Canada Council for the Arts | Conseil des arts du Canada

Canadian Heritage | Patrimoine canadien

WRITING AND PUBLISHING SECTION

Book Publishing Support: Translation Grants

Follow these **three steps** to apply for this grant:	
Step 1	Read the **Program Guidelines** for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the **Important Information** section. If you still have questions about the program or the application process, contact the program officer indicated below.
Step 3	Complete all sections of the attached **application form**. Be sure to use the **Checklist** (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, and from people with disabilities.

Deadlines

15 June and 15 October 2016
30 January 2017 (This is the last deadline for this program and GO! will no longer be available. You will need to send in your application by mail.)

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Your completed application and all required support material must be postmarked on or before the deadline date. The Canada Council for the Arts will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email.

Further Information

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Canada Council for the Arts
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1-800-263-5588 (toll-free) or 613-566-4414, ext. 5537

TTY: 1-866-585-5559

PROGRAM GUIDELINES

Mandate of the Writing and Publishing Section	The Writing and Publishing Section contributes to the advancement of Canadian literature, through its programs and in line with the directions, policies and procedures established by the Canada Council for the Arts. It supports professional literary artists and arts organizations involved in fostering and promoting Canadian literary arts.
Program Description	This program provides grants for the translation of literary works written by Canadian authors. Translation must be into French, English or an Aboriginal language for publication in Canada. Successful applicants may have access to additional support for reading fees for prospective titles to translate, bilingual editing and promotion of the translated works. The Canada Council for the Arts is administering, on behalf of the Department of Canadian Heritage, the National Translation Program for Book Publishing (NTPBP). The National Translation Program for Book Publishing is designed to increase the availability of Canadian-authored books in both official languages, under the Government of Canada's official language strategy, the Roadmap for Canada's Official Languages 2013-2018.
Program Objectives	This program encourages the translation of Canadian-authored literary works into French, English or an Aboriginal language to enlarge the readership for these works and foster a greater appreciation of the respective literatures across linguistic communities.
Eligibility	Note that meeting the eligibility criteria does not guarantee that you will receive a grant. **Applicant eligibility** The application must be submitted by the publisher who will publish the translation. **Publishers** seeking assistance **must currently** be receiving Block Grants from the Canada Council. In addition, publishers must: • already have published at least three eligible titles in the target (except in the case of translations into an Aboriginal language) • have an effective network for distribution of the translated works. **Translator eligibility** The **translator** must be a Canadian citizen or permanent resident of Canada and a recognized professional translator who has completed a degree in translation or has had at least one literary translation book published by a recognized publisher. The translator will also be considered eligible if he or she is a professional writer. Owners and regular employees of publishing houses are not accepted as translators, readers or bilingual editors under this program. Writers cannot normally obtain funding to translate their own work.

Eligibility (continued)	**Title eligibility** **Title** eligibility criteria are the same as those for the Book Publishing Support: Block Grants program. **Ineligible titles include** – but are not limited to – narrative text with **less than 1,500 words**, academic, scholarly or educational publications destined primarily for an educational or scholarly audience, guides, manuals or practical books, psychology and self-help books. **Restrictions** • **NEW**: During any Canada Council fiscal year (April 1 to March 31), you can submit several applications for support for translation and **one** request for additional support. • You can receive **support for the translation of eight titles maximum** per fiscal year**.** • You must submit your application before the translation has been completed according to the date specified in the agreement with the translator. • Unsuccessful applications may not be re-submitted in the same fiscal year. • Retranslations of previously translated works are not eligible unless there are exceptional circumstances. • Unpublished manuscripts are not eligible. • Translation for **theatre production** is not eligible in this program. Please refer to the Theatre International Program on the website, or contact the Theatre Section.
Support for Translation	You can submit several applications for support for translation within the same fiscal year (between April 1 and March 31.) Publishers may apply for the cost of translating an eligible title, to a maximum of $25,000. These grants cannot be used for translations that have already been completed before the application is submitted. The amount of the grant is based on the word count of the source text. The Canada Council's contribution rates toward the cost of translation per word are: • $0.25 for poetry • $0.20 for drama • $0.18 for all other genres. These rates will be in effect as long as the Canada Council administers the National Translation Program for Book Publishing.

