



# CREATIVE EUROPE

Culture sub-programme

## Call for proposals

Support to Literary Translation Projects  
EACEA-05-2020

Version 1.0  
27 February 2020



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EUROPEAN COMMISSION  
Education, Audiovisual and Culture Executive Agency

**Creative Europe: Culture**

**CREATIVE EUROPE**  
**Support to Literary Translation Projects**  
EACEA-05-2020

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## 0. Introduction

This is a call for EU grants in the field of publishing under the Culture sub-programme of Creative Europe.

This call is based on the Regulation of the European Parliament and of the Council establishing the Creative Europe Programme (2014 to 2020)<sup>1</sup> and its subsequent corrigenda of 27 June 2014<sup>2</sup> and 18 April 2018<sup>3</sup>. It is launched in accordance with the 2020 Work Programme for the implementation of the Creative Europe programme<sup>4</sup> and is part of the strategic policy framework within which the programme operates.

This call will be managed by the Education, Audiovisual and Culture Executive Agency (EACEA).

It covers the following topic:

- **CREA-CULT-LIT- EACEA 05/2020**– Support to Literary Translation Projects

We invite you to read the call documentation carefully, i.e. this **call document** and the **Guide for applicants**. These documents provide clarifications and answers to questions you may have when preparing your application:

- the call document outlines the:
  - Background, objectives, scope, activities that can be funded and the expected impacts of the call (sections 1 and 2)
  - Timetable and available budget (section 3)
  - Admissibility, eligibility, and other conditions (sections 4, 5 and 7)
  - Award criteria (section 6)
  - Evaluation procedure (section 8)
  - Legal and financial set-up and submission procedure (section 9 and 10)
- the Guide for applicants outlines the:
  - Procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - Recommendations for the preparation of the proposal
  - Explanation on the application form (Proposal Template (Part A and B)), which describes the project
  - Overview of the cost eligibility criteria.

You are also encouraged to visit the EACEA Agency website to consult the list of projects previously funded: [https://eacea.ec.europa.eu/creative-europe/selection-results\\_en](https://eacea.ec.europa.eu/creative-europe/selection-results_en)

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<sup>1</sup> 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).

<sup>2</sup> Published in the Official Journal of the European Union on 27/06/2014 (OJ L 189/260).

<sup>3</sup> Published in the Official Journal of the European Union on 23/04/2018 (OJ L 103).

<sup>4</sup> Regulation No 1295/2013 of the European Parliament and of the Council of 11/12/2013 concerning the implementation of a programme of support for the European cultural and creative sector (CREATIVE EUROPE) and the corrigendum of the 27/06/2014<sup>4</sup>, as well as on the 2019 annual work programme for the implementation of the Creative Europe Programme (C(2018) 6687 of 16 October 2018).

## **1. Background**

### ***Creative Europe: the programme***

With a total budget of 1.46 billion EUR, "Creative Europe" brings together actions supporting the European cultural and creative sectors for the period 2014-2020.

The Programme has two general policy objectives: safeguard and promote cultural and linguistic diversity and Europe's cultural heritage and strengthen the competitiveness of the European cultural and creative sectors. This is pursued through specific objectives, namely: supporting the capacity of these sectors to operate transnationally; promoting the transnational circulation and mobility of cultural and creative works and artists to reach out new audiences; strengthening the financial capacity of cultural and creative SMEs and organisations; and supporting transnational policy cooperation to foster policy development, innovation, creativity, audience development and new business models. It consists of two Sub-programmes - the MEDIA sub-programme supporting the audiovisual sector and the Culture sub-programme supporting the cultural and creative stakeholders other than audiovisual - and a Cross-sectoral strand supporting cross-sectoral activities, the Guarantee Facility, and the Creative Europe Desks.

The general and specific objectives of the Programme take into account the double – societal and economic – contribution of cultural and creative sectors. The cultural and creative sectors occupy a significant part in the digital economy and the EU economy at large (up to 4, 5% of EU GDP) and are providers of quality jobs (8 million jobs), especially for young people. At the same time, through the content they produce and the audiences they attract, cultural and creative sectors are vectors of diversity; they have a positive influence on social inclusion and help promote European values within the EU and beyond EU borders.

### ***Creative Europe: the policy framework***

The European cultural and creative sectors are facing multiple challenges.

