



Education, Audiovisual and Culture Executive Agency

CREATIVE EUROPE

Culture Sub-programme

SUPPORT TO LITERARY TRANSLATION PROJECTS

GUIDELINES

CALL FOR PROPOSALS 07/2019

Please note that the standard Grant Agreements/Decisions of the EACEA are currently under revision due to the entry into force (on 2 August 2018) of the Financial Regulation 2018/1046. For this reason, the draft Grant Agreements/Decisions related to this call are sent as an example and, consequently, the EACEA reserves the right to introduce changes or additional details subject to the new provisions of the Financial Regulation. In this case the EACEA will announce the changes as soon as possible and, at the latest, before the signature of the grant agreements or grant decisions.

1. INTRODUCTION – BACKGROUND

These guidelines are based on Regulation No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014-2020)¹ and the corrigendum of the 27/06/2014².

They also take into account the priorities stemming from the policy cooperation established at European Union (hereafter "EU") level in the field of culture. The European Agenda for Culture³, that the European Commission issued in 2007, set for the first time a framework for cultural cooperation among EU Member States and between these and the Commission.

Based on that, the EU Council of Ministers adopted a Work Plan for Culture⁴, which sets out priorities for the period 2015-2018, seeking to address the key challenges faced by cultural organisations and SMEs in the creative and cultural sectors at national and EU level in an environment constantly marked by the effects of globalisation and digitisation.

Both the European Agenda for Culture and the Work Plan for Culture help better define and understand the policy framework in which the Creative Europe Programme (hereafter "the Programme") operates and the ultimate objectives pursued through the funding opportunities it offers.

The European Commission is responsible for the implementation of the Programme and for the decision to grant individual EU funds. The Education, Audiovisual and Culture Executive Agency (hereafter "the Agency") manages the Culture and MEDIA Sub-programmes on behalf and under the control of the European Commission.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

2.1. Creative Europe Programme priorities

According to the framework referred to under section 1 of these Guidelines, the Programme seeks to support projects working on and contributing to the agreed priorities; transnational mobility, audience development and capacity building (notably digitisation, new business models and education and training). These programme

1 Regulation No 1295/2013 of the European Parliament and of the Council establishing the Creative Europe Programme was published in the Official Journal of the European Union on 20/12/2013 (OJ L 347, p. 221).

2 Regulation No 1295/2013 published in the Official Journal of the European Union on the 20/12/2013 (OJ L347/221) and 27/06/2014 (OJ L189/260).

3 More information on http://ec.europa.eu/culture/policy/strategic-framework/index_en.htm

4 More information on: http://ec.europa.eu/culture/news/2014/2711-work-plan-culture_en.htm

priorities are noted here below to explain the programme context in which all Creative Europe projects, including literary translation projects, operate. When submitting their applications through the online application system, applicants for literary translation projects must tick the one priority which is the most relevant to their project.

A) Transnational mobility

Transnational mobility is about mobility of artists and professionals as well as transnational circulation of cultural and creative works. Transnational mobility must be embedded in some sense in all projects under the Creative Europe Programme. Mobility is about results, not just a matter of travelling across borders. Literary translation projects shall take this programme priority into account when describing a strategy for the translation, distribution and promotion of the translated package of works of fiction. The strategy can be aimed at, for example, accessing new markets, creating network possibilities, building partnerships and contacts and reaching new and wider audiences.

B) Audience development

Audience development means bringing people and culture closer together. It aims to directly engage people and communities in experiencing, enjoying and valuing arts and culture. Audience development is an important new priority in Creative Europe which helps European artists and cultural professionals and their works reach as many people as possible across Europe and extend access to cultural works to under-represented groups. In its strategy for the translation, distribution and promotion of the translated works, a literary translation project shall aim to expand readership and publics, to diversify them or to deepen the relationship with existing audiences (or a combination of these).

C) Capacity building

Capacity building means helping cultural operators to further develop their skills and internationalise their careers in order to facilitate access to professional opportunities as well as to create the conditions for greater transnational circulation of cultural and creative works and for cross-border networking. In its strategy for the translation, distribution and promotion of the translated works, a literary translation project shall describe any foreseen contributions to activities for capacity building. The following elements and themes must be considered in this context.

