



**INFORMATION ABOUT THE INVITATION FOR APPLICATIONS  
FOR SUBSIDIES TO ENCOURAGE TRANSLATION INTO FOREIGN LANGUAGES**

**2017**

**Important note: all documents must be submitted in Spanish and, wherever appropriate, duly certified by an official translator. This and other aspects are analysed below:**

**Type of subsidy:**

Subsidy for publishers to finance the cost of translating literary or scientific works originally published in Castilian Spanish or any of the co-official languages of the regions.

The text of the invitation for applications can be obtained from this same web site.

**Beneficiaries:**

These subsidies may be requested by private entities in the publishing sector and other entities engaging in publishing activities, whether Spanish or foreign and natural or legal persons, as well as by foreign public entities providing that they are legally established and can accredit uninterrupted activities for at least 2 years as of the date of publication of the invitation for applications.

**Novelties in this invitation for applications:**

The work to be translated into a foreign language must meet one or other of these requirements:

- a) A work published by a Spanish publishing company and distributed in Spain
- b) A work published by a non-Spanish publishing company if the author has Spanish nationality

All works published by a non-Spanish publishing company where the author does not have Spanish nationality will be excluded.

**Body issuing the invitation for applications:**

Ministry of Education, Culture and Sport.  
Office of the Secretary of State for Culture  
Directorate-General for Books and Cultural Industries.

**Management Unit:**

Subdirectorates-General for Books, Reading and Spanish Literature  
External Promotion Service.

Telephone number:           +(34) 91-536 88 74                   e-mail address:                   [promocion.exterior@mecd.es](mailto:promocion.exterior@mecd.es)  
  +(34) 91-536 88 05  
  +(34) 91-536 88 08  
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**Maximum number of applications to be submitted**

Each publishing entity may submit a maximum of 3 applications.



### Manner for submitting applications

All applications must be submitted electronically using a valid electronic signature certificate through the Ministry's electronic web site at <https://sede.mcu.gob.es/SedeElectronica>

Foreign publishers must identify themselves through a pre-arranged access code. The following steps must be taken to obtain this access code and be able to complete the application:

- A) Access <https://sede.mcu.gob.es/SedeElectronica/index.jsp>, select "trámites y procedimientos" (steps and procedures), and then key in "lenguas extranjeras" (foreign languages).
- B) Access the "solicitud de clave concertada" (application for access code) (your ID document must be scanned to certify the data keyed in)
- C) After requesting an access code, you will receive three e-mails: a welcome message, and access code activation message and an access code issue message.
- D) Once you receive the access code, complete the forms displayed on screen, then sign and download the pdf acknowledgement accrediting your application.

**IMPORTANT: Access codes to be able to upload your application and documentation must be requested by the publisher or its legal representative. During the analysis phase, a check will be made of the truthfulness of the applicant's identity and any application not meeting this requirement will be excluded.**

### Deadline:

The deadline for submitting applications concludes 20 working days after the day following the publication of the extract of this invitation for applications in the Official State Gazette. This same web site gives information on the end of the term for submitting applications for financial assistance.

Foreign applicants, for their part, shall have a term of 15 working days in which to request an access code electronically, counted from the day following the publication of the extract of this invitation for applications in the Official State Gazette.

### Documentation to be submitted:

**Specific obligatory documentation** to be submitted with applications

DOCUMENT	COMMENTS
<b>Translation contract signed by the publisher and the translator setting out the total amount to be paid for the translation</b>	All applicants: <b>Spaniards</b> <b>Foreigners:</b> if the contract has not been signed directly in Spanish, it must be translated into Spanish.
<b>Translator's curriculum</b>	All applicants. This must be submitted in Spanish
<b>Accreditation of the capacity for placing the work on the market and distributing it</b>	Only applicants where the language into which the work is proposed to be translated does not belong to their linguistic area or reference region. This document must be translated into Spanish.
<b>An affidavit certifying the copyright in the work. If the work is not free from copyright, documentation accrediting the agreement of the copyright holder</b>	All applicants: <b>Spaniards</b>



<b>must be submitted</b> (in accordance with the Intellectual Property Act (RDL 1 dated April 12th, 1996).	<b>Foreigners:</b> if the contract has not been signed directly in Spanish, it must be translated into Spanish.
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**Administrative documentation** to be submitted together with the electronic application or after pre-selection.

