



## APPLYING FOR A SUBSIDY FOR TRANSLATION COSTS



**Important notice:** This form may be filled in in French, German, Luxembourgish or English. It must be dated and signed. Once completed, it should be sent to the Ministry of Culture (Ministère de la Culture) at the address shown in the header, or via email to: [subsidies@mc.etat.lu](mailto:subsidies@mc.etat.lu). Staples should not be used.

This interactive page requires Adobe Acrobat® Reader® version 8.1.3 or higher. The latest version of Adobe Acrobat Reader for all systems (Windows®, Mac, etc.) can be downloaded for free on the Adobe Systems Incorporated website.

### 1. Input

Fields marked with an \* are compulsory

#### Publisher information

Publisher name *:	<input type="text"/>		
Identification number at the CCSS *: <small>(for Luxembourgish publishers only)</small>	<input type="text"/>		
Legal form *:	<input type="text"/>	VAT No *:	<input type="text"/>
Address *:	<input type="text"/>	Postcode *:	<input type="text"/>
		City *:	<input type="text"/>
Country *:	<input type="text"/>		
Telephone:	<input type="text"/>	Website:	<input type="text"/>

#### Publisher's legal representative

Surname, first name *:	<input type="text"/>		
Email *:	<input type="text"/>	Telephone:	<input type="text"/>
Address *:	<input type="text"/>	Postcode *:	<input type="text"/>
		City *:	<input type="text"/>

#### Contact person

Surname, first name *:	<input type="text"/>	Job title *:	<input type="text"/>
Email *:	<input type="text"/>	Telephone:	<input type="text"/>
Address *:	<input type="text"/>	Postcode *:	<input type="text"/>
		City *:	<input type="text"/>

#### Publisher's bank details

Account holder *:	<input type="text"/>		
BIC *:	<input type="text"/>	IBAN *:	<input type="text"/>
Bank address *:	<input type="text"/>	Postcode *:	<input type="text"/>
City *:	<input type="text"/>	Country *:	<input type="text"/>

If you have any questions relating to the content of this form, please call the following number: (+352) 247 - 86615 (09.00-11.30)



## Information regarding the work to be translated

Author * :	<input type="text"/>		
Full original title * :	<input type="text"/>		
Subtitle, if any * :	<input type="text"/>		
Literary genre * :	<input type="text"/>		
Edition on which the translation is to be based * :	<input type="text"/>	Collection * :	<input type="text"/>
Format and number of words* :	<input type="text"/>	Sales price in bookshops (in EUR, inc. VAT) * :	<input type="text"/>
Original language* :	<input type="text"/>	Number of copies sold * :	<input type="text"/>
Reproduction rights holder * :	<input type="text"/>		
Copyright holder * :	<input type="text"/>		
Year and place of first publication * :	<input type="text"/>		
ISBN * :	<input type="text"/>		

## Information regarding the translation project

### Translated version

Language into which the work will be translated * :	<input type="text"/>		
Proposed title in translation * :	<input type="text"/>		
Is this the first time this book has been translated into this language ?	<input type="radio"/> Yes	<input type="radio"/> No	
Projected translation time * :	<input type="text"/>		
Planned publication date * :	<input type="text"/>		
Number of characters in the translated version * :	<input type="text"/>		
Number of copies * :	<input type="text"/>	Sales price * :	<input type="text"/>
Distribution area * :	<input type="text"/>		

### Translator

Surname, first name * :	<input type="text"/>	Job title * :	<input type="text"/>
Email * :	<input type="text"/>	Telephone :	<input type="text"/>
Address * :	<input type="text"/>	Postcode * :	<input type="text"/>
		City * :	<input type="text"/>
Country * :	<input type="text"/>		



### Translation reviser

Surname, first name * :	<input type="text"/>	Job title * :	<input type="text"/>
Email * :	<input type="text"/>	Telephone :	<input type="text"/>
Address * :	<input type="text"/>	Postcode * :	<input type="text"/>
		City * :	<input type="text"/>
Country * :	<input type="text"/>		