C.1) Digitisation

The digital shift is having a massive impact on how cultural and creative goods are made, disseminated, accessed, consumed and monetised. These changes offer opportunities for the cultural and creative sectors, including for the book and publishing sector; and encourage the development of new production, distribution and promotion methods and new business models.

C.2) New business models

In light of the opportunities offered by the new technologies, the cultural and creative sectors must develop and test new models of revenue, management and marketing. Financial and business skills must be enhanced to find new sources of revenue or new management models for better performance and lower costs.

C.3) Training and education

One of the overall priorities of the Programme is to enable people to gain new skills which will enrich their professional life and better their chances on the labour market. A literary translation project will include contributions to the professional development of the people involved.

2.2. Specific objectives and priorities for literary translation projects

The main objectives of the support for literary translation projects are:

- to support cultural and linguistic diversity in the EU and in other countries participating in the Culture Sub-programme of the Creative Europe Programme;
- to strengthen the transnational circulation and diversity of high quality literary works in the long term;
- to improve access to these literary works in the EU and beyond;
- to reach new audiences for European⁵ translated literature.

Within the above objectives, the priorities of the support for literary translation projects are:

- supporting the promotion of European⁶ translated literature;
- encouraging the translations from lesser used languages⁷ into English, German, French and Spanish (Castilian) as these may contribute to a wider circulation of the works;

5 Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

6 Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

7 Lesser used languages include all the languages officially recognised in EU Member States, except English, German, French and Spanish (Castellan).

- encouraging the translation of less represented genres such as works for a younger public (children, adolescents and young adult), comics/graphic novels, short stories or poetry;
- encouraging the appropriate use of digital technologies in both the distribution and promotion of the works;
- encouraging the translation and promotion of books which have won the EU Prize for Literature (see <http://www.euprizeliterature.eu>);
- raising the profile of translators. For that reason, publishers will be required to include a biography of the translators in each translated book.

On top of the specific features of the scheme and in compliance with the principle of subsidiarity, the supported projects shall contribute to creating European added value as defined in Article 5 of Regulation No 1295/2013 establishing the Creative Europe Programme.

2.3. Targeted projects

In order to encourage the priorities listed above, the literary translation scheme offers co-financing to projects that propose a strategy for the translation, publication and promotion of a "package" of European works of fiction from and into eligible languages, that best meet the above mentioned objectives and priorities and include the following key elements:

- the proposed package contributes to the diversity of literature in the target country(ies) by including works from countries, genre or authors that are underrepresented;
- the distribution strategy ensures a wide and easy access to the works for the general public;
- the promotion strategy contributes to an enlargement and renewal of the public for European translated literary works of fiction;
- the project proposes innovative professional practices and/or the appropriate use of digital technologies in their strategy and activities.

3. TIMETABLE

	Steps	Date and time or indicative period
(a)	Publication of the call	16/04/2019
(b)	Deadline for submitting applications	4 June 2019, 12:00PM (Noon)
(c)	Evaluation period	3 months
(d)	Information to applicants	September 2019
(e)	Signature of grant agreement or Notification of grant decision	November 2019

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated 2.5 M EUR.

The maximum grant will be 100.000 EUR.

The Agency expects to fund 36 proposals.

The Agency reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the electronic submission system available at <https://eacea.ec.europa.eu/PPMT/>; and
- drafted in one of the EU official languages.

Failure to comply with those requirements will lead to rejection of the application.

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Participant's Register hosted in the Funding & Tender opportunities Portal. The Participant Register is a tool shared by other services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Funding & Tender Portal allows applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents.

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject of an in-depth evaluation.

6.1. Eligible applicants

Applicant organisations must be publishers or publishing houses established in one of the countries participating in the Culture Sub-programme who have had a legal personality and are active in the publishing sector for at least 2 years on the date of the deadline for submission of applications.

Natural persons are not eligible.

