



WRITING AND PUBLISHING SECTION

International 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, including people with disabilities.

Deadline

Any time before the translation has been completed until 31 January 2017.

The Canada Council for the Arts will not accept incomplete applications or those submitted by fax or email.

Further Information

Mona Kiame

Program Officer Writing and Publishing Section Canada Council for the Arts 150 Elgin Street, P.O. Box 1047 Ottawa ON K1P 5V8 mona.kiame@canadacouncil.ca

1-800-263-5588 (toll-free in North America) or 613-566-4414, ext. 4016

TTY: 1-866-585-5559

WRG10E 04-13



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	The International Translation Grants program provides grants to foreign publishers for the translation of literary works by Canadian authors, for publication abroad. The grants support the translation of works into languages other than French or English.
Eligibility	Note that meeting the eligibility criteria does not guarantee that you will receive a grant. Publisher eligibility
	To apply to this program, your company must be an established publisher with an ongoing publishing program and an active backlist of at least four literary titles. Book publishing must be your company's primary activity, not a peripheral or occasional one.
	Your company must use appropriate and effective means to market, distribute and promote its books in the target-language country or countries. The Canada Council reserves the right to request proof of a contract with a distributor in the target-language country or countries.
	Title eligibility
	You may apply for assistance for the translation of contemporary Canadian- authored literary works that have been professionally published. Eligible categories are poetry, fiction, drama, children's literature (textbooks are not eligible) and literary non-fiction targeted to the general public.
	The Canada Council defines literary non-fiction as narrative text about real events, people or ideas, where the writer's voice and opinion are evident and the narrative is set within a context and a critical framework. The work should be accessible to a general reading audience and cannot be intended for a specialized or academic readership.
	Restrictions
	• You must submit your application before the translation has been completed according to the date specified in the agreement with the translator.
	Owners and employees of publishing houses are not accepted as translators under this program
	• Requests for assistance to translate texts under 1,500 words are not eligible.
	Retranslations of previously translated works are not eligible.
	You may receive only two international translation grants in any Canada Council fiscal year (1 April to 31 March).

Eligibility Restrictions (continued) (continued) Translation for theatre production is not eligible in this program. It may be considered under the Theatre International Program. Please consult the web site or Theatre Section of the Canada Council. **Grant Amount** Amount available Grants cover 50% of the translator's fee. Your company must cover the balance, plus the costs of editing, printing and distribution. The maximum amount available for any one title is \$20,000. These grants cannot be used for projects that have already been completed before the application is submitted. The amount of the grant will be based on the standard translation rate in effect in your (the foreign publisher's) country. If the translator lives outside your country, the amount of the grant will be based on the standard rate in effect in the translator's country of residence. Assessment process Assessment of **Applications** Applications will be assessed internally by the Writing and Publishing Section. Assessment criteria Funding decisions are based on the availability of funds and the overall literary merit of the translation project in comparison with other eligible applications. Priority will be given to: books that have won or been short-listed for literary awards translations undertaken by translators who have completed a degree in translation or have had at least one literary translation published by a recognized publisher translations which offer larger potential readerships due to population, publisher size and reputation, and the strength of the promotion plan.

IMPORTANT INFORMATION

Processing the Application

Application preparation

- 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.
- It is important to inform the Canada Council of any changes to your contact details.
- The Canada Council is not responsible for the loss or damage of support material submitted.

Format and layout

All the documents requested and the application form must be submitted:

- printed on one side only
- on separate sheets of **white** paper (letter format, 8½ x 11 inches)
- with a **black** font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

Avoid unusual formatting as it can make documents hard to read.

Acknowledgement of receipt

The Canada Council for the Arts will send you, by mail, 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 by mail, approximately **four months** after the Canada Council receives your completed application. 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.

You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients.

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 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

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 after it has received one copy of the published translation and your grant acknowledgement form, which will be provided with your grant notification letter.

You must be able to demonstrate that the book is on sale to the public through normal bookstore channels, and that the publication meets the professional standards of publishing in the country where it is published, including having an appropriate ISBN.