First, they suffer from a fragmentation along market and linguistic barriers. The EU has 24 official languages and approximately 60 officially recognised regional and minority languages. This diversity is part of Europe's cultural richness, but at the same time requires solutions to co-produce works and to reach audiences across borders, whether for cinema, TV, music, theatre or publishing.

Second, globalization, the digital shift and the developments in artificial intelligence, fuelled by the increasing availability of vast amounts of data, are having a profound impact on the way cultural content is created, produced, disseminated, accessed, and monetized. The digital shift is changing the ways audiences interact with the arts and the ways the cultural and creative sectors engage with their audiences. In 2016, 64% of Europeans used the internet to play or download games, images, films or music. Through its recent proposals in the context of the Digital Single Market<sup>2</sup>, the European Commission has sought to remove existing barriers to the cross-border access to cultural content. An important step has already been taken with the entry into force in April 2018 of the Regulation on ensuring cross-border portability of online content services. The modernization of the EU copyright framework will further boost consumer choice for digital content online and across borders, whilst contributing to a fairer and sustainable marketplace for creators and creative industries. Finally, as Artificial Intelligence's ubiquity increases, new challenges and risks are emerging, such as how to protect privacy and autonomy, and ensure awareness, transparency, safety and accountability. Art and culture are using their communicating strength to warn about these risks and challenges.

Third, access to sustainable and diversified funding is a challenge. Public funding for culture has been dropping in the last years in most EU Member States. Moreover, access to private funds remains a challenge: due to lack of knowledge, the financial institutions tend to view the cultural and creative sectors as excessively risky.

By supporting skills development and training, internationalisation of careers and cross- border mobility, access to markets and new audiences, creation and circulation of cultural and audiovisual works and content, the Programme addresses these challenges at European level and aims to complement the actions and policies of Member States at national level.

### ***Creative Europe: the support to Literary Translation projects***

*Support for literary translation projects* is regularly enhanced, building on feedback from Member States, publishers and the book sector as well as on the experience of the first five years of implementation. The main objectives of the action are to support cultural and linguistic diversity, to strengthen the transnational circulation of literature and to provide readers with better access to quality literature from languages other than their own. Within these main objectives, the action strives to encourage translations of literature from lesser-used languages, translations of literature of less represented genres and has proved a valuable tool for promoting winners of the EU Prize for Literature (EUPL). In 2020, support is provided for 2-year projects with a defined and sound editorial strategy, proposing translation, publication and promotion of 'packages' of 3 to 10 literary works.

## **2. Objectives — Themes & priorities — Activities that can be funded — Expected impact**

### **Objectives**

- **Supporting** cultural and linguistic diversity in the EU and in countries participating in the Culture Sub-programme
- **Strengthening** the transnational circulation and diversity of European<sup>5</sup> literary works in the long term
- **Improving** access to European literary works in Europe and beyond and reach new audiences.

### **Priorities**

- Supporting promotion of European translated literature
- Encouraging translations from lesser used languages<sup>6</sup> into English, German, French and Spanish (Castilian) as these contribute to a wider circulation of the works
- Encouraging translations of less represented genres such as works for young public (children, adolescents and young adults), 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<sup>7</sup>
- Increasing the visibility of translators (In this regard, publishers will be required to include a biography of the translator(s) in each translated book)

### **Activities that can be funded**

Translation, publication, distribution and promotion of a package of works of fiction with a high literary value.

### **Expected impact**

- Increased offer from books' publishers and broader variety of their catalogues thanks to the

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<sup>5</sup> Includes EU countries and other countries participating in the Culture Sub-programme (see section 5);

<sup>6</sup> Lesser used languages include all the languages officially recognised in participating countries, except English, German, French and Spanish (Castilian);

<sup>7</sup> European Union Prize for Literature (EUPL) <http://www.euprizeliterature.eu>

translation, circulation and promotion of foreign titles.

- Increased number of foreign titles available into national markets and greater possibilities for readers to access quality foreign literature.
- Increased visibility of literary translators and enhanced professional opportunities.

### 3. Timetable & available budget

#### Timetable

Timing (planned)	
Publication:	27 February 2020
Opening for submission:	05 March 2020
Deadline for submission:	05 May – 17:00 CET
Evaluation:	May - June 2020
Information on evaluation result:	June - July 2020
Grant agreement signature:	July - September 2020

#### Budget

The available call budget is around **EUR 2.000.000**.

The availability of the call budget still depends on the adoption of the budget 2020 by the EU budgetary authority.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the applications received and the evaluation results.