Only applications from legal entities included in one of the following country categories are eligible **as long as all conditions referred to in Article 8 of Regulation No 1295/2013 establishing the Creative Europe Programme are met** and the Commission has entered into negotiations with the country:

1. The 28 Member States of the European Union and the overseas countries and territories which are eligible to participate in the Programme pursuant to Article 58 of Council Decision 2001/822/EC Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Community ("Overseas Association Decision") (OJ L 314, 30.11.2001, p. 1).
2. The candidate and potential candidate countries: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia;
3. The EFTA/EEA countries: Iceland and Norway;
4. Countries covered by the European Neighbourhood Policy: Georgia, Moldova, Ukraine, Tunisia, Armenia and Kosovo⁸.

⁸ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence

An updated list of countries eligible to participate in Creative Europe can be found at:
http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en

Proposals from applicants in candidate or associated countries may be selected provided that, on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the programme.

For British applicants: Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.16.2.1 (a) of the Grant Agreement or General condition n°16.2.1(a) of the Grant decision.

Supporting documents

In the course of the procedure applicants shall be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

6.2. Eligible projects

In 2019 applicants can apply for projects which fulfil the following conditions:

- Have a maximum duration of 2 years (eligibility period); **In addition, the proposed eligibility period of the submitted project cannot overlap with the eligibility period of another project from the same beneficiary, selected and contracted under any previous call of the Creative Europe literary translation scheme.**
- Are the subject of an application requesting no more than EUR 100 000, representing a maximum of 50% of the total eligible budget;
- Consist in the translation and promotion of a package of 3 to 10 eligible works of fiction from and into eligible languages;
- Are based on a strategy for the translation, publication, distribution and promotion of the proposed books.

6.3. Eligible activities

Eligible activities are the translation, publication, distribution and promotion of a package of eligible works of fiction with a high literary value, irrespective of their literary genre, such as novels, short stories, plays, poetry, comic books and children's fiction.

Nota Bene: The promotion of the selected book is a substantial contractual obligation of the beneficiary. Any failure by the beneficiary to carry out the foreseen promotional activities related to a book will result into a substantial breach of the contractual obligation. Consequently costs related to that book, including its translation and publication, might be considered as not eligible for funding even if already incurred.

Activities can include special events and marketing/distribution organised for the promotion of the translated works of fiction in the EU and outside the EU, including digital promotion tools and promotion of authors at book fairs and literary festivals.

As a complement to the package, projects can also include the partial translation (translation of excerpts of works of fiction) from the catalogues of the applicant to help foster the selling of rights either within Europe or beyond.

6.4. Eligible languages

The project will also have to comply with the following requirements concerning languages:

- The source language and target language must be officially recognised languages of one of the eligible countries referred to in section 6.1. of these guidelines. “Officially recognised languages” are those defined by the Constitution or the relevant national law of the respective country;
- In addition, in order to facilitate the circulation of work from or to EU/EFTA countries
 - the source language or the target language must be a language officially recognised in one of the EU or EFTA countries (Norway and Iceland) referred to in paragraphs 1 and 3 of section 6.1;
 - the translation and distribution of works between non EU/EFTA countries (referred to in paragraphs 2 and 4 of the section 6.1) are not eligible.
- Translations out of Latin and ancient Greek (source language) into officially recognised languages are also eligible;

- The target language must be the translator's mother tongue (except in cases of less frequently spoken languages if the applicant provides sufficient explanation);
- Translations must have a cross-border dimension. Hence the translation of national literature from one official language into another official language within the same country is not eligible.

6.5. Eligible works (source)

The projects will also have to comply with the following requirements concerning the original works (as a source):

- Works in paper, or digital format (e-books) and audiobooks are both eligible;
- The works to be translated and promoted must be works of fiction with a high literary value, irrespective of their literary genre, such as novels, short stories, plays, poetry, comic books and children's fiction;
- Non-fiction works are not eligible, such as: autobiographies or biographies or essays without fictional elements; tourist guides; human science works (such as history, philosophy, economy, etc.) and works related to other sciences (such as physics, mathematics, etc.);
- The works must have been previously published;
- The works must be written by authors who are nationals of, or residents in, an eligible country (referred to in section 6.1 of these guidelines) with the exception of works written in Latin or ancient Greek;⁹
- The works must not have been previously translated into the target language, unless a new translation corresponds to a clearly assessed need. In any case applicants must explain the expected impact on new readers and provide a convincing explanation of the need for a new translation into the specific target language.

