



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 process and assessment, etc.
Step 2	Read the Important Information for Applicants 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 , and 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.

Deadlines

There are **no deadlines** for this program. You may apply at any time during the year. Applications must be submitted **before the translation has been completed** according to the date specified in the agreement with the translator.

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

Further Information

Catherine Montgomery

Program Officer

Writing and Publishing Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

catherine.montgomery@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5574

TTY: 1-866-585-5559

WRG2E 09-11



PROGRAM GUIDELINES

Program Description	<p>This program provides financial assistance for the first 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 request supplements for Travel Assistance, Editing Assistance and Promotional Assistance.</p> <p>Note: From 2010-11 to 2012-13, the Canada Council for the Arts is administering, on behalf of the Department of Canadian Heritage, the National Translation Program for Book Publishing (NTPBP).</p> <p>The National Translation Program for Book Publishing is designed to increase the availability of Canadian-authored books in both official languages, delivering on the commitment that the Canadian government announced in June 2008, in the <i>Roadmap for Canada's Linguistic Duality</i>.</p>
Eligibility	<p>Note that meeting the eligibility criteria allows you to apply to the program. It does not, however, guarantee that you will receive a grant.</p> <p>Applicant eligibility</p> <p>The application must be submitted by the publisher who will publish the translation.</p> <p>Publishers seeking assistance must currently be receiving support from the Block Grants or Emerging Publisher Grants program. The publisher eligibility criteria for these programs are outlined in the program application guidelines entitled “Book Publishing Support: Emerging Publisher Grants and Block Grants.”</p> <p>In addition to meeting those criteria, publishers must:</p> <ul style="list-style-type: none">• already have published at least three eligible titles in the language of translation in which they are seeking assistance (except in the case of translations into an Aboriginal language), and• have an effective network for distribution of the translated works. <p>Canadian theatre companies should apply to the Theatre Section for the translation of Canadian plays for performance.</p> <p>Translator eligibility</p> <p>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 published by a recognized publisher. The translator will also be considered eligible if he or she is a professional writer.</p> <p>Owners and employees of publishing houses are not accepted as translators under this program. Writers cannot normally obtain funding to translate their own work.</p>

<p>Eligibility (continued)</p>	<p>Title eligibility</p> <p>Title eligibility criteria are the same as those for the Book Publishing Support: Emerging Publisher Grants and Block Grants program components. These criteria are listed in the application guidelines for these program components.</p> <p>Restrictions</p> <ul style="list-style-type: none"> • Applications must be submitted before the translation has been completed according to the date specified in the agreement with the translator. • Applications must be for texts of 1,500 words, or more. • Retranslations of previously translated works are not eligible unless there are exceptional circumstances. • Publishers cannot have more than eight Canada Council translation files open at any one time. • Unsuccessful applications may not be re-submitted in the same fiscal year. • Your organization is not eligible to apply to this program until all its overdue final reports for Canada Council grants have been submitted and approved.
<p>Grant Amount</p>	<p>Translation assistance</p> <p>Publishers may apply for the cost of translating an eligible title, usually to a maximum of \$25,000.</p> <p>These grants cannot be used for projects that have already been completed before the application is submitted.</p> <p>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 are \$0.25 per word for poetry, \$0.20 for drama and \$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.</p>
<p>Readers’ Fees for Prospective Titles</p>	<p>Publishers currently receiving support through the Book Publishing Support: Block Grants or the Book Publishing Support: Emerging Publishers program may apply for assistance to cover the fee for a 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 reader will provide a written report on the prospective title for translation for the publisher’s list. The maximum available per publisher is \$1,500 per year.</p> <p>To access this funding, publishers must complete and submit a request form, available from the Writing and Publishing Section. The funds are offered on a first-come first-served basis until the budget is spent.</p>

