

Support for Foreign Publishers Publishing Latvian literature

PROJECT RULES

1. General provisions

1.1. "Support for Foreign Publishers Publishing Latvian Literature" is a program that has been developed by the International Writers' and Translators' House (hereafter referred to as IWTH) and is financed by the Ministry of Culture of the Republic of Latvia and the State Culture Capital Foundation. It is administered by the IWTH.

1.2. The aim of the program "Support for Foreign Publishers Publishing Latvian Literature" (hereafter referred to as the Program) is to ensure that the best of Latvian literature is accessible and known beyond the borders of Latvia.

1.3. To achieve the aim of the Program, IWTH organizes Contest for foreign publishers to provide financial support to foreign publishers publishing Latvian prose, poetry, drama, non-fiction, journalism, children's literature, classic literature, thereby developing the interest of foreign publishers in Latvian literature and its translations in different languages.

1.5. The rules of the Contest are drawn up by the IWTH and agreed upon with the Memorandum of Agreement.

1.6. The Contest is to be announced by the IWTH.

1.7. Any foreign publisher who is a legal entity and has experience in working with foreign authors has the right to take part in the Contest.

1.8. The Contest applicant can apply for financial support for the costs of publishing a book. The maximum support per book project is 3 000 euros.

1.9. In exceptional cases, a commission of experts (see Point 6) may decide on allocating a greater amount of funding for one book if the project is viewed as remarkable for its artistic qualities and has special potential from the perspective of promoting Latvian literature.

1.10. The period for the implementation of one project is till the end of the calendar year.

2. How to submit project applications

2.1. Applications for the Contest are accepted through the IWTH website (www.latvianliterature.lv) by submitting documents (see Point 3.2.) in a special section of the website GRANTS.

2.2. The Rules of the Contest, the application form and information on the Contest procedures are available on the IWTH website at www.latvianliterature.lv.

2.3. The Contest takes place three times a year. Project applications are accepted in accordance with the deadlines set by the IWTH. Projects that are not submitted to the IWTH by the deadlines that have been set are not considered.

3. Drafting of and content of project applications:

3.1. The project applications must include one copy of an application in English filled out online and included in an attachment on the IWTH's website at www.latvianliterature.lv.

3.2. The application must include:

- 3.2.1. A completed application form (appendix No 2);
 - 3.2.2. Edited excerpt of the translation together with appropriate fragment of original text (for poetry from 50 to 200 lines, and for prose approximately 10 000 characters);
 - 3.2.3. A resume of the translator (CV);
 - 3.2.4. A resume of the editor (CV);
 - 3.2.5. Information on the copyright of the book to be published — a copy of the publisher's agreement with the author or his or her representative;
 - 3.2.6. A copy of the contract with the translator;
 - 3.2.7. The project budget in euros with the specified co-financing amount (in case there is co-financing) and the total cost, as well as information on additional financing (in the case there is additional financing) (appendix No. 3);
- 3.3. Inclusion of the publisher's catalogue or list of books it has published over the last 2 years (or website link that shows this information) is encouraged.
- 3.4. Project documents that require a signature (3.2.1, 3.2.5, 3.2.6 and 3.2.7) must be scanned.

4. Most important evaluation criteria for project applications:

- 4.1. translation language, its distribution area, the number of users;
- 4.2. the applicant's activities and reputation;
- 4.3. planned marketing activities;
- 4.4. accuracy of project budget, compliance with the market situation etc.;
- 4.5. literary work selected for translation;
- 4.6. cultural context;
- 4.7. quality of translation (if necessary);
- 4.8. copyrights and contracts with author.

5. A project's eligible and ineligible costs:

- 5.1. Eligible costs within the framework of this contest are:
 - 5.1.1. Text editing costs, which include payment of the editor, copy-editor, or consultant in a specific discipline relevant to the translation in case if these not been covered so far by any other source of public funds e.g. State Culture Capital foundation, Ministry of Culture of the Republic of Latvia and other.
 - 5.1.2. Layout and design costs;
 - 5.1.3. Printing costs
 - 5.1.4. Marketing costs.
- 5.2. The contest does not cover payments to a book project coordinator or other administrative costs.