The application must contain, amongst other documents listed in Annex, a declaration on works to be translated which must follow a mandatory template.

Translation rights

⁹ **British authors:** Please be aware that all eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that books written by British nationals or residents continue to be eligible, all concerned books will cease to be considered eligible as no longer complying with "Eligible works" of the Guidelines.

At application stage, applicants are not required to prove that they own the necessary Intellectual Property Rights authorising the publisher to translate, print/release and sell the works proposed in the application unless 2 (or more) applications include the same translation (same target language) of a book. **In this case, applicants will be requested to demonstrate that they own the necessary rights relating to the works proposed for translation.**

In case of selection the beneficiaries must ensure having all the necessary intellectual property rights during the implementation of the grant agreement/decision. **Applicants who are selected for funding will have to provide the Agency with a declaration on honour referring to the fact that they have acquired the necessary intellectual property rights.** This declaration on honour must be submitted within 3 months from the moment they are notified that they have been selected. The reception of this document by the Agency is a condition for the pre-financing payment as described in part 11.2.2 of this call for proposals. The translations of books for which the declaration on honour is not submitted within the aforementioned time-limit will be considered as ineligible which may result in the termination of the grant agreement/decision.

The beneficiary shall keep the copy of the contract on the IPR during the implementation of the grant agreement and shall provide it to the Agency at any time upon request.

Implementation period

- activities must start between **January and March 2020;**
- the maximum duration of projects is 24 months;
- if after the signing of the agreement or notification of the decision and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, a maximum extension of 6 additional months may be granted, if requested before the deadline specified in the agreement/decision. The maximum duration will then be 30 months.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with

creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure.
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;

- (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

- (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
- (iv) information transmitted by Member States implementing Union funds;
- (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at: https://eacea.ec.europa.eu/creative-europe/funding/support-literary-translation-projects-2019_en

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents that will be requested from selected applicants by *Research Executive Agency Validation Services*:

- a) Low value grants (\leq EUR 60 000):
 - a declaration on their honour.
- b) Grants $>$ EUR 60 000:
 - a declaration on their honour, and
 - the profit and loss account as well as the balance sheet for the last two financial years for which the accounts were closed;
 - for newly created entities: the business plan might replace the above documents.

In the course of the procedure applicants shall be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial

capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60 000 it will be requested to provide the copies of the applicant organisation's activity reports of the last two years. Applicants who have issued only one activity report on the date of submission due to their date of establishment shall be authorised to provide this report only.

The Agency will assess and verify the level of subcontracting activities used by applicants to implement the proposed project.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

Criteria	Maximum points
1. Relevance	40
2. Quality of the content and activities	25
3. Promotion and communication within Europe and beyond	20

4. Winners of the European Union Prize for Literature	15
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1. Relevance (40)

This criterion evaluates how the project will contribute to the transnational circulation and diversity of works of European literature and to improving access to it. In particular:

- Explain to what extent will the project contribute to increasing the diversity of European¹⁰ literature in the targeted countries;
- Explain how relevant is the project with regard to the translation and distribution of:
 - Lesser used languages translated into largely used languages and the distribution strategy toward English, German, French or Spanish speaking territories;
 - Under-represented genres such as literature for young public (children, adolescents and young adults), short stories or poetry;
- Describe the distribution strategy and explain its relevance to the project, in particular how it will ensure an easy access to the translated works;
- Describe to what extent the project will help your organisation exploring and developing innovative business practices.

2. Quality of the content and activities (25)

This criterion evaluates how the project is implemented in practice (quality of the works to be translated and working arrangements).

- Explain how appropriate the budget allocation is to the different phases of the project. Please note that the budget's cost efficiency will be assessed;
- Explain how relevant the literary quality of the works to be translated is with the objectives of the project. In this regard, the description provided for each work shall be clearly detailed and justified;
- Explain how relevant the education and the experience of the professional translators are to the nature of the works to be translated. Please note that translators' biography/CV will be assessed.

