



Travel / Touring / Translation

Translation Grant
Guidelines and Regulations

Translation Grant



Deadlines in 2017	Result notification	Project implementation
20 th April 2017	19 th May 2017	20 th May 2017 20 th November 2018
18 th October 2017	23 rd November 2017	24 th November 2017 24 th May 2018

Maximum grant	Session budget
€5,000	€20,000

Contents

Steps to apply	4
Submitting your application form	4
Definitions	6
What are translation grants?	9
What are the objectives of the grant?	9
What will 'translation grants' support?	10
Your checklist – mandatory documentation	10
Eligibility	11
What are the criteria of the grant?	12
The evaluation process	14
What happens after you submit your application form?	15
Communication of results	15
Complaints procedure	16
Project implementation and monitoring	17
Report	18



Travel / Touring / Translation

Follow these steps to apply

1. Read these guidelines and regulations very carefully.
2. Check whether your proposed idea can be addressed by this fund.
3. Download the application form from www.artscouncilmalta.org.
4. Follow the application form step by step. Fill in the budget template and attach quotes and other supporting evidence.
5. Make sure to present your application form by the date and time indicated in these guidelines and regulations.

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2339 7020 Monday to Friday between 09:00 and 17:00, or email us on fundinfo@artscouncilmalta.org.

Submitting your application form

APPLICATION FORMS ARE AVAILABLE FROM WWW.ARTSCOUNCILMALTA.ORG. FILL IN YOUR APPLICATION FORM STEP BY STEP AND ANSWER ALL THE QUESTIONS IN THE FORM.

YOU MAY SUBMIT YOUR APPLICATION FORM WITH ALL RELEVANT SUPPORTING DOCUMENTS AS FOLLOWS:

- ▶ By sending an email on applyforfunds@artscouncilmalta.org till 12:00 (noon) of the deadline. It is essential that in the same email you include all additional supporting documents as required by these guidelines and regulations. You should also include your signature (electronic signature or scan) as indicated on the application form.

Or

- ▶ By sending a printed copy and an electronic copy (on a pen drive¹) by registered post to the following address:

Arts Council Malta
16, Casa Scaglia,
Mikiel Anton Vassalli
Street, Valletta.

¹ Other tools such as Dropbox or WeTransfer may be used.

It is essential that the post mark indicates either the deadline or a date before the deadline.

Or

- ▶ By submitting a printed copy and a soft copy² of the application form by hand at:

**Arts Council Malta
16, Casa Scaglia,
Mikiel Anton Vassalli Street,
Valletta.**

You may submit your application form between Monday and Friday from **09:00 to 16:30**. On the deadline date, we can only accept application forms till noon (12:00). **Late applications will not be accepted.**

Please sign your application form prior to submitting it. By doing this, you are accepting the conditions of the fund as explained in these guidelines and regulations, and in the application form. Application forms which are not signed will not be accepted.

You will be receiving a confirmation of the receipt of your application form. Should you not receive a confirmation within two days, you are requested to contact us immediately. It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information, your application will not be processed and evaluated.

Application packages are not returned at the end of the selection procedure.

² Ideally Submissions should be made via Dropbox or WeTransfer.

Definitions

Applicant

Applicant is the Malta based individual or a Maltese registered or international publisher, or legally recognised organisation applying for the grant.³

Application

An application is a submission, inclusive of all mandatory documents and any annexes to the application form, made by an eligible applicant.

Beneficiary

The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Cultural Export Fund – Translation Grant.

Eligibility

Applications will first be screened in terms of eligibility. Proposals which are not considered eligible in terms of the set criteria will not be processed further and shall not undergo evaluation.

Evaluator

The individual appointed by Arts Council Malta to be part of the Evaluation Board for a particular evaluation session.

Translation Grants

Grants supporting the translation of published literature identified by an ISBN (fiction, poetry, drama, biographies, reference books focusing on culture and the arts and graphic novels), surtitling of dramatic works, and the translation of TV drama scripts, film scripts, animation scripts, creative documentaries by a Maltese audiovisual company or Maltese TV station and subtitling.

³ If the applicant is an individual, then he/she needs to present an endorsement by the publisher.

Subtitling

The cost of translating, localising, adapting, archiving and embedding subtitles for feature films, short films and documentaries of any format.

Surtitling or supertitling

The cost of translating text to project or screen during a live performance.

Reference books

A book intended to be consulted for information focusing on culture, arts and the creative sector.⁴

Fiction

Any form of creative writing focusing on imaginary events and people.

Drama

The written text of a play performed and/or published.

TV Drama

Original, fictional audiovisual works that can be a one-off or a series intended primarily for the purposes of television.

Film script

The written text of an original film or short film, written and/or produced by a Maltese audiovisual company and/or Maltese TV station.

Animation

Original animation scripts and subtitles already broadcast that can be a one-off or a series written and/or produced by a Malta based company.

⁴ For the purpose of the fund, this definition excludes dictionaries.