### 4. Admissibility conditions

#### Admissibility

Applications must be submitted before the call deadline (*see time-table section 3*).

Applications must be submitted electronically via the Portal Electronic Submission System (accessible via the Call Topic page in the [Search Funding & Tenders](#) section). Paper submissions are no longer possible.

Applications (including annexes and supporting documents) must be submitted using the forms provided inside the Electronic Submission System (not the documents available on the Call Topic page — they are only for information).

Your application must be readable, accessible and printable and contain all the requested information and all required annexes and supporting documents (*see section 10*).

### 5. Eligibility conditions

#### Participants

In order to be eligible for a grant, the applicants must be:

- Publishers or publishing houses or organisations that have 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, including sole traders or equivalent.
- Established in one of the eligible countries, i.e.:

- EU Member States (including overseas countries and territories (OCTs)).
- Eligible non-EU countries: Creative Europe - Culture sub-programme participating countries: [https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en).

 **IMPORTANT**

Applications from organisations under framework partnership agreements signed in 2018 within the literary translation scheme are not eligible.

Special rules apply for entities from certain countries (e.g. entities which are established in the Autonomous Republic of Crimea or the city of Sevastopol, entities established in countries covered by Council sanctions, and entities covered by Commission Guidelines No 2013/C 205/05). Such entities are not eligible to participate in any capacity, including as subcontractors or recipients of financial support to third parties under the grant (if any).

To prove eligibility, all applicants must register in the [Participant Register](#) — before the call deadline — and will be requested to upload the necessary documents showing legal status and origin later on.

Linked third parties (i.e. affiliated entities<sup>8</sup> that participate in the project with funding, but do not become beneficiaries) are not allowed.

 **IMPORTANT for UK applicants**

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community\*

### **Activities**

Eligible activities are the ones set out in section 2 above.

Projects must have a transnational dimension. They must consist in the translation, publication, distribution and promotion of a package of 3 to 10 eligible works of fiction from and into eligible languages, based on a sound and defined editorial strategy.

Activities can include special events and marketing/distribution activities 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(s) to help foster the selling of rights either within Europe or beyond.

Financial support to third parties is not allowed.

### **Languages**

Projects have to comply with the following requirements concerning languages:

<sup>8</sup> See Article 187 EU Financial Regulation [2018/1046](#).

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- The source language and target language must be "officially recognised languages" of the countries taking part in the Culture sub-programme. "Officially recognised languages" are those defined by the Constitution or the relevant national law of the respective country.
- The target language must be the translator's mother tongue (except in cases of less frequently spoken languages if the publisher provides sufficient explanation).

In addition, in order to facilitate the circulation of works from or to EU/EFTA countries:

- The source language or the target language must be a language officially recognised in one EU Member State or in an EFTA/EEA country - Translation of works between non-EU/EFTA countries is not eligible.

Translations must have a cross-border dimension; hence, the translation of national literature from one official language into another official language of the same country is not eligible<sup>9</sup>.

Translations out of Latin and ancient Greek into officially recognised languages are eligible.

### **Works**

Projects have to comply with the following requirements concerning the original literary 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, biographies, or essays without fictional elements; tourist guides; human sciences 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 with the exception of works written in Latin or ancient Greek.
- The works must not have been previously translated into the target language, unless a new translation corresponds to a clearly assessed need. In this 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.

### **Duration**

Projects may not be longer than 24 months.

Activities may not start before the date of signature of the grant agreement (or notification of the grant decision). However, if the applicant is in a situation where he cannot put the project on hold for the duration of the selection procedure for duly justified reasons inherent to the nature of the project's process, the period of eligibility of costs related to the project may start before, but in no case earlier than the date of submission of the application, if requested by the applicant and duly justified at the application's stage.

### **Grant request**

The specific grant for a Literary Translation project shall not exceed EUR 100.000 representing no more than 50 % of the eligible costs.

## **6. Award criteria**

Admissible and eligible applications will be evaluated and ranked against of the following award criteria:

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<sup>9</sup> If there is no distribution strategy outside the country in question.

- 1. Relevance:** 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. (40 points)

This criterion will take into account:

- To what extent the project will contribute to increasing the diversity of European<sup>10</sup> literature in the targeted countries.
- How relevant the project is with regard to the circulation, translation and distribution of:
  - ✓ Works written in "lesser used languages" into English, German, French and Spanish speaking territories
  - ✓ Under-represented genres such as literature for young public (children, adolescents and young adults), short stories or poetry
- The distribution strategy and its relevance to the project, in particular how it will ensure an easy access to the translated works.
- To what extent the project will help the organisation exploring and developing innovative business practices.