3. Promotion and communication within Europe and beyond (20)

¹⁰ Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

Describe the promotion and communication strategy and explain how it will contribute to reaching new readership

4. Winners of the European Union Prize for Literature (15)

Extra points are automatically granted to applications containing eligible EUPL winning books (5 points per book for maximum 3 books amounting to a maximum of 15 'automatic points').

The automatic points awarded to eligible project applications will be calculated according to the number of EUPL winning books they contain, according to the following table and up to a maximum of 15 points per project:

- 1 EUPL winning book = 5 points
- 2 EUPL winning books = 10 points
- 3 EUPL winning books = 15 points

Important: EUPL winning books need to meet the criteria of eligibility listed in Section 6.5 of the Guidelines ‘Eligible works’, with particular reference to the fact that works must be written by authors who are nationals of, or residents in, an eligible country (referred to in section 6.1 of these guidelines). EUPL winning works which do not meet this requirement WILL NOT be attributed automatic points.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a grant agreement/grant decision, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

- For beneficiaries established outside the EU

Two copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

- For beneficiaries established in the EU

The decision must not be returned to the Agency. The general conditions applicable to the decision are available at https://eacea.ec.europa.eu/sites/eacea-site/files/conditions_ii_a.pdf

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These

general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 50% to the eligible costs actually incurred and declared by the beneficiary.

Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,

Option 1

In case of grants for an action equal or inferior to EUR 60.000, the beneficiary is required to submit the following sample of supporting documents:

Budget item/heading	Sample to be annexed to the Final Financial Report
Subcontracting	The three highest value subcontracts
Travel and subsistence	25% of the highest costs declared under this budget item

Example of underlining documents to be submitted in support of the final payment:

- 1) Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;
- 2) Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).

Option 2 :

In case of grants for an action of more than EUR 60.000, the beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: https://eacea.ec.europa.eu/about-eacea/document-register_en

The use of the report format set by the “Guidance Notes” is compulsory.

Beyond the amount of the grant (Option 1 of Option 2), beneficiaries shall also provide the following documents:

- Proof that the works have been translated and published or in case of e-books released;
- Proof that each of the translated works includes the biography of the translator(s);
- Proof that each translator has been paid;
- Copies of promotional material produced and proof of other promotional activities.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary;
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates:
 - The period of eligibility of costs will start as specified in the grant agreement/decision;
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible costs may only be direct.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following categories of direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- translation costs such as fees paid to translators upon translation delivery;
- costs for publishing the translated books (except for the purchase of translation rights);
- promotion costs, such as participation in book fairs and festivals, visits of authors and translators, translation and dissemination of excerpts and marketing;
- costs related to a pre-financing guarantee lodged by the beneficiary of the grant where required;
- costs relating to external audits where required in support of requests for payment;
- non-deductible value added tax (VAT) for all activities which are not activities of the public authorities in the Member States.

For actions involving costs relating to a third country (i.e. costs relating to natural persons who are citizens of a third country, organisations based in a third country and activities taking place in a third country), the relevant costs incurred by the beneficiary must not exceed 30% of the total eligible budget.

11.3. Ineligible costs

In so far as a beneficiary must have the translation right before starting the action **fees or any costs linked to translation rights are not eligible.**

In addition the following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Agency charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Agency for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action;
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT;
- l) cost of replacing persons involved in the project;
- m) expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency;

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources;
- income generated by the action or work programme;
- financial contributions from third parties.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by the Agency at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Agency.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement/decision. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Agency. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Agency may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

If the financial capacity requirements are met (please refer to section 8.1 for the assessment of the financial capacity), a pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the grant agreement or of the notification of the grant decision by the Agency provided all possible requested guarantees are received including the declaration on honour mentioned in Section 6.5 that the beneficiary owns the necessary rights authorising the publisher to translate, print/release and sell the works proposed in the application. Pre-financing is intended to provide the beneficiary with a float.

If the financial capacity requirements are not met, the Agency may make an interim payment on the basis of eligible expenses already incurred. Interim payments are intended to cover the beneficiary's eligible expenditure on the basis of a request for payment when the action has been partly carried out. For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Agency shall be 50%.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the grant amount (see section 11.1.1 of these guidelines). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

Guarantees may not be required in the case of low value grants, i.e. \leq EUR 60 000.