Creative documentaries

A production that takes a real-life subject as its starting point but requires substantial original writing and sets out an author's and/or director's point of view. A documentary should contain a certain 'timeless' element and should contain significant creative and original filming and does not merely report information;

Audiovisual company

A registered company based in the Maltese islands whose main activity is audiovisual and film production;

Broadcaster

Any person providing television broadcasting services as provided for in the Broadcasting Act, and also includes any person, body or authority providing such services under licence from or under arrangements with, the Government;

Textbook

A publication used as a standard work for the study of a particular subject at school (all levels);

Instruction manual

A manual of instructions related to a particular product;

Yearbooks

A yearly publication containing information and statistics about the past activities;

Translation Grants

1. What are Translation Grants?

‘Translation Grants’ forms part of Arts Council Malta’s internationalisation strategy for the culture and creative sectors. The grants address the translation of the following types of original creative writing from **Maltese**⁵ to any other language:

- ▶ Literature (fiction, poetry, drama, biographies, reference books focusing on culture and the arts and graphic novels)
- ▶ Subtitling and supertitling
- ▶ TV drama scripts, film scripts, animation scripts, creative documentaries written and/or produced by a Malta based audiovisual company and/or Maltese broadcaster and subtitling. The work needs to have already been broadcast.

The original work needs to have been already completed and published/presented. In terms of publications, the original work needs to have been already completed and identified by its ISBN.

In case of a series or multiple-platform project, only one application can be presented for support from the grant.

2. What are the objectives of the grant?

The objectives of the grant are:

- ▶ To increase the visibility of Maltese creative writing on international platforms.
- ▶ To help creative writing in the Maltese language access international markets and audiences.

⁵ Other languages may be considered but priority will be given to works in the Maltese language. Works which are going to be translated through a bridge language but which were originally written in the Maltese language will also be given priority.

3. What will Translation Grants support?

The Grant may support **100%** of the translation fees up to a maximum of EUR 5,000. Direct costs for subtitling and surtitling will also be considered.

The budget must also include amounts relating to secured, unsecured and other planned revenues. The unsecured amount requested from the fund must be quantified and allocated as the 'Amount Requested' from the fund.

NB Every budget **must** include both expenditure and income through other sources of funding (kindly refer to the budget template spreadsheet in the application form).

► Official documentation in support of the budget

In order to support your proposal, provide copies of any relevant quotations that can give an indication of estimated costs. Whenever quotations cannot be supplied, you can provide a breakdown of estimated costs based on standard expenditure for such translation projects.

Other sources of funding and sponsorships (including sponsorships in kind) must be supported by relevant documentation.

Please note that each application will be assessed individually on the basis of the criteria of the Grant.

4. Your checklist – Mandatory documentation

The documents stipulated below are **mandatory** and required for the **pre-evaluation screening**. Omission to present any of these documents will render the application ineligible.

1. A complete, signed and dated application form with quotes attached.
2. A copy of the applicant's ID card or residence permit or citizenship certificate or passport.
3. A sample of the translated work.
4. A copy in digital or hard copy of the work to be translated. In the case of a hard copy, 4 copies are being requested.

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline. **Arts Council Malta representatives can discuss your project prior to the submission date but are not authorised to fill in any parts of your application OR to check your application form prior to application.**

Applications handed in after 12.00 (noon) of the respective deadline will not be accepted.

A decision on funding will be made on the strength of the submitted information.

5. Eligibility

Applications will first be screened in terms of eligibility. Ineligible proposals in terms of the criteria below shall not be processed further and shall not undergo evaluation.

Eligible costs and timeframes

▶ TRANSLATION COSTS

- Translators' fees
- Costs related to subtitling and surtitling⁶
- Proofreading
- Editing
- Agents' fees

▶ TIMEFRAME

- 18 months from the result notification date

▶ COSTS

- 100% of eligible costs, not exceeding EUR 5,000

Ineligible

Applications for translation grants in the following areas are ineligible for funding:

- Textbooks, instruction manuals
- Yearbooks
- Works whose prime objective is political party propaganda

⁶ Kindly refer to 'Subtitling' and 'Surtitling' in the Definitions section.

The following are also ineligible:

- Modules/translation work within a course
- Expenses already covered by public cultural organisations, or another public funding programme managed or co-managed by Arts Council Malta or other public agency, government department or Ministry
- Initiatives with a line vote from the Government of Malta
- Retrospective costs
- Incomplete applications as explained under Mandatory Documentation

Each eligible application is evaluated against the criteria established in these Guidelines and Regulations.

6. What are the criteria of the grant?

- ▶ The **QUALITY** of the project proposed
- ▶ The **INTERNATIONAL ENGAGEMENT**
- ▶ The professional and financial **MANAGEMENT** of the project

The following are the points directly related to these criteria which will be used by the evaluators to arrive at their final assessment.

First priority will be given to works in Maltese or works which were originally written in the Maltese language.