6. The procedure for considering project applications:

- 6.1. The IWTH does not accept for consideration and does not support applications that do not match the aim of the Contest, are not submitted on time or not drafted in line with the requirements.
- 6.2. In accepting the projects submitted for the Contest for evaluation, first and foremost the surety of the fidelity to the requirements established in the Project Rules – the time of submission, the inclusion of all necessary documents for the Project, the mathematical precision of the estimated costs, etc.
- 6.3. In case submitted CV of translator, editor or publisher experience is not convinced by the Expert committee, the Committee may request additional expertise of the translation.
- 6.4. A committee of five experts considers the submitted applications and assesses their compliance with the evaluation criteria.
- 6.5. The candidates for the Committee of experts are nominated by the IWTH, the Latvia Publishers Association, the Latvian Writers Union, State Culture Capital foundation and Ministry of Culture of the Republic of Latvia.
- 6.6. The work term of the five-person Committee lasts one year. The committee is approved by the Memorandum of Agreement.
- 6.7. The Committee's decisions are valid if there are no fewer than three members present. In the case if one of the experts can't participate in the Expert Committee meeting, he or she can send his/her vote electronically. The Committee chairperson is selected from the members and approved by a majority vote.
- 6.8. The Committee evaluates the projects based on their tangible quality and compliance with the Program's priorities (see Points 4 and 5).
- 6.9. The Committee makes decisions by an open majority vote. If there is no majority the chairperson's vote is the decisive one.

7. Results of the Contest and signing the agreement

- 7.1. A reply concerning the results of the contest will be sent online to the address indicated in the application no later than a month after the conclusion of the contest.
- 7.2. The list of the approved projects is published on the IWTH web page www.latvianliterature.lv within a one-week period from the time the results are confirmed by the IWTH.
- 7.3. The summary of results (including the titles of projects and allocated amounts) indicating the total submitted and supported projects number will be published on the IWTH website www.latvianliterature.lv, as well as Applicants will be individually informed about the results, indicating the expert's decision explanation.
- 7.4. The IWTH concludes the agreement with the beneficiary concerning the allocation of financial support for publishing the book, with the agreement signed in 2 copies in English. In exceptional cases, the IWTH can request more precise project estimates before signing an agreement on funding.
- 7.5. Depending on the amount of funding and the project implementation period, the IWTH can apply different funding models, which are stipulated in the grant agreement.
 - 7.5.1. The Publisher receives all the funding after the book has been published and 10 copies of the book has been delivered to IWTH;
 - 7.5.2. The Publisher receives first half of the grant, once the WITH receives the final press-ready file of the book;
- 7.6. In the case if Project applicants need an additional explanation, it must be asked in written form, sending an email to the Program director. The Expert committee will be

informed about claims or explanatory essence and The Expert committee have to react during 10 days with written response. The Program director is responsible for further dissemination of information.

7.7. The grant agreement has to be signed from both parties during 2 month after official announcing of the results. After this term the grant is considered as invalid.

8. Reports

- 8.1. For each project supported in the framework of this Program, the Publisher must submit financial and substantive reports to the IWTH. The forms for both reports can be found on the webpage of the IWTH at www.latvianliterature.lv.
- 8.2. The report deadlines are set in the grant agreement.
- 8.3. The financial report contains payment orders and contract / invoice copies (if necessary, with a translation into English).
- 8.4. The substantive report includes the delivering of the actual book or (in the case of the interim report) the layout of the book. The substantive report also includes a mandatory number of copies of the book sent to Latvia; the amount of books is defined in each contract separately, but shall not be less than 10 copies.

9. Other obligations

- 9.1. In the case that the financing of the Program that has been allocated is spent in its entirety before the end of the year, the IWTH has the right to temporarily suspend the implementation of the Contest.
- 9.2. If during the implementation of the project, the Publisher does not fulfil his or her obligations in the given time period, the project may be extended or cancelled. In the case that the project is cancelled, the grant funding is to be paid back to the IWTH.
- 9.3. It is at the regular meeting of the Committee of experts that it decides upon the extension or cancelling of the project.
- 9.4. The IWTH does not accept for consideration applications of Publishers who have not fulfilled their previous obligations in the framework of other projects and/or have not submitted reports concerning the projects.