The grant 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. It can also be paid directly to 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

The translation must normally be published **within three years** of application or the grant may be cancelled.

If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing.

Acknowledgement of Canada Council for the Arts support

You must acknowledge the support of the Canada Council for the Arts in the book that has received an international translation grant, as well as in all promotional material associated with it. Details about the acknowledgement policy will be included with the grant notification.

Final report

Please note that the Canada Council cannot close your organization's grant file until it has received a copy of the published translation.



International Translation Grants

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- > Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.)
- If you are completing the application on a computer, use the following format.

7 If you are completing the application on a computer, use the following format.				
PART A1 – IDENTIFICATION OF APPLICANT				
Name of publishing company:				
Contact person:	Position:			
Mailing address:				
Telephone:	Fax:			
Email:	Website:			
PART A2 – IDENTIFICATION OF TRANSLATO	R			
Name of translator:				
Mailing address:				
Telephone:	Email:			
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 applicant organization, I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the foreign publisher I represent meets the criteria. I understand that the organization that I represent may receive only two international translation grants in any 				
 Canada Council fiscal year (1 April to 31 March). I will act as the only representative of the publishing company. I will keep the other participants informed of the contents and outcome of this grant application. I accept the conditions of the program and agree to abide by the Canada Council's decision. 				
 I am aware that the Canada Council for the Arts 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 knowledge.	complete and accurate, to the best of my			
Name and position of publisher's representative				
Signature (an original signature is required)	Date			

PART B – INFORMATION ON CANADIAN BOOK TO BE TRANSLATED					
Title of book:	Author:				
Originating publisher:	Original publication date:				
Is the author a Canadian citizen or a permanent resident	? □ Yes □ No				
Category: Poetry Fiction Drama	☐ Children's literature ☐ Literary non-fiction				
Has this work won any awards? If it has, provide details:					
Print run planned (number of copies):	Anticipated retail price:				
Projected publication date (month and year):					
PART C – INFORMATION ON TRANSLATION					
Language of translation:	Number of words to be translated:				
Total cost of translation:	How has this amount been calculated?				
	☐ Rate per word				
(Quoted in applicant's national currency), as indicated	☐ Rate per page				
in contract with translator (grants cover 50% of this cost).					
	☐ Rate per character				
PART D – SUPPORT MATERIAL	4 4 4 27				
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.					
Cover letter					
Include a cover letter that explains the reason why your publishing company has chosen this book to be translated (i.e. how it fits your list).					
• General information about the publishing company If this information is not available on your website, describe your publishing company in general terms.					
• Promotion plan for the translated book Outline the promotion plan for the translated book.					
• Contracts					
Provide a signed copy of the contract with the Canadian publisher, author, literary agent or translation rights holder. Provide, also, a signed copy of the contract with the translator.					
Translator's résumé Dravida the translator's resumé or a selected list of t	repolations that he or she has as replaced				
Provide the translator's resumé or a selected list of t Book to be translated	ransiauons mat ne or sne nas completed.				
Include a copy of the book to be translated, which can be uploaded as a PDF, DOC or DOCX file, or submitted on a CD-ROM (the Canadian publisher may send this to the Canada Council).					

PART E – 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 include 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 – Identification of translator		
☐ Part A3 – Declaration (an original signature is required)		
☐ Part B – Information on Canadian book to be translated		
☐ Part C – Information on translation		
Part D – Support material		
□ Cover letter		
☐ General information about publisher		
☐ Promotion plan for translated book		
☐ Signed copy of the publisher's contract with the Canadian publisher, author, literary agent or translation rights holder		
☐ Signed copy of the translator's contract with the publishing company		
☐ Translator's résumé or selected list of translations		
☐ Book to be translated (the Canadian publisher may send this separately)		
Send your application to:		
Writing and Publishing Section Canada Council for the Arts 150 Elgin Street, P.O. Box 1047 Ottawa ON K1P 5V8		