1. QUALITY

- The strength of the translator's professional record, the quality of the sample provided (a CV/ Portfolio of the translator and a sample of the translators' work are to be provided) (35 marks)

Automatic points will be granted as follows:

- If the published work has been awarded the National Book Prize (5 marks)

TOTAL: 40 marks

2. INTERNATIONAL ENGAGEMENT

- Details of the plan for international distribution, dissemination and promotion of the translated work. This criterion considers the level of detail and contacts already established supported with relevant documentation. (30 marks)
- Relevance of the work to be translated to the target international market. This criterion requires knowledge of the market targeted and an explanation as to why that specific work is targeting the selected market. (10 marks)

TOTAL: 40 marks

3. MANAGEMENT

- The clarity of the application and the level of detail provided. (10 marks)
- The applicant's ability to manage the project (including financial management) responsibly and successfully. (10 marks)

TOTAL: 20 marks

7. The Evaluation Process

This fund is competitive and will be evaluated according to established criteria.

As specified above, each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain an average mark of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the competition level and on the availability of the funds. Obtaining 60 marks or more does not automatically mean that you will be receiving the funds. The Evaluation Board may decide not to allocate the total funds available for a particular call, if the proposed projects do not reach the required level in terms of the fund criteria.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online. Only the names of the successful projects will be published. In the case of projects that are not awarded any funds, only the reference number will be published.

The Evaluation Board might require clarifications from your end during the evaluation sessions; however, this does not mean that your project will necessarily be funded. All correspondence will be sent by the Arts Council's Fund Administrator.

8. What happens after you submit your application form?

Proposals will first be screened in terms of eligibility. Proposals which are not eligible in terms of the procedure stipulated by these guidelines will not be processed further and will not undergo evaluation.

After you submit your application form at Arts Council Malta, an independent evaluation board will evaluate your project. On the day indicated above, you will receive your result notification from Arts Council Malta.

Together with the covering letter, we will also attach a copy of the evaluation form indicating the reasons and marks leading to the Evaluation Board's decision, according to the fund criteria.

If you have any further difficulties concerning your results, email us within five (5) days of receiving the funding decision.

9. Communication of results

The results of each respective call (successful, unsuccessful or ineligible) will be issued on the dates indicated in the submission timeframes. No information on the evaluation process will be released before the official result notification. Any form of soliciting will automatically disqualify an application.

All information received by the Fund Administrator, Fund Manager and Evaluators will be considered confidential, both during and after the evaluation process. Provisions on data protection and confidentiality for successful projects will be included in the Grant agreement.

10. Complaints procedure

Filing a complaint will not affect your chances of receiving support from the fund in the future. All complaints will be treated with confidentiality.

Grounds for complaints

Applicants can make a complaint regarding: Procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- ▶ The Arts Council's or Government's policies and procedures;
- ▶ The merits of the application in terms of the criteria stipulated in these guidelines and regulations. Only applicants may file complaints concerning their project.

Filing a complaint

Stage 1

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in these guidelines and regulations or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to the Head of Funds and Brokerage of Arts Council Malta within five (5) working days of receipt of your funding decision. You will normally receive a reply to your complaint within ten (10) working days from the Director Strategy of Arts Council.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board that will discuss your complaint further.

If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the Board is final.

Stage 2

If the issue has not been resolved through Stage 1, you can refer your complaint to the Ombudsman. The Ombudsman provides an independent and unbiased service between the Government and its institutions and the public. He or she has the power to decide whether or not to investigate a complaint. If the Ombudsman concludes that your complaint is justified, he or she will make recommendations for a satisfactory remedy, and on how to prevent a similar situation in the future. The Ombudsman works according to his or her own guidelines and procedures, and we recommend that you acquaint yourself with these. They can be found at: www.ombudsman.org.mt. The Ombudsman cannot reverse funding decisions or make changes to Art Council Malta's legal responsibilities and policies on awarding grants.

11. Project implementation and monitoring

If your application is approved and funded, you will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta. When accepting the grant, applicants accept that their name, the project title and the amount awarded can be published by Arts Council Malta.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The other 30% will be given following approval of the final report by Arts Council Malta.

The beneficiaries must use the fund's logo as well as Arts Council Malta's logo on all related material and specify that the project was supported by the fund – in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was awarded, in line with the submitted proposal and the contract.

Beneficiaries must notify Arts Council Malta immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. Arts Council Malta reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time.

Arts Council Malta reserves the right to send representatives for monitoring purposes during the implementation of the project and afterwards.

Arts Council Malta also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

12. Report

At the end of your project, you will be required to submit a detailed report (including invoices and receipts) highlighting the work carried out and the achievements of the project, by not later than six (6) weeks after your project is concluded. Together with this report, beneficiaries must submit **copies of the translated work**, relevant marketing, publicity or information material developed for the funded project, including visual documentation.

You also have to present a final updated budget together with all supporting documents. Arts Council Malta retains the right to make use of submitted project material.

The information provided will be evaluated by Arts Council Malta and, if this information is satisfactory, then the final 30% of the amount allocated by the fund will be granted. Arts Council Malta reserves the right to revise the final payment if the total expenditure is less than estimated or if the project was not delivered as indicated in the application form.

Arts Council Malta retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted proposal and budget.

Contact us

For more information you may call us on **2339 7020** or send us an email on **fundinfo@artscouncilmalta.org**