- 2. Quality of the content and activities:** This criterion evaluates how the project is implemented (25 points)

This criterion will take into account:

- The quality of the activities, notably their relevance to the editorial strategy. In particular, how relevant the choice of the works to be translated and of the translator(s), is.
- The suitability of the methodology to the objectives, including its feasibility.
- How cost-efficient the budget allocation is to the different phases of the project.

- 3. Promotion and communication within Europe and Beyond:** This criterion evaluates how the translated books will be promoted. (25 points)

This criterion will take into account:

- To what extent promotional activities are tailored to the specificities of each book and will contribute to reaching new readership for European translated literature.
- How specifically the promotion and communication activities are likely to contribute to the visibility of a) authors and translators and b) literary works and if applicable the EU Prize for Literature winning titles<sup>11</sup> and c) the support of Creative Europe programme and of the European Union.

- 4. Winners of the European Union Prize for Literature:** This criterion grants automatic points to applications including EU Prize for Literature winning titles (10 points):

- 1 point per title for maximum 10 titles

 **IMPORTANT**

EUPL winning books need to meet the criteria of eligibility listed in section 5 '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 5 point 1). EUPL winning works which do not meet this requirement WILL NOT be attributed automatic points.

<sup>10</sup> Including all neighbourhood countries participating in the Creative Europe programme (see section 5)

<sup>11</sup> European Union Prize for Literature: <https://www.euprizeliterature.eu/>

<b>• Award criteria</b>	<b>Maximum score</b>
Relevance	40
Quality of the content and activities	25
Promotion and communication within Europe and Beyond	25
EU Prize for Literature	10
<b>Overall score</b>	<b>100</b>

Maximum points: 100 points.

The evaluation procedure is explained further in section 8.

## **7. Other conditions**

### **Financial capacity**

Applicants must have stable and sufficient resources to successfully implement the project and contribute their share. Organisations participating in several projects must have sufficient capacity to implement several projects.

The financial capacity check will be done by us on the basis of the documents you will be requested to upload in the Participant Register (profit and loss account and balance sheet for the last two closed financial years, or for newly created entities possibly the business plan; for applicants requesting more than EUR 750 000: audit report produced by an approved external auditor, certifying the accounts for the last closed financial year).

The analysis will take into account elements such as dependency on EU funding and deficit and revenue in previous years.

It will normally be done for all applicants, except:

- Public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- If the individual requested grant amount is not more than EUR 60 000 (low-value grant).

If we consider that your financial capacity is not satisfactory, we may require:

- Further information
  - An enhanced financial responsibility regime, i.e. joint and several responsibility for all applicants (*see below, section 9*)
  - Pre-financing paid in instalments
  - (one or more) pre-financing guarantees (*see below, section 9*)
- or
- Propose no pre-financing
  - Request that you are replaced or, if needed, reject the entire application.

**i** For more information, see [Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### **Operational capacity**

Applicants must have the know-how and qualifications to successfully implement the project.

This capacity will be assessed based on the experience of the applicants and their project teams.

Applicants will have to show this via the following information in the Proposal Template (Part B):

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project, as well as the biography of the translators.
- a description of the consortium participants, if applicable.
- the applicant(s)' activity reports of last year.
- a list of EU funded actions/projects for the last 4 years, if applicable.

Additional supporting documents may be requested, if needed, to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### **Exclusion**

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision)<sup>12</sup> or in one of the following situations<sup>13</sup> are excluded from receiving EU grants and can therefore not participate:

- Bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- In breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- Guilty of grave professional misconduct<sup>14</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- Committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- Shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement or grant decision (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- Guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- Created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out during the grant award procedure that they<sup>15</sup>:

- Misrepresented information required as a condition for participating in the grant award procedure or failed to supply that information
- Were previously involved in the preparation of grant award documents where this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

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<sup>12</sup> See Article 136(1) EU Financial Regulation [2018/1046](#).

<sup>13</sup> See Articles 136(1) and 141(1) EU Financial Regulation [2018/1046](#).

<sup>14</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>15</sup> See Article 141(1) EU Financial Regulation [2018/1046](#).