Additional Support for Translation Grant Recipients	**NEW:** You can submit **one** application for additional support per fiscal year (April 1 to March 31). Eligible publishers may apply for additional support for the following categories of activities: • reading fees for prospective titles • bilingual editing • promotion of translated titles. **Support for Reading Fees for Prospective Titles** Eligible publishers can request additional support to cover the fee of a freelance reader to assess the suitability for its list of an existing book or books in the other official language. The book must meet the eligibility criteria for a literary title according to the Book Publishing Support guidelines. The maximum available per publisher for Reading Fees is $1,500 per annual application. **NEW:** To request Support for Reading Fees, you must fill out Part C of the form and provide estimates from freelance readers for the **anticipated reading fees for the 12 months following the submission of your application.** **Support for Bilingual Editing** Eligible publishers can request additional support towards the cost of the services of a bilingual editor to verify the quality of the titles translated with the support of this program. The Canada Council's contribution will cover 75% of the cost of the services of a freelance editor to a maximum of $2,500 per publisher per annual application. The funds can be applied to more than one title. **NEW:** To request Support for Bilingual Editing, you must fill out Part C of the form and provide estimates from freelance bilingual editors for the **anticipated editing expenses to be spent in the 12 months following the submission of your application**. **Support for the Promotion of Translated Titles** Eligible publishers can request an amount towards special promotion of translated published works supported by this program to a maximum of $2,000 per title. Eligible expenses are ads, posters and bookmarks, review copy mailings, publicist fees, promotional items and special events to promote the translated title. Standard promotion costs such as publisher catalogues or newsletter listings and web pages are **not** eligible because they are covered by the Block Grant. Promotional activities for which the publisher receives assistance through the Canada Council's Author Promotion Tours or the Literary Readings and Author Residencies program are **not** eligible. **NEW**: To request Support for the Promotion **of Translated Titles**, you must include in your application **a promotion plan for all the translations to be published between April 1, 2016 and March 31, 2017.** The plan must present promotional strategies and activities for your entire program of translated publications for that year, along with a detailed promotion budget for each title.

Assessment of Applications	**Assessment process** Applications will be assessed internally by the Writing and Publishing Section. Decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds. **Assessment criteria** Bonus points awarded by the Block Grants peer assessment committees determine which applications have priority. In addition, the committee will base its review of applications on the assessment criteria listed below: *Impact* • the potential impact on the translated title's visibility, and that of its author and its publisher's translation program, and for future opportunities, as described in the application; *Relevance* • the literary merit and recognized quality of the titles to be translated, as described in the application; *Feasibility* • the experience and capacity of the publisher to undertake the project, as described in the application.

IMPORTANT INFORMATION

Processing the Application	**Application preparation** You may submit your application by mail or electronically using GO! Grants Online. • You are responsible for providing all the information and support material requested. • The Canada Council will make decisions about your eligibility based on the information you provide in your application. • Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. • It is important to inform the Canada Council of any changes to your contact details. **Acknowledgement of receipt** The Canada Council for the Arts will send you a notice acknowledging that your application has been received. It does not confirm that your application is eligible. **Response time** You will be informed of the result of your application approximately **three months** after the application deadline. The Canada Council does not release results by telephone or email. If you have filled out the application form using GO! Grants Online, you will receive an electronic notice asking you to consult the status of your application to learn the results.
Personal Information	The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act. The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.
Grant Terms and Conditions	**Before applying for a grant,** please note that all overdue final reports for Canada Council grants must be submitted and approved in order to be eligible to apply for another Canada Council grant. **If your application is successful,** the terms and conditions will be outlined in the grant notification letter. These are some of the conditions: **Grant payment** The Canada Council will send you the grant money for both Support for Translation and additional support (if applicable) in one instalment, after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.

