

# 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\*<sup>1</sup> 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.

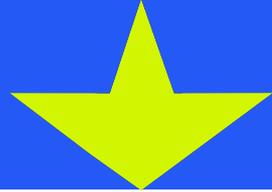
Implementation of House of Europe is led by Goethe-Institut Ukraine, with The British Council, Institut français, and Czech Centres as consortium partners.

### 2. 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,

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<sup>1</sup> 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.



publishing and marketing activities. Publishing houses and organisations from the EU\* and Ukraine can apply.

### 3. Glossary

- Project – in this context means the translation of a book or collection of stories/poetry from Ukrainian language into a language of EU Member States; or translation of a book from languages of EU Member States/languages of national minorities of Ukraine into the Ukrainian language; or translation from EU languages or Ukrainian to Braille with further publication of the book in electronic or printed form and the possibility of further distribution of the book.
- 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.

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### 4. What kind of translation is allowed for Ukrainian publishers?

Ukrainian publishing houses can translate books:

- From EU-languages to Ukrainian
- From EU-languages to Ukrainian and into Ukrainian Braille
- From Ukrainian minorities languages to Ukrainian
- From Ukrainian to Ukrainian Braille if the original book has been published in the EU\* in one of EU languages

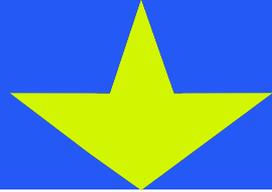
In case of translations into Braille the budget can be increased.

### 5. What kind of translations is allowed for EU\* publishers?

Publishing houses from the EU\* can win a grant to translate a book:

- From Ukrainian to an EU-language
- From Ukrainian to an EU-language and into EU Braille
- From EU languages to Braille if the original books has been published in Ukraine

In case of translations into Braille the budget can be increased.



## 6. What kind of books can be translated?

- 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

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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.

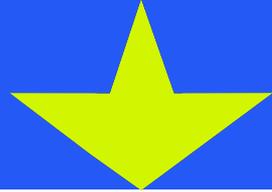
If you have any doubts about whether your project fits one of those categories, feel free to contact us before applying. We will help you clarify the issue. Write to [hanna.pinchuk@houseofeurope.org.ua](mailto:hanna.pinchuk@houseofeurope.org.ua).

## 7. 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

## B. 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\* publishers).

## 9. What Braille translations does the grant support?

- For EU\* publishers: translations from EU languages into Braille. The original must be published in Ukrainian and either have been translated into the EU language already, or be translated as part of the House of Europe Translation Grant now applied for.
- For Ukrainian publishers: translations from Ukrainian into Ukrainian Braille. The original work must be published in a EU language and in one of the EU\* countries and either have been translated into Ukrainian, or be translated as part of the House of Europe Translation Grant now applied for.

For translations involving Braille the maximum amount could be increased.

## 10. What other requirements do we have?

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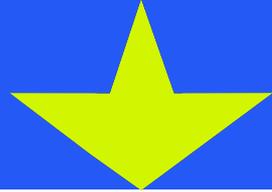
- The book you want to translate must be published in one of the EU\* Member States or Ukraine.
- Only translations from original works can be supported.
- Translators have to translate into their mother tongue.
- We encourage publishers from the EU\* to involve in the project two translators: a native speaker of the target language and a Ukrainian native speaker.

## 11. 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.
- The supported book must be available for sale after publishing.

## 12. What is the timeframe of the project?

You must complete the work on the project in 3-10 months: translate and publish the book, as well as report for expenditures.



Implementation of your project is possible no earlier than at the beginning of January 2022.

### 13. 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.

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

The amount depends on the book and will be discussed after selection individually. Please indicate additional costs in the budget and justify them in your application text.

### 14. 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:

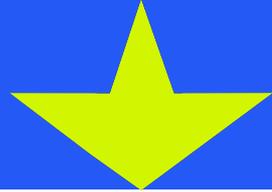
- Proofreading, editing, etc
- Book design
- Publishing costs
- Promotional events

### 15. Which expenses cannot be covered?

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

### 16. How and when will the grant be paid out?

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.

## 17. Who can apply?

Publishing houses and organisations:

- Registered in Ukraine or in EU Member State or the UK
- Registered as legal entity (Ltd, NGO, or individual entrepreneur).
- Ready to co-finance at least 30% of the total project budget. Co-funding can be your own money or money from another donor.

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## 18. How to apply?

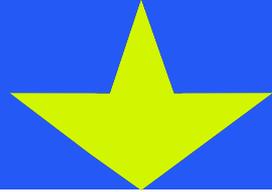
To apply for a Translation Grant you should submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button by **Tuesday 26 October 2021, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

We finish consultations **four days before the deadline**. Make sure to contact us no later than **Friday 22 October 2021, 15.00 Kyiv time** if you have any questions or problems.

## 19. How do I register on the online platform?

You have to register on the online platform to be able to fill in an electronic application.



Your email address is required. 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.

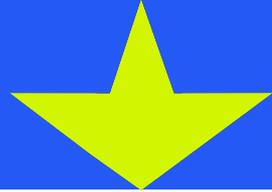
When registering, make sure to put a tick in the field: “I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time.” You will not be able to receive important communication from us regarding the status of your application if you do not provide your consent.

