project in May 2025.

The project must be completed by the end of January 2026: the book translated and published, while the report for expenditures completed.

14. How to apply?

Submit an application via our [online platform](#).

Please register and click the 'Start entry' button. After that, choose the chapter 'Translation Grants' and open call 'Translation Grants for UA publishers'. Enter the name of your publishing house in the field 'Entry name'.



Please find an example of an application form [here](#).

You must submit your application using the 'Submit entry' button by **Friday 21 March 2025, 15.00 Kyiv time**. We finish consultations one day before the deadline. Make sure to contact us before **Thursday 20 March 2025, 15.00 Kyiv time** if you have any questions or problems.

15. 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. If there is no copyright, please include a letter of explanation.
- CVs of all persons involved in the project (publisher, translator, editor, illustrator)
- Budget of the project drafted in [our template](#). Do not forget to fill out the Justifications tab.
- Constituent documents of the legal entity applying
- Marketing plan drafted in [our marketing plan template](#)
- Text samples: 10 pages from original book (preferably translated into Ukrainian)

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

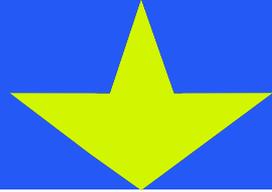
16. How many applications can I submit?

- 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.

17. How will my application be evaluated?

Your application will go through two stages of assessment.

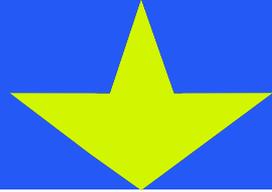
First, your application will be reviewed technically to confirm that it includes answers to all questions on the application form and has the mandatory attachments.



If your application is compliant with that, independent experts contracted by the House of Europe will evaluate it according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

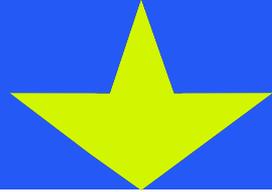
1B. What are the selection criteria?

Selection criteria			
1.	Relevance	<ul style="list-style-type: none"> ▪ Relevance of the proposed translation project and its correspondence to current needs in the respective sector. ▪ How much does the book contribute to topics supported by House of Europe: equal opportunities, ecological sustainability, digital and media literacies, minorities, inclusion, discourses of de-colonisation, and cultural heritage preservation, the Russian war against Ukraine? ▪ Uniqueness of the book among similar publications on the market. ▪ Does the project involve translation into Braille? 	M a x 16 points



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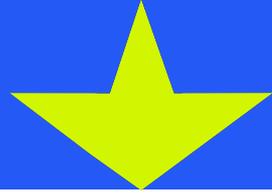
<p>2.</p>	<p>Competence</p>	<ul style="list-style-type: none"> ▪ Experience of the applying organisation in translating and publishing books. How successful was it ▪ Experience of the involved staff and contractors in translating and publishing books. How successful were they? ▪ Experience, professionalism, and reputation of the translator. ▪ Professionalism and reputation of the publishing house. 	<p>Max 20 points</p>
<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? ▪ Effectiveness of the indicated distribution channels and their outreach to the stated target audience. ▪ Ways to promote the project and marketing plan. 	<p>Max 15 points</p>



4.	Budget	<ul style="list-style-type: none"> ▪ Does the budget correspond to the planned scope of the project? ▪ Is the proposed budget accurate, credible, and realistic? ▪ Is the translator's rate fair? Please check the relevant translation rates in Ukraine. 	M a x 15 points
5.	Overall impression	<ul style="list-style-type: none"> ▪ Will the translation have an impact on the cultural environment? ▪ How thoughtful is the planning of the entire project? How complete and professional is the submitted application? 	M a x 10 points

19. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes 4-6 weeks.
- You will receive the results of the assessment through an email sent by 21 April 2025. We will send a notification email to the email address you used to register on the online platform.
- If your application is successful, we will request that you fill in a self-declaration form to make sure your publishing house is compliant with our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- If your self-declaration does not contradict our values, we will send an email asking you to provide additional documents needed for the preparation grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.



- We will sign the grant agreement in September 2023. The first money transfer will be on your account within 30 days from the signing of the agreement.

20. 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, do not get upset. You can apply for the next open call or choose another opportunity. You can find dozens of grants, scholarships, residencies, and courses in our [catalogue of opportunities](#).

21. Timeline

Deadline for consultations – Thursday 20 March 2025, 15.00 Kyiv time

Deadline for application – Friday 21 March 2025, 15.00 Kyiv time

Announcement of results – by 21 April 2025

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

22. Reporting

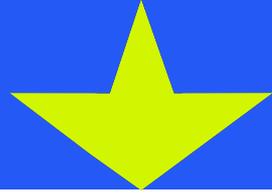
While implementing the project, you will have to submit several reports on project activities and expenditures.

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.

23. 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](#).

24. Contact



If you have any questions regarding Translation Grants, feel free to write to tetiana.manziuk@houseofeurope.org.ua. We will do our best to help you.

We finish consultations one day before the deadline, so make sure to contact us no later than **Thursday 20 March 2025, 15.00 Kyiv time.**

You can find answers to the most frequently asked questions in the [FAQs](#).