11.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement/decision are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement/decision:

Payment request	Accompanying documents
A pre-financing payment corresponding to 70% of the maximum grant amount	declaration on honour referring to the fact that they have acquired the necessary intellectual property

	<p>rights.</p> <p>financial guarantee (see section 11.6.2)</p>
<p>Payment of the balance</p> <p>The Agency will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p>	<p>(a) final technical report</p> <p>(b) final financial statement</p> <p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> <p>(d) a certificate on the financial statements and underlying accounts¹¹</p>

11.6.2 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Agency may decide to split the payment of pre-financing into several instalments.

¹¹ for EU grant less or equal to 60.000 EUR: List of supporting documents - for EU grant higher than 60.000 EUR: Report of Factual Findings on the Final Financial Report - Type I

11.7. Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application¹²

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

In the event of implementation contracts exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU¹² or contracting entities within the meaning of Directive 2014/25/EU¹³ must comply with the applicable national public procurement rules.

¹² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment;
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and;
 - does not entail changes to the grant agreement/decision which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement/decision (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

¹³ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://eacea.ec.europa.eu/about-eacea/visual-identity_en which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Agency and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹⁴ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- nature and amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals

¹⁴ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC¹⁵.

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Agency.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹⁶. For more information see the Privacy Statement on: https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the EACEA Agency at the following address:

https://eacea.ec.europa.eu/creative-europe/funding/support-literary-translation-projects-2019_en

14.2 Registration in the Participant Portal/ Funding & Tender Portal

Before submitting an electronic [or paper] application, applicants will have to register their organisation in the Participant hosted in the Funding & Tender opportunities Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

15 OJ L 295, 21.11.2018, p. 39–98, date of entry into force 11/12/2018

16 <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

The Funding & Tender Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting document that need to be uploaded in the portal can be found in Annex 2.

14.3 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Agency may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an application.

Applications sent by fax or e-mail will not be accepted.

14.4 Notification and publication of the evaluation results

Applicants should be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as registered document to the legal Representative through the Funding & Tender Portal¹⁷ at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on the Agency website: https://eacea.ec.europa.eu/creative-europe/selection-results_en

The Legal beneficiary will receive an email with the details of how to access the notification letter

¹⁷<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

Normally the letter notifying the results will be accessible via the Funding & Tenders Portal. If the formal notification in the Portal is not opened for a period of more than 10 days (for projects) the Agency will consider the formal notification acknowledged.

14.5 Rules applicable

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).

Regulation (EU, Euratom) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) concerning the implementation of a support Programme for the European creative sector (Creative Europe) and its corrigendum of the 27/06/2014.

Contacts

For any further information please contact your Creative Europe desk:
http://ec.europa.eu/culture/creative-europe/creative-europe-desks_en.htm

Contact within the Agency:
EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu

Annexes

1. Application form
2. Checklist of documents to be provided
3. Model grant agreement
4. Financial and technical report template
5. Template of Terms of reference for the certificate on the financial statements

ANNEX 2 – Checklist of documents to be provided

Note: Where documents need to be signed, the signature **has** to be the one of the legal representative of the applying organisation.

Note: For documents with an * mandatory templates are to be found at

http://eacea.ec.europa.eu/creative-europe/funding_en

Attached to the e-form:
<input type="checkbox"/> Detailed description of the project
<input type="checkbox"/> Budget form* (Excel)
<input type="checkbox"/> Signed declaration on works to be translated*
<input type="checkbox"/> Signed declarations on honour on legal status and operational and financial capacity* and concerning exclusion criteria* (only if grant > EUR 60 000)
<input type="checkbox"/> Signed legal entity form* and the required annexes
To be provided upon request
<input type="checkbox"/> Electronic copy of books proposed for translation. If an electronic copy is not available when requested, an electronic scanned copy of the covers and the first and last 20 pages of books can be accepted.
<input type="checkbox"/> Statutes of the applying organisation
<input type="checkbox"/> Copies of activity reports of the last two years (only if grant > EUR 60 000)
<input type="checkbox"/> External audit report produced by an approved external auditor, certifying the accounts for the last two available financial years for FPA only