## 20. 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:

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<b>Field 'Chapter'</b>
Translation Grants
<b>Field 'Open call'</b>
<ul style="list-style-type: none"> <li>▪ Translation Grants for UA publishers</li> <li>▪ Translation Grants for EU and UK publishers</li> </ul>
<b>Field 'Entry name'</b>
Enter the name of your publishing house
<b>Tab 'Details'</b>
<ul style="list-style-type: none"> <li>▪ Name, surname of translator</li> <li>▪ Telephone number of translator</li> <li>▪ Email address of translator</li> <li>▪ Place of residence of translator</li> <li>▪ Name of publishing house</li> <li>▪ Address of the publishing house</li> <li>▪ Telephone number of the publishing house</li> <li>▪ Website of the publishing house</li> <li>▪ Contact person at the publishing house</li> <li>▪ Contact person's position in the publishing house</li> <li>▪ Telephone number of the contact person at the publishing house</li> <li>▪ Email address of the contact person at the publishing house</li> </ul>
<b>Tab 'Questions'</b>



- 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>
- Previous experience in Braille translation
- 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

#### 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

#### Tab 'Attachments'

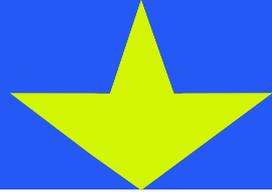
Attach additional supporting documents

#### 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.

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- 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](mailto:hanna.pinchuk@houseofeurope.org.ua). Please keep in mind that we finish consultations four days before the deadline, so make sure to contact us no later than **Friday 22 October 2021, 15.00 Kyiv time**.

## 21. 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 drafted in our template: [budget form for EU\\* publishers](#), [budget form for Ukrainian publisher](#)
- Marketing plan drafted in [our marketing plan template](#)
- Text samples: 10 pages from original book (preferably translated in English and Ukrainian)
- Constituent documents of the legal entity applying

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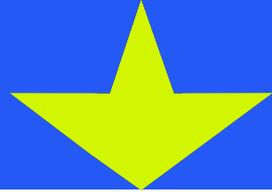
Please note that if you do not attach the requested documents, we cannot consider your application.

## 22. 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.

## 23. 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.

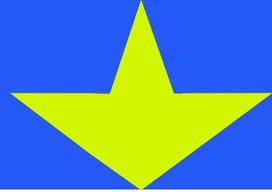
If your application is compliant with that, independent experts contracted by the House of Europe will evaluate it according to the selection criteria. Three experts will evaluate each application. If their evaluations differ significantly, we can request additional external expertise.

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.

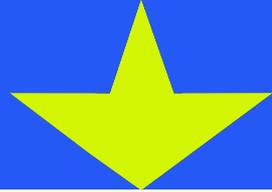
#### 24. What are the selection criteria?

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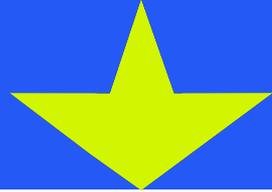
Selection criteria



1.	<b>Relevance</b>	<ul style="list-style-type: none"> <li>▪ How relevant is the proposed translation project? If non-fictional: to what extent does it respond to current needs in the respective sector?</li> <li>▪ 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?</li> <li>▪ How unique is this book among similar publications on the market?</li> </ul>
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<p>2.</p>	<p><b>Competence</b></p>	<ul style="list-style-type: none"> <li>▪ Does the applying organisation have relevant experience of translating and publishing books, and if it does, how successful was it?</li> <li>▪ 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?</li> <li>▪ Please evaluate the quality, professionalism, and reputation of the translator.</li> <li>▪ Please evaluate the quality, professionalism, and reputation of the publishing house.</li> </ul>
<p>3.</p>	<p><b>Methodology</b></p>	<ul style="list-style-type: none"> <li>▪ How well has the project been planned? How clear and realistic are the suggested action plan and timeline?</li> <li>▪ Please evaluate the indicated distribution channels and their outreach to the stated target audience.</li> <li>▪ Does the applying organisation have an overview of ways to promote the project? Is there a marketing plan? Please evaluate it.</li> </ul>

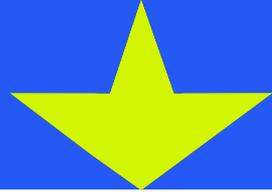


4.	Budget	<ul style="list-style-type: none"> <li>▪ Does the budget correspond to the planned scope of the project?</li> <li>▪ Do the planned costs correspond to the project activities?</li> <li>▪ Is the proposed budget accurate, credible, and realistic?</li> <li>▪ Is the translator’s rate fair? Please check the relevant translation rates in your country.</li> </ul>
5.	Affinity to House of Europe goals and values	<ul style="list-style-type: none"> <li>▪ 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?</li> <li>▪ Does the project involve translation into Braille?</li> </ul>

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## 25. 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 not earlier than 1 December 2021. 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 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.
- If you provide all 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\*. The process of preparing and signing the grant agreement may take up to four weeks from the notification on the result.

## 26. 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 more than 20 programmes on our website.

## 27. Timeline

Launch of the open call – 5 October 2021

Deadline for consultations – Friday 22 October 2021, 15.00 Kyiv time

Deadline for application – Tuesday 26 October 2021, 15.00 Kyiv time

Announcement of results – no earlier than 1 December 2021

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

## 28. Reporting

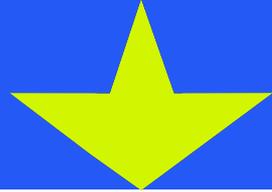
While implementing the project, you will have to submit several reports on project activities and expenditures. We invite you to take a look at templates of reports in advance to estimate the time needed to prepare the report:

- 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.

## 29. 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.



## 30. Contact

If you have any questions regarding Translation Grants, feel free to write to [hanna.pinchuk@houseofeurope.org.ua](mailto: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 22 October 2021, 15.00 Kyiv time**.

You can find answers to the most frequently asked questions time in the **FAQs**.