



Canada Council  
for the Arts    Conseil des arts  
du Canada

## WRITING AND PUBLISHING SECTION

### International Translation Grants

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (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

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

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WRG10E 03-12



## PROGRAM GUIDELINES

<b>Program Description</b>	<p>The International Translation Grants program provides assistance to foreign publishers for the first translation of literary works by Canadian authors, for publication abroad. The grants support the translation of works into languages other than French or English.</p>
<b>Eligibility</b>	<p>Note that meeting the eligibility criteria allows your company to apply to the program. It does not, however, guarantee that it will receive a grant.</p> <p><b>Publisher eligibility</b></p> <p>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.</p> <p>Your company must use appropriate and effective means to market, distribute and create public awareness of its publications 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.</p> <p><b>Title eligibility</b></p> <p>You may apply for assistance for the translation of 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.</p> <p>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.</p> <p><b>Restrictions</b></p> <p>You must submit your application before the translation has been completed according to the date specified in the agreement with the translator.</p> <p>The Canada Council will not consider requests for assistance to translate texts under 1,500 words.</p> <p>Translation for theatre production is not eligible in this program. For information about programs related to theatre production, contact the Canada Council Theatre Section.</p> <p>Owners and employees of publishing houses are not accepted as translators under this program.</p>

<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>The maximum amount available for any one title is \$20,000.</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 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.</p> <p>Grants cover 50 percent of the translation costs. Your company must cover the balance, plus the costs of editing, printing and distribution.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Applications will be assessed by staff of the Writing and Publishing Section.</p> <p>Funding decisions are based on the availability of funds and the overall literary merit of the translation project in comparison with other eligible applications.</p> <p><b>Assessment criteria</b></p> <p>Priority will be given to books that have been short-listed for or have won literary awards (for example, a Governor General's Literary Award or Canada-Japan Literary Award).</p> <p>Priority will also be given to translations undertaken by translators who have completed a degree in translation or have had at least one literary translation published by a recognized publisher.</p>

## IMPORTANT INFORMATION FOR APPLICANTS

<p><b>Processing the Application</b></p>	<p><b>Acknowledgement of receipt</b></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 in the four-week period after your application has been received.</p> <p>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><b>Response time</b></p> <p>You will receive the results, by letter, approximately <b>four months</b> 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><b>Application preparation</b></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><b>Personal Information</b></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><b>Grant Terms and Conditions</b></p>	<p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b></p> <p>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. Acceptance of a grant means that the organization promises to adhere to the project submitted in its application.</p>

<p><b>Grant Terms and Conditions (continued)</b></p>	<p>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.</p> <p>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.</p> <p><b>Changes to proposed projects or programs of work</b></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, 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><b>Expiry date of the grant</b></p> <p>The translation must normally be published <b>within three years</b> of application or the grant may be cancelled.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in the book that has received an international translation grant.</p> <p>Details about the acknowledgement policy will be included with the grant notification.</p> <p><b>Final report</b></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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## 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.

<b>PART A1 – IDENTIFICATION OF APPLICANT</b> (Please inform the Canada Council if your address changes.)	
Name of publishing company:	
Contact person:	Position:
Mailing address:	
Telephone:	Fax:
Email:	Website:
<b>PART A2 – IDENTIFICATION OF TRANSLATOR</b>	
Name of translator:	
Mailing address:	
Telephone:	Email:
<b>PART A3 - DECLARATION</b>	
<p>Will you permit the Canada Council for the Arts to include your company’s name and address on its mailing list? (This information will be used for Canada Council business only, including surveys.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In which language do you prefer to communicate with the Canada Council? <input type="checkbox"/> English <input type="checkbox"/> French</p> <p><b>For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.</b></p> <p>As a representative of the applicant organization:</p> <ul style="list-style-type: none"> <li>• I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the foreign publisher I represent meets these criteria.</li> <li>• 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.</li> <li>• I accept the conditions of the program, as outlined in the application guidelines, and agree to accept the Canada Council’s decision.</li> <li>• 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 application guidelines.</li> </ul> <p><b>I confirm that the statements in my application are complete and accurate, to the best of my knowledge.</b></p>	
<hr style="width: 50%; margin-left: 0;"/> Name and position of publisher’s representative	
<hr style="width: 50%; margin-left: 0;"/> Signature (an original signature is required)	<hr style="width: 50%; margin-left: 0;"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Category: <input type="checkbox"/> Poetry <input type="checkbox"/> Fiction <input type="checkbox"/> Drama <input type="checkbox"/> Children's literature <input type="checkbox"/> 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:  (Quoted in applicant's national currency), as indicated in contract with translator (grants cover 50 percent of this cost).	How has this amount been calculated?  <input type="checkbox"/> Rate _____ per word <input type="checkbox"/> Rate _____ per page <input type="checkbox"/> Rate _____ per character
PART D – SUPPORT MATERIAL	
<p><b>You must submit the following support material with your application.</b> 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.</p> <ul style="list-style-type: none"> <li>• <b>Cover Letter</b> 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).</li> <li>• <b>General Information About Publishing Company</b> If this information is not available on your website, describe your publishing company in general terms, and include a current catalogue.</li> <li>• <b>Promotion Plan for Translated Book</b> Outline the promotion plan for the translated book.</li> <li>• <b>Contracts</b> 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.</li> <li>• <b>Translator's Résumé</b> Provide the translator's résumé or a selected list of translations that he or she has completed.</li> <li>• <b>Book to Be Translated</b> 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).</li> </ul>	

**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 (including a current catalogue)
  - 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 publisher
  - 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  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8