

Application Guidelines Translation Grants for Ukrainian publishers: endangered languages

1. House of Europe

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

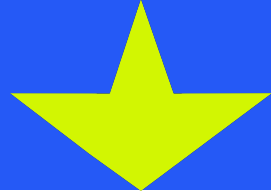
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This encompasses 20+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.

The programme is implemented by **Goethe-Institut Ukraine**.

2. Translation grants

Translation Grants support the translation of fiction and non-fiction books by publishing houses from Ukraine. Translate books from endangered languages into Ukrainian, and visa versa – from Ukrainian into engaged languages. A grant covers all the expenses and can be used on all stages of production: translation, acquisition of copyright, design, publishing and marketing activities.



3. Glossary

- **Endangered languages** are the languages of national minorities of Ukraine that are in danger of disappearing: Belarusian, Gagauz, Yiddish, Karaite, Crimean Tatar, Krymchak, Roma, Rumey, and Urum languages

4. Translation into which languages is allowed?

- From endangered languages to Ukrainian
- From Ukrainian to endangered languages

5. What kind of books can be translated?

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

2

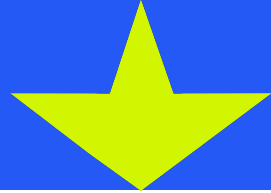
The selection of texts to be translated does not necessarily have to be already published in one single book: collections of stories or poetry can also be translated.

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.

6. 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

7. What other requirements do we have?



- Only translations from original works can be supported.
- Print the book or publish it in an electronic format.
- The book you want to translate must be already published.
- You can publish a bilingual edition.
- Increase your chances of getting a grant by covering part of the expenses yourself or through another grant.

8. What we want to see?

- Understanding the importance of book publishing in endangered languages.
- You have a detailed marketing and distribution plan in place.
- You mention the translator's name on the cover.
- The supported book must be available for sale after publishing.
- A person with experience working with endangered languages in a team.

9. Who can apply?

3

Publishing houses and organisations:

- Registered in Ukraine
- Have an LLC, NGO, or FOP
- Have the legal right to engage in publishing activities

10. What is the amount of a grant?

The maximum grant amount is **EUR 5,000**.

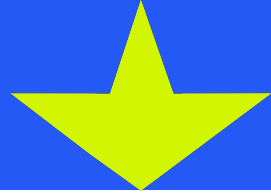
11. Which expenses are covered by a grant?

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



12. Which expenses cannot be covered?

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

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

The grant will be paid in UAH according to the exchange rate of the German Embassy in Ukraine on the day of the money 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.

14. What is the timeframe of the project?

You can start working on your project in February 2025.

The project must be completed in 6-10 months: the book translated and published, while the report for expenditures completed.

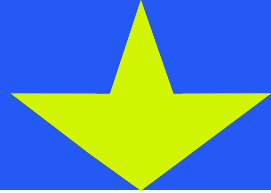
15. How to apply?

Submit an application via our [online platform](#). Please register and click the 'Start entry' button. After that, choose the chapter 'Translation Grants for Ukrainian publishers: endangered languages'. 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 **Thursday 24 October 2024, 15.00 Kyiv time**. We finish consultations one day before the deadline. Make sure to contact us before **Wednesday 23 October 2024, 15.00 Kyiv time** if you have any questions or problems.

16. 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**. Do not forget to fill in the Justification tab.
- Marketing plan drafted in **our template**
- Text samples: 10 pages from original book and, if possible, 10 pages of translation
- Constituent documents of the legal entity applying

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

17. How many applications can I submit?

- You can apply with only one project within one open call.
- You can get a Translation Grant several times. Feel free to apply, even if you are still working on a translation of a previous book.

5

18. How will my application be evaluated?

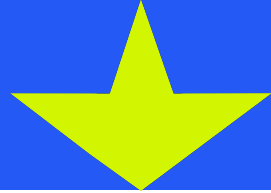
Your application will go through two stages of assessment.

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.

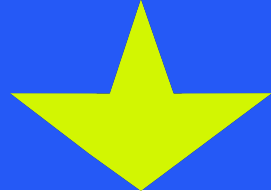
If your application is compliant with that, independent experts contracted by the House of Europe will evaluate it according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.

19. What are the selection criteria?

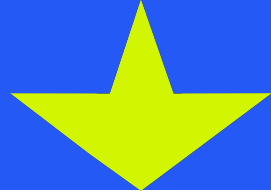


Selection criteria		
1.	Relevance	<ul style="list-style-type: none"> ▪ How relevant is the proposed translation project? If non-fictional: to what extent does it respond to current needs in the respective sector? ▪ How unique is this book among similar publications on the market? ▪ Potential impact on the cultural environment.
2.	Competence	<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 have relevant experience of translating and publishing books, and if they do, how successful were they? ▪ Does the organisation have experience in translating books from/into endangered languages? Are partners with the relevant expertise involved? ▪ Please evaluate the quality, professionalism, and reputation of the translator. ▪ Please evaluate the quality, professionalism, and reputation of the publishing house.



7

<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. ▪ How thought out is the project? How complete and professional is the application?
<p>4.</p>	<p>Budget</p>	<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? Are some of the costs covered via a different source? ▪ Is the translator's rate fair? Please check the relevant translation rates here. ▪ Are some of the costs covered via a different source?



20. 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 3 December 2024. 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 January-February 2025. The first money transfer will be on your account within 30 days from the signing of the agreement.

8

21. 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](#).

22. Timeline

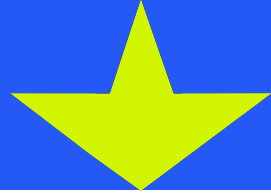
Deadline for consultations – Wednesday 23 October 2024, 15.00 Kyiv time

Deadline for application – Thursday 24 October 2024, 15.00 Kyiv time

Announcement of results – by 3 December 2024

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

23. 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.

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 tetiana.manziuk@houseofeurope.org.ua. We will do our best to help you.

9

We finish consultations one day before the deadline, so make sure to contact us no later than [Wednesday 23 October 2024](#).

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