<p>Supplements for Recipients of Translation Grants</p>	<p><i>Travel assistance for author/translator meeting</i></p> <p>Publishers may request assistance for the travel cost of one meeting between the author and the translator. The Canada Council’s contribution covers the cost of economy plane or train fare to a maximum of \$500.</p> <p>To access this funding, publishers must submit a written request indicating the reason for the trip and travel dates and must include a copy of the plane or train ticket. Supplements for travel assistance will be awarded on a first-come first-served basis until the budget is spent.</p> <p><i>Editing assistance for translated titles</i></p> <p>Publishers may request assistance towards the cost of the services of a bilingual editor to verify the quality of the translated title. This funding is available for translations supported since April 1, 2009. The Canada Council’s contribution will cover 75% of the cost of the services of a freelance editor (not a company employee) to a maximum of \$2,500 per publisher per year. The funds can be applied to more than one title.</p> <p>To access this funding, publishers must submit an invoice from the editor, indicating the title of the edited work and confirming the amount paid. The funds are offered on a first-come first served basis until the budget is spent.</p> <p><i>Promotional assistance for translated titles</i></p> <p>Publishers may request assistance towards the costs of promoting a translated work to a maximum of \$2,500. The amount awarded is based on eligible expenses (such as posters, bookmarks, review copy mailings) in the budget submitted by the publisher. 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.</p> <p>To access this funding, publishers must submit a written request and budget for the planned promotional activities. This request must be sent when the publisher requests the final payment of the Translation Grant and submits a copy the translated work to the Canada Council.</p>
<p>Assessment of Applications</p>	<p>Applications are reviewed by the Writing and Publishing Section. Bonus points awarded by the Block Grants and Emerging Publishers Grants peer assessment committees determine which applications have priority.</p>

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p>Response time</p> <p>You will receive the results, by letter, approximately four months after the Canada Council receives your completed application. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p>
<p>Personal Information</p>	<p>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 <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>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.</p>
<p>Grant Terms and Conditions</p>	<p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter. Acceptance of a grant means that the organization promises to adhere to the plan of activities submitted in its application.</p> <p>The Canada Council pays Translation Grants in two instalments, the first of which represents 75 percent of the total grant. The final 25 percent of the grant will be paid once the Canada Council receives a copy of the published translation.</p>

<p>Grant Terms and Conditions (continued)</p>	<p>The Translation 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.</p> <p>Changes to proposed projects or programs of work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately.</p> <p>If there is a change of translator after approval of the grant, you must advise the Canada Council immediately, in writing. 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.</p> <p>Expiry date of the grant</p> <p>Publishers must normally publish the translated version within three years of the date of application. If the translated work is not published within this time frame, the publisher may be required to reimburse the Canada Council for the full grant amount received. The Canada Council reserves the right to deduct the amount owing from the publisher's Block Grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all their documentation and in their publications and programs related to the grant.</p> <p>Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>Please note that the Canada Council cannot close your organization's grant file until it has received a copy of the published translation.</p>
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Book Publishing Support: 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.

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 –DECLARATION

In which language do you prefer to communicate with the Canada Council? English French

For your organization 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 the organization I represent meets the criteria.
- I understand that my organization 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 accept the Canada Council’s decision.
- I will act as the only representative of the organization, and I will keep its directors informed of the outcome of this application.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Contact person’s signature (an original signature is required)

Date

PART B – INFORMATION ON THE CANADIAN WORK TO BE TRANSLATED

Original title of the work for which translation assistance is requested:

Author's name, city and province or territory:

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Is the author a Canadian citizen or a permanent resident?

Yes No

Category: Fiction Poetry Drama

Children's literature Non-fiction

Original publisher:

Original publication date:

Is this the first time that a work by this author has been translated into English, French or an Aboriginal language?

Yes No

Projected publication date:

Projected print run:

Number of words to be translated:

Rate contracted with the translator:

\$0. _____ per word

PART C – INFORMATION ON THE TRANSLATOR

Translator's name:

Mailing address:

Telephone:

Is the translator a Canadian citizen or a permanent resident?

Yes No

Will the translator receive a share of the royalties?

Yes No

As per the enclosed copy of the signed contract with the translator

PART D – 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 copy of the work to be translated, which can be uploaded as a PDF, DOC or DOCX file, or submitted on a CD-ROM.
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, and
- the translator's résumé (if this is the first time you are requesting funding through this program for work by this translator)

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 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 –Declaration (an original signature is required)
- Part B – Information on the Canadian Work to be Translated
- Part C – Information on the Translator
- Part D – Required Support Material
 - 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)

Send your application to:

Writing and Publishing Section

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