



FREQUENTLY ASKED QUESTIONS

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NOTICE

The present information is not contractual and cannot in any case give rise to any binding legal effect whatsoever for the Ministry of Culture and Sport.

In the event of this call for applications being of interest to you, carefully read the text of the Ruling by which calls for applications for aid are published, available on the State Aids Awards Database (<http://www.infosubvenciones.es/bdnstrans/GE/es/index>) and on the website of the Ministry of Culture and Sport:

<http://www.culturaydeporte.gob.es/cultura/libro/sc/becas-ayudas-y-subvenciones/fomento-traduccion-lenguas-extranjeras.html>.

1. GENERAL QUESTIONS ABOUT THE FINANCIAL ASSISTANCE

What does the financial assistance for the encouragement of translation into foreign languages consist of?

Financial assistance for translation into foreign languages organized annually by the Ministry comes from a long tradition. The aim of these awards is to encourage the editing and publishing in foreign languages of works included in the cultural heritage of the Spanish State.



If you are a foreign entity and intend to publish a translation of a book, you can apply for financial assistance from the Ministry of Culture and Sport to cover the cost of its translation.

Who can request financial assistance?

These subsidies can be applied for by foreign publishers, whether public or private in nature and whether or not for profit, who are legal persons or natural persons registered as self-employed in their country of origin, provided that they are legally incorporated.

How is the work assessed?

Each application is assessed by a committee of experts who decide on the basis of the following criteria:

- a) the cultural interest of the project in the publishing context of the country and the language of publication (the experts will take into account the project's contribution to the dissemination of Spanish cultural heritage, in its various manifestations, through an assessment of the author's career and his or her work, its relevance, its social and cultural impact, and its contribution to cultural commemorations);
- b) the strategic value of the translation language linked to the priority geographical areas in the context of Spain's cultural policy;
- c) the translator's career. The translator's curriculum will be taken into account when considering this criterion.

What is the amount of the financial assistance?

The amount awarded is established on the basis of the score obtained on each of the assessment criteria. The higher you score, the more financial assistance you will obtain.

What kinds of work are eligible for this invitation to apply?

The aim of the financial assistance is to promote literary (both classical and contemporary) and scientific works included in the cultural heritage of the Spanish State.

What requirements must the work meet?

The work to be translated must be published in any of the official languages of the Spanish State and must also comply with one of the following two requirements:

- a. It must have been published by a Spanish publisher and distributed within the national territory;
- b. If published by a non-Spanish publisher, its author must have Spanish nationality.



The subsidized work cannot be published by any entity other than the beneficiary of the assistance, nor by a publisher with a different legal personality, even if both are included in the same business group.

On the other hand, the following projects are excluded:

- Translation projects involving works that have not been published in any of the official languages of the Spanish State as of the date of entry into force of the 2021 invitation to apply, as established in section 1.1. of this invitation to apply.
- Translation projects involving works that were not originally written and published in one of the official languages of Spain.
- Translation projects involving works already translated and published in the last ten years in the same language and in the same country as the applicant.
- Translation projects involving manuals and textbooks aimed at teaching, as well as tourist guides and other publications of any subject matter falling outside the purpose of the present financial assistance.
- Projects in which the author and translator are the same person, as well as projects in which the publisher and the translator are the same person. This latter exclusion shall not apply when the translator is a partner in a publishing company with at least two partners.
- Translation projects involving self-published works and, in general, those whose publication has been partly or fully funded by the author.
- Projects submitting translation contracts with legal persons.
- Projects submitted by publishers who fail to accredit sufficiently their ability to market and distribute the work in the linguistic area proposed.
- Translations already completed prior to this invitation to apply, whether published or not.
- Translation projects involving excerpts of works.

How many projects can I submit?

The maximum number of projects that can be submitted for financial assistance is three. Where the same entity exceeds this limit, the first three applications submitted will be



assessed and the others will be excluded, having regard for the date, time and number of their registration.

Can financial assistance be awarded for more than two projects with the same translator?

No. The maximum that can be given would be two assistance awards for projects to be translated by the same translator, considering as a whole all of the applications submitted by all publishers

Who is the contact person if I need additional information?

Communications should preferably be sent by email to:
promocion.exterior@cultura.gob.es

2. QUESTIONS ABOUT THE INVITATION TO APPLY PHASE

When does the Ministry publish the invitation to apply for financial assistance?