Grant Terms and Conditions (continued)	The Support for Translation will be paid to the publishing house and must be passed on, in its entirety, to the translator within the timelines agreed to in the contract between the publisher and the translator. **Changes to proposed activities** You must notify the Canada Council immediately, in writing, if you cannot use part or all of the grant during the period stated in your application or if you decide not to publish the translation. You must also advise the Canada Council if there is a change of translator after approval of the grant. You must confirm that the new translator is aware of the amount of the Canada Council grant and that the original translator has been informed of the cancellation of his or her contract. **Expiry date of the grant** Publishers must normally send the translated title to the Canada Council within six months following the expected publication date indicated in the application. The grant funds will be available to complete your project/activity/work for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant. If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing. Otherwise, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received. The Canada Council reserves the right to deduct the amount owing from the publisher's future grants. **Acknowledgement of Canada Council for the Arts support** You must acknowledge the support of the Canada Council for the Arts in the book, as well as in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter. **Final report** Please note that the Canada Council cannot close your organization's grant file until it has received a copy of each published translation. If applicable, you must **submit an annual report on the promotional activities** you undertook (copy of invoices, samples of promo material, copy of the ads, press reviews, etc.); this report must be submitted **along with any new annual application for additional support.** The Canada Council may also require that you submit invoices for the actual expenses related to **Support for Reading Fees** and **Bilingual Editing.**

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Book Publishing Support: Translation Grants

- **The Canada Council for the Arts requires only one copy of the application form.**
- **Do not bind your completed application form.**
- **If you are completing the application on a computer, use the following format.**

PART A1 – IDENTIFICATION OF APPLICANT

Name of publisher

_____

Permanent address

Street address and suite number	Name of contact person for the application
City	Position of contact person
Province or territory	Postal code
Telephone	Fax
Email	Website

PART A2 – DESCRIPTION OF THE GRANT REQUEST

Total amount requested for Translation (Part B)	**$**
Total amount requested for Reading Fees for Prospective Titles (Part C1)	**$**
Total amount requested for Bilingual Editing (Part C2)	**$**
Total amount requested for Promotion of Translated Titles (Part C3)	**$**
TOTAL grant requested	**$**

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PART A3 – DECLARATION

I prefer to communicate with the Canada Council in: ☐ English ☐ French

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As a representative of the organization,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the publisher I represent meets the criteria.
- I understand that the organization that I represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to abide by the Canada Council's decision.
- I will act as the only representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the guidelines.

I confirm that the statements in this application are complete and accurate to the best of my knowledge.

_____ _____

Contact person's signature **(an original signature is required)** Date

PART B – DESCRIPTION OF SUPPORT FOR TRANSLATION REQUEST

Please indicate below **the books for which you are requesting support** and provide the corresponding contracts (with the original publisher and with the translator.)

You can receive support for the translation of **eight titles maximum** per Canada Council fiscal year.

Indicate the **literary genre** below, using the appropriate code: Fiction – **F**; Literary Non-fiction – **N-F**; Children's text – **C**; Drama – **D**; Poetry – **P**; Graphic Novel – **GN**

Original title of the work to be translated, Date of publication	**Genre**	**Author's name, Province or Territory**	**Original publisher**	**Translator's name, Province or Territory**	**Expected date of publication of the translated work**	**Number of words to be translated**	**Rate per word**	**Amount requested for Translation** (maximum of $25,000 per title)
								$
								$
								$
								$
								$
								$

☐ **All the authors and translators are Canadian citizens or permanent residents of Canada** (check)

PART C – DESCRIPTION OF ADDITIONAL SUPPORT REQUEST

You can submit one application for additional support per Canada Council fiscal year.