### Translator's fees

Calculation unit * :	<input type="text"/>
if other, specify the calculation method used, including or excluding spaces :	<input type="text"/>
Number of units * :	<input type="text"/>
Rate per unit :	
- in the applicant's currency * :	<input type="text"/>
- in EUR * :	<input type="text"/>
Total fees :	
- in the applicant's currency * :	<input type="text"/>
- in EUR * :	<input type="text"/>

Will the translator receive an advance on their fees? \*

No  Yes

Will the translator share the copyright for the exploitation of their work? \*

No  Yes

How/when will the fees be paid? \*

- upon signing of the contract
- upon submission of the manuscript
- upon publication of the book
- flat fee or advance on copyright



## Information regarding the translation project

### Expected benefits of the translation project. \*

What are the cultural benefits of the translation project for Luxembourg?

What are the benefits for the author and/or publisher?

What are the reach and the representativeness of the translation language?

### Dissemination and visibility. \*

How do you plan to promote the translated version?

Which distribution networks do you intend to use to disseminate the translated version?

Do you intend to organise readings with the author and/or translator?

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## 2. Summary financial details

**Important information:** each applicant is required to provide the financial details listed below AND attach their own projected budget to their application. The applicant's projected budget must detail the various expenses and income related to the project and indicate the translation price per words.

**N.B.** The contribution requested from the Ministry of Culture may not exceed the translation costs. "Income - Expenses (B-A)".

<b>(A) Expenses</b>		
<b>1</b>	Copyright *	<input type="text"/>
<b>2</b>	Translation costs *	<input type="text"/>
<b>3</b>	Translation revision costs *	<input type="text"/>
<b>4</b>	Printing costs *	<input type="text"/>
<b>5</b>	Page layout costs *	<input type="text"/>
<b>6</b>	Publication costs *	<input type="text"/>
<b>7</b>	Promotional costs *	<input type="text"/>
<b>Total (A) *</b>		<input type="text"/>

<b>(B) Income</b>		
<b>8</b>	Own capital *	<input type="text"/>
<b>9</b>	Other public or government subsidies (please specify) *	<input type="text"/>
<b>10</b>	Sponsorship *	<input type="text"/>
<b>Total (B) *</b>		<input type="text"/>

<b>(B) Income - (A) Expenses = *</b>	<input type="text"/>
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<b>Contribution requested from the Ministry of Culture *</b>	<input type="text"/>
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### 3. Supporting documents

**Please confirm that the required documents are included by ticking the relevant boxes \* :**

- Form, duly completed and signed
- Catalogue of publisher's publications
- Detailed projected budget of the translation project
- Copy of the agreement signed between the publisher and the translator <sup>1</sup>
- Copy of the agreement signed by the holder of the translation rights <sup>1</sup>
- Copy of the agreement signed by the author granting the right to translate the work <sup>1</sup>
- Translator's CV and list of publications and, where applicable, the same for the reviser of the translated version
- First-edition copy of the publication if it was not published in Luxembourg

<sup>1</sup> These documents may be provided as 3 separate contracts or be combined as one contract

### 4. Conditions to be fulfilled

- A complete application must be filed no later than the deadline preceding the completion of the project (no aid will be granted post-festum).
- The subsidy may only be used to pay costs and expenses related to the purpose of the application.
- Once it is published, 5 copies of the subsidised translation must be sent to the Ministry of Culture.
- The statement "Avec le soutien du ministère de la Culture" (supported by the Luxembourg Ministry of Culture) must appear, along with the Ministry's logo, on all materials released to the public for the purposes of presentation, information or advertising, including on the relevant website.
- The Ministry must be informed of any major change in the organisation (mandate, legal or administrative structure, change of management, etc.).
- The Ministry must be provided with all documents and information deemed necessary to process and review the application file (amendment or cancellation of the project, etc.).
- Applications for subsidies will not be processed if the form is incomplete or if requested documents are missing.
- Applicants must have read the instructions on applying for a subsidy for translation costs on Guichet.lu : <https://guichet.public.lu/en/entreprises/sectoriel/culture/secteur-litteraire/participation-frais-translation.html>

### 5. Signature

**By signing below, the applicant certifies that the data provided herein are correct**

Place \* :

Signature \* :

Date \* :