The date of publication of the invitation to apply varies from year to year, although it usually takes place between the end of the first quarter and the beginning of the second. Once the deadline for submission has passed, no further applications will be accepted.

Can I receive an alert from the Ministry when the invitation is published?

Yes. In order to request this, you must send an email to
promocion.exterior@cultura.gob.es

Where can I consult the text of the invitation to apply?

The full invitation to apply, in addition to its publication on other pages such as the National Subsidy Database, is published on the web site of the Ministry:

<http://www.culturaydeporte.gob.es/servicios-al-ciudadano/catalogo/general/05/052040/ficha.html>.

How must I submit my application?

First of all, applicants must identify themselves with a pre-arranged password. Passwords must be requested by a duly authorized legal representative of the entity, as this will be subsequently verified and the relevant documentation may be requested.

- a) Access the Electronic Office of the Ministry through the following link:
https://cultura.sede.gob.es/pagina/index/directorio/portada_subv_fomento_traducccion_lengua_extranjera



- b) Access “solicitud de clave” (password requests) (you will need to scan your ID document in order to verify the details keyed in).
- c) After requesting the password, you will receive three emails: a welcome message, a password activation message, and a password notification message.
- d) Once you receive the password, complete the forms shown on screen, sign them electronically and download the pdf copy accrediting your application.

Electronic passwords are valid for one year and expire at the end of the one-year period.

Applications submitted in hard copy or by email will not be accepted. All applications must be submitted via the Ministry’s Electronic Office through the following link: https://cultura.sede.gob.es/pagina/index/directorio/portada_subv_fomento_traduccion_lengua_extranjera and then select “Acceso al procedimiento”.

Another way to access the Electronic Office is through the “**Acceso al servicio online**” (Access the online service) button on the web page for these subsidies. To go there, use this link: <http://www.culturaydeporte.gob.es/servicios-al-ciudadano/catalogo/general/05/052040/ficha.html>

What is the deadline for submitting my application?

The term for submitting applications is 25 working days counted from the date on which the extract of this invitation for applications is published in the Official State Gazette. The deadline for submitting applications ends at 14:00 hours on the last day for submissions.

There will also be a term of 20 working days in which to request a password electronically starting from the day after the publication of the extract of this invitation to apply in the Official State Gazette.

Tips for submitting your application through the Electronic Office

- Do not wait until the last day before the deadline. You may encounter problems on the Electronic Office related to your electronic signature or other technical difficulties that you might not be able to resolve immediately.
- Once you have selected this type of financial assistance on the Electronic Office, you will find a list of documents that you will have to upload. Be sure to have them ready in advance.
- Attach each document in the corresponding attachment prepared for the purpose. Each document requested in the invitation to apply (and specified on the documentation contents page) has its own corresponding attachment.
- Please attach your documentation in the smallest possible number of attachments. The maximum number of documents allowed varies with each



attachment. The maximum upload is 4 MB.

- if you have any problems to submit your application by remote electronic means, please contact the following email address: soporte.sede.sec@cultura.gob.es

Are the invitations to apply identical from one year to the next?

Although similar, each invitation to apply may include changes in important details. Please read the invitation to apply carefully and contact us if you have any doubts.

3. QUESTIONS ABOUT THE PREPARATORY PHASE

What happens if I am missing a document when I submit my application?

If the Ministry detects that a document is missing or that the application contains errors, you will be alerted by means of a post published on the web page:

<http://www.culturaydeporte.gob.es/servicios-al-ciudadano/catalogo/general/05/052040/ficha.html>

All actions and details related to the process will be posted online. **For this reason, it is recommendable to consult the Ministry's web page from time to time.** Emails sent to addresses provided by the applicants are for information purposes only.

If you fail to submit the documentation requested through the electronic office within the term of **10 days** counted from the date of notification (which will be given through the web page), your application will be dismissed.

Once the correction phase has ended, the examining body will verify compliance with all the requirements necessary for eligibility and issue a final decision with the list of accepted, dismissed, and excluded applications.

4. QUESTIONS ABOUT THE AWARD AND JUSTIFICATION PHASES

When does the Ministry decide on the financial assistance?

The processing of the subsidy is divided into the following phases: 1) receipt of applications; 2) remediation; 3) publication of the list of accepted, dismissed, and excluded applications on the website; 4) holding of the meeting of experts; 5) proposed awarding; 6) award resolution; 7) payment; 8) accreditation.

The date of the award resolution varies every year although it traditionally takes place between the third and fourth quarters.