PART C1 – READING FEES FOR PROSPECTIVE TITLES

Please indicate the **books** and provide the corresponding estimates **for the 12 months following the submission of your application**.

Original title	Author	Genre	Original publisher	Name of anticipated reader	Estimated amount requested for Reading Fees
					$
					$
					$
					$
				TOTAL amount of additional support requested for Reading Fees (maximum of $1,500 per Canada Council fiscal year)	$

PART C2 – BILINGUAL EDITING

Please indicate the **translations** and provide the corresponding estimates **for the 12 months following the submission of your application**.

Original title	Author	Genre	Original publisher	Name of freelance editor	Costs of Bilingual Editing (based on the estimate)	Amount requested for Bilingual Editing (maximum of 75%)
					$	$
					$	$
					$	$
					$	$
					$	$
					TOTAL amount of additional support requested for Bilingual Editing (maximum of $2,500 per Canada Council fiscal year)	$

PART C3 – PROMOTION OF TRANSLATED TITLES

You must also provide **a promotion plan for all the translations to be published for the year,** along with a detailed promotion budget for each title.

Total amount of additional support requested for the Promotion of Translated Titles (maximum of $2,000 per title)	**$**_____

PART E – REQUIRED SUPPORT MATERIAL

You must submit the following support material with your application. This support material will be kept by the Canada Council for the Arts. If you are using GO! Grants Online to present your application, it may also be uploaded.

- **A letter of presentation** (maximum of **3 pages**) describing **all your translation projects for the year**, i.e. all the titles that you are planning to translate **during the Canada Council fiscal year (2016-17)**: you will list the titles for which you are requesting Support for Translation, and those under consideration or currently being negotiated.

  This letter of presentation serves to explain your choices of works, the literary merit of the works you have chosen and your editorial vision in the field of translation. It will also explain the potential impact on the profile of, and future opportunities for, the translated title and its author, as well as for the publisher.

- For each title for which you are seeking support for translation:
  - a copy of the work to be translated, which can be uploaded as a PDF, DOC or DOCX file, or submitted on a CD-ROM or a USB key.
  - for anthologies, you must submit a complete list of the works that will make up the final collection, with photocopies (or a single electronic file) of all the texts to be translated
  - a copy of the translation rights agreement, signed by both parties
  - a copy of the signed contract between the publisher and the translator
  - the translator's résumé (if this is the first time you are requesting funding through this program for work b y this translator)

If you are applying for annual additional support, you must also provide, as applicable**:**

- A copy of all the estimates for reading fees and bilingual editing, provided by freelance professionals who are confirmed or being considered for the tasks.
- A promotion plan for all the translated titles to be published between April 1, 2016 and March 31, 2017, in which you present promotional strategies and activities planned for your entire program of translated publications for that year, along with a detailed promotion budget for each title.

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PART F – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your organization's name on all items.

You must include the following items in the order shown below.

☐ Part A1 – Identification of applicant

☐ Part A2 – Description of grant request

☐ Part A3 – Declaration (an **original signature** is required)

☐ Part B – Description of Support for Translation request

- ☐ A letter of presentation (maximum of 3 pages)

For each title for which you are seeking Support for Translation:

- ☐ A copy of the work to be translated
- ☐ A copy of the translation rights agreement, **signed** by both parties
- ☐ A copy of the **signed** contract between the publisher and the translator
- ☐ The translator's résumé (if applicable

Part C – Description of additional support request (if applicable):

☐ Part C1 –Reading Fees

- ☐ For each title, a quote for the reading fees provided by the freelance professional reader

☐ Part C2 –Bilingual Editing

- ☐ For each title, a quote for the editing costs provided by the freelance professional editor

☐ Partie C3 – Support for Promotion of Translated Titles

For the Promotion Supplement

- ☐ A detailed promotion plan for all the translations to be published
- ☐ For each title, a detailed promotion budget

Send your application to:

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Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8