**IMPORTANT: ALL TRANSLATIONS INTO SPANISH MUST BE OFFICIALLY CERTIFIED.**

DOCUMENT	COMMENTS
<b>Memorandum of Incorporation or document accrediting the status of publisher in accordance with the requirements of the legislation in force in the country of origin</b>	All applicants: <b>Spaniards</b> <b>Foreigners:</b> it must be translated into Spanish and certified.
<b>Tax ID card</b>	Only Spanish publishers.
<b>Notarial powers of attorney or other document accrediting legal representation</b>	All applicants: <b>Spaniards</b> <b>Foreigners:</b> it must be translated into Spanish and certified.
<b>Tax Residence Certificate</b>	<b>Only foreign publishers or entities:</b> This certificate, dated in 2017 and signed by a tax or other similar authority, duly issued by the competent authority, must be submitted if the application is pre-selected and the amount of the financial assistance is in excess of € 3,000.00.

Remember that, if your application is found to be incomplete, the Ministry will alert you through:

- A list of the missing documents on the web site.
- An e-mail message.

[Informative guidance for certified official translations:](#)

## 1. Translations

Spanish regulations require all documents issued abroad to be accompanied by an **official certified translation** into Spanish so that they can be used in Spain.

**Which documents do I need to have translated and certified by an official translator for this application for financial assistance?**

All those indicated as “Administrative documentation”.

Such official certified translation can be produced:

- a) **By a certified translator in your country of origin duly authorized and entered on the register in Spain** (this list can be consulted through the following link)

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/2%20de%20junio%20de%202016.pdf>



**b) By any diplomatic or consular representative of the Spanish State abroad.**

Embassies and consulates do not normally offer translation services. It is more common for them to certify the "correctness" of translations produced by other means through the inclusion of a stamp on the document in question.

If you wish to have the translation certified in this way, you must contact the Spanish embassy or consulate in order to obtain information about the steps to be followed.

**c) By the diplomatic or consular representative in Spain of the country of which the applicant is a citizen or, where appropriate, of the country of origin of the document.**

**Useful tips:**

- 1) **Retain the original documents in case you need to use the translation again in future.** Once the translation of public documents has been officially certified, it is valid for any subsequent activity vis-à-vis the Public Administration in Spain.
- 2) **Whenever possible, sign the contract between the author and the publisher, the contract with the translator and the latter's acknowledgement of receipt directly in Spanish.** This will save you having to bear the cost of certified translations.

**Justification by the Publisher of the subsidy received:**

**1. The publisher has a term of 2 years**, counted from the date of publication in the Official State Gazette of the resolution awarding the subsidy, **in which to publish the translated work**. An extension of one year may be requested by the publisher if warranted.

**2. After the work has been published, the publisher must submit the following documentation in Spanish through the Electronic Web Site** (templates will be published on the web site):

- A concise report on the actions undertaken, containing a description of the publishing project.
- A document accrediting that the publisher has paid the translator the cost of the translation by means of the corresponding acknowledgement of receipt, or other document with the value of sufficient evidence.
- A declaration signed by the beneficiary stating any other possible subsidies or revenue that have been used to finance the activity, indicating the amount and source of the same.

And send the following to the "Subdirección General del Libro, la Lectura y las Letras Españolas" at Calle Santiago Rusiñol 8 in 28040 Madrid.

**Important notice:** Please send the copies to our organization and not to the name of any specific individual, always carriage paid and with all fees and charges paid.

- Two copies of the work published, which must expressly contain the following information on the book's credit page:
  - › TITLE of the work and AUTHOR in Spanish.
  - › Name of the translator or translators.
  - › Logo of the Ministry together with following text in the language in which the work is published:

 <p>GOBIERNO DE ESPAÑA</p>	<p>MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE</p>	<p>"This work has been published with a subsidy from the Ministry of Education, Culture and Sport of Spain."</p>
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**If you wish to consult an informative leaflet, you can download it from this web site.**

*This information is merely for informative purposes and in no case may give rise to any binding legal commitment whatsoever on the part of the Ministry of Education, Culture and Sport.*