 **IMPORTANT**

- **Coordinator & consortium** — The coordinator represents the consortium towards the EU. You must have agreement of the other members and their mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all participants comply with the conditions for receiving funding (especially, eligibility, financial and operational capacity, no exclusion, etc.) and have agreed to participate. Before signing the grant agreement, each participant will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

- **Linked third parties** — Not applicable
- **Subcontractors** — Subcontracting is allowed, but subject to strict limits (*see section 9*).
- **Registration** — All applicants must register in the [Participant Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Completed/ongoing projects** — Applications for projects that have already been completed will be rejected; applications for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before proposal submission).
- **Balanced project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of receipts + EU grant over costs). This will be checked by us at the end of the projects.
- **No double funding** — Any given action may receive only one grant from the EU budget. The project must therefore NOT receive any financial support under any other EU funding programme (including EU funding managed by authorities in EU Member States or other funding bodies, *e.g. Regional Funds, Agricultural Funds, EIB loans, etc.*). Cost items may NOT be declared twice under different EU actions.
- **Combination with EU operating grants** — Combination with EU operating grants is possible if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice. *See the Guide for applicants for the detailed cost eligibility conditions for indirect costs.*
- **Multiple applications** — Applicants may submit more than one application for *different* projects under the same call (and be awarded a grant for them).  
Organisations may participate in several applications.  
BUT: if there are several applications for the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Language** — You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call documents in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 10*).
- Applications that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them does not, it must be replaced or the entire proposal will be rejected.

## 8. Evaluation & award procedure

This call is subject to the standard submission and evaluation procedure (one-stage submission + one-step evaluation). Applications will be checked for formal requirements (admissibility and eligibility), then evaluated by an evaluation committee (assisted by independent outside experts) against the operational capacity and award criteria, and then listed in a ranked list according to their quality score.

For proposals with the same score, a priority order will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

1. The *ex aequo* proposals will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of the content and activities'. When these scores are equal, priority will be based on their scores for the criterion 'Promotion and communication'.
2. If this does not allow the priority to be determined, a further prioritisation can be done by considering the overall project portfolio or other factors related to the objectives of the call for proposals. These factors will be documented in the evaluation report.

Unsuccessful applications will be informed about their evaluation result (*see time-table section 3*).

Successful applications will be invited for grant preparation.



### IMPORTANT

- **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: legal entity validation, financial capacity, exclusion check etc.
- Grant preparation will involve a **dialogue** in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for receiving the grant.

## 9. Legal & financial set-up of the grants

If your project is selected for funding, you will be asked to sign a grant agreement (available on [Portal Reference Documents](#)).

This grant agreement will set the framework for your grant and its terms and conditions, in particular provisions on deliverables, reporting and payments.

### **Starting date & project duration**

The project starting date and duration will be fixed in your grant agreement (art. 3). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: up to 24 months (extensions will be possible only exceptionally, for duly justified reasons and with our agreement)

### **Maximum grant amount, reimbursement of eligible costs & funding rate**

All grant parameters (maximum grant amount, funding rate, total eligible costs etc.) will be fixed in your grant agreement (art. 5).

The specific grant for a Literary Translation project shall not exceed EUR 100.000.

The grant will be a reimbursement of actual costs grant. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY those costs you *actually* incurred for your project (NOT the *budgeted* costs).

The costs will be reimbursed at the funding rate fixed in the grant agreement (no more than maximum 50% of the eligible costs).

EU grants may NOT produce a profit. If there is a profit (i.e. surplus of receipts + EU grant over costs), we will deduct it from your final grant amount.

The final grant amount you will receive will therefore depend on a variety of criteria (e.g. *actual costs incurred and project income; eligibility; compliance with all the rules under the grant agreement*).

### **Cost eligibility rules**

For the cost eligibility rules, see the model grant agreement (art. 6) and the Guide for applicants.

Special cost eligibility rules for this call:

- 7% fixed flat-rate for indirect costs.
- financial support to third parties is not allowed.
- subcontracting of action tasks is subject to special rules and must be approved by us (either as part of your proposal or in a periodic/final report).
- in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost and will not be counted as receipts).
- costs for the introductory meeting (*see section 5*) will be eligible as travel costs (2 persons, return ticket to Brussels, accommodation for one night) — only if the meeting takes place after the project starting date set out in the grant agreement.
- Costs for translation rights: In so far as, a beneficiary must have the translation rights before starting the action, fees or any costs linked to translation rights are not eligible.