The Ministry has awarded me financial assistance for translation into foreign languages. What is the procedure to follow now?

In the event that one of your works is included in the resolution awarding financial assistance, you will have a **maximum term of 18 months** in which to publish it, counted from the date of publication of the financial assistance award resolution.

Subsequently, once the work is printed, and in a **maximum term of 3 months**, you must submit the accrediting documentation through the Electronic Office (consult what information is required for accreditation purposes). The two sample copies, complete with the logo and the text, must be sent to the Subdirector General for the Promotion of Books, Reading and Spanish Letters (Calle Santiago Rusiñol 8 - 28040 Madrid, SPAIN).

IMPORTANT NOTICE: PUBLISHERS BASED IN COUNTRIES OUTSIDE THE EUROPEAN UNION MUST SEND THE ACCREDITATION COPIES THROUGH PRIVATE COURIER SERVICES AND ALWAYS TO THE ADDRESS INDICATED ABOVE.

I'm afraid I won't be able to deliver the sample copy within the 18-month deadline. Can I apply for an extension?

Yes. Exceptionally in the case of justified circumstances, it is possible to grant you an extension of up to **9 months** provided that you submit a written request for the extension before the end of the original 18-month term. For legal reasons, it is not possible to grant any extension requested after the deadline has passed.

I wish to renounce the financial assistance. What are the steps I need to take?

If you wish to return the award voluntarily, you must complete form 074, which is available from the Subdirector General for Economic Management and General Affairs of the Ministry of Culture and Sport. You must make the payment as described in the form and state the type of assistance and beneficiary project in the "Description" box. Once payment has been effected, please send the Administration copy of form 074 to the Directorate General for Books and the Promotion of Reading through the Electronic Office by the justification deadline.

If you wish to withdraw from receipt of financial assistance before the award resolution has been approved, it is enough to notify this in writing through the Electronic Office. Your withdrawal must be prior to receipt of the award.

When does the Ministry pay the financial assistance?

The subsidy awarded will be **paid in advance** once the award resolution has been approved and it is not necessary for any guarantee to be established. This means that the Administration does not wait until it receives the book before transferring the amount of the financial assistance but rather it is paid shortly after the publication of the award resolution.



It is not possible to indicate any binding date in advance because the payment depends on the Public Treasury. Nonetheless, payments normally take place around two months after the date of the resolution.

What accrediting documentation do I need to submit?

Accreditation will be based on the following documents, which you must send through the Electronic Office of the Ministry of Culture:

- a) Two copies of the published work. The book's credit pages must expressly contain the following: title of the work and author in Castilian Spanish, name of the translator(s), and logo of the Government of Spain – Ministry of Culture and Sport – Directorate General for Books and the Promotion of Reading. The following text must also be included in the language in which the work is being published: “La traducción de esta obra ha recibido una ayuda del Ministerio de Cultura y Deporte de España” [The translation of this work was made possible with the financial assistance of the Ministry of Culture and Sport of Spain]. Copies must be sent in the publication medium used: printed copies for paper-based publications, electronic files for digital publications.
- b) Brief explanation of the planned action containing a description of the publishing project in Castilian Spanish. Please use the template that will be available on the webpage.
- c) Document accrediting payment by the publisher of the cost of the translation to the translator through the corresponding invoice or equivalent document, payment receipt, translated into Castilian Spanish.
- d) Signed declaration by the beneficiary stating any other possible subsidies or revenue streams financing the activity, if any, indicating the amount and source, in Castilian Spanish.

Where can I obtain the logo and the text?

In order to obtain the correct logo, you must submit your request by email to:

promocion.exterior@cultura.gob.es

I have submitted the documentation. What is the next step?

After the documentation has been submitted, the Ministry will conduct an initial review. If any of the requirements have not been met, an email will be sent indicating the defects you have to remedy.

Another administration or entity has awarded me financial assistance. Do I have to notify this to the Ministry?

Yes. When you submit the accrediting documentation for the financial assistance, you



will have to state that other financial assistance on the revenue statement.

5. QUESTIONS ABOUT THE DOCUMENTATION TO BE PROVIDED

Can I send documents by e-mail?

No. Pursuant to current regulations, the signature on scanned documents is not legally valid. For this reason, no documents sent via email can be considered to be valid.

Can I submit documents only in a language other than Spanish?

No. All documentation must be submitted in Castilian Spanish. If the original document is in a different language, then the original documentation must be provided together with its translation into Castilian Spanish.

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