### **Reporting & payment arrangements**

The reporting and payment arrangements will be fixed in the grant agreement (art. 15 and 16).

After grant signature, you will normally receive float to start working on the project (pre-financing of normally 70% of the maximum grant amount; exceptionally less or no pre-financing).

There will be no interim payments. At the end of the project, you will be invited to submit a report and we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you to pay back the difference (recovery).

### **Deliverables**

Standard deliverables will be listed in the grant agreement (art. 14). The project-specific deliverables will be listed in Annex 1.

Standard deliverables for this call:

- Final reports at the end of the eligibility period

### **Pre-financing guarantee**

If we require a pre-financing guarantee, it will be fixed in your grant agreement (art 16.2). The amount will be fixed by us during grant preparation, and will be equal or lower than the pre-financing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State.

If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in that country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

The guarantee is NOT linked to individual consortium members. You are free to organise how the guarantee amount should be provided (by one or several beneficiaries, for the overall amount or several guarantees for partial amounts). The only thing that is important is that the amount we request is covered and the guarantee(s) are sent by the coordinator before the pre-financing (through the Portal) AND the original by post. If agreed with us, the bank guarantee may be replaced by a joint and several guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the grant agreement.

### **Special provisions**

IPR rules: see model grant agreement (art. 19).

Special conditions for certain project activities: see model grant agreement (art. 18a).

Promotion & visibility of EU funding: see model grant agreement (art. 22).

### **Cost rejection, grant reduction, recovery, suspension & termination**

The grant agreement (chapter 6) provides for the measures we may take in case of breach of contract (and other violations of law).

### **Liability regime for recoveries**

The liability regime for recoveries will be set out in your grant agreement (art. 28), i.e. either:

- Limited joint and several liability with individual ceilings — each beneficiary up to *its* maximum grant amount
- Unconditional joint and several liability — each beneficiary up to the maximum grant amount for the *action*

or

- Individual financial responsibility — each beneficiary only for its debt.

## **10. How to submit an application?**

All applications must be submitted electronically via the Portal Electronic Submission System (accessible via the Call Topic page in the [Search Funding & Tenders](#) section). Paper submissions are no longer possible.

The application will have 3 parts:

- **Part A** (to be filled in directly online) — contains administrative information about the applicant organisations (future coordinator and beneficiaries) and the summarised budget for the proposal.
- **Part B** (to be filled out as word template and uploaded as PDF file) — contains the description of the action, which covers the technical content of the proposal.
- Annexes & supporting documents (to be uploaded as PDF files).

Mandatory **annexes & supporting documents** (directly available in the Submission System) for this call are:

- Detailed budget table
- CVs of core project team as well as biographies of translators
- Activity report of the last year
- Declaration on books to be translated

The **submission process** is explained in the [Online Manual](#) (together with detailed instructions for the IT tool).

### **Contact**

For questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu)

Please indicate clearly the reference of the call for proposals and the action to which your question relates (see *Call document cover page*).

 **IMPORTANT**

- **Consult** the Portal Call Topic page regularly. We will use it to publish updates and additional information on the call (call updates).
- **Don't wait** until the end.

Questions received later than 7 days before the call deadline cannot be answered.

We strongly advise you to complete your proposal sufficiently in advance of the deadline, to avoid any last minute technical problems. Any problems due to last minute submissions (e.g. *congestion, etc.*) will be at your risk. The call deadline will NOT be extended.

- Before submitting a proposal, all applicants must be **registered** in the [Participant Register](#) and obtain a participant identification code (PIC) (one for each applicant).
- By submitting their proposal, all applicants **accept**:
  - the terms and conditions of this call (as described in this Call document and the documents it refers to)
  - to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- You may be contacted later on if there is a need to **clarify** certain aspects of your **proposal** or for the correction of clerical mistakes.
- You may be asked to submit **additional documents** later on (e.g. for the legal entity validation, LEAR appointment and financial capacity check).
- **Transparency** — Each year, information about EU grants awarded is published on the [Europa website](#). This includes:
  - the beneficiaries' names
  - the beneficiaries' addresses
  - the purpose for which the grant was awarded
  - the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise the rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data privacy** — The submission of an application under this call involves the collection, use and processing of personal data (such as name, address and CV). This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal (and subsequent management of your grant and, if needed, programme monitoring, evaluation and communication). Details are explained in the [Portal Privacy Statement](#).
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call update. Please note that cancellations are without entitlement to compensation.