



## FREQUENTLY ASKED QUESTIONS

1. **General questions about the financial assistance.**
2. **Questions about the invitation to apply phase.**
3. **Questions about the preparatory phase.**
4. **Questions about the pre-selection phase.**
5. **Questions about the award and justification phases.**
6. **Questions about the logo and text.**
7. **Questions about the documentation to be supplied.**

### **1. GENERAL QUESTIONS ABOUT THE FINANCIAL ASSISTANCE**

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**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 Spain's cultural heritage.

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

**Who can request financial assistance?**

These subsidies can be requested by foreign entities, whether public or private in nature and whether or not for profit, provided that they are legally incorporated and can accredit uninterrupted operation for at least two years as of the date of publication of this invitation for applications.

**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 or the geographical area in the context of Spain's cultural policy abroad;
- c) the demonstrable capacity and solvency of the publishing house submitting the application, including its ability to distribute and market the publication in the proposed linguistic area;
- d) the quality of the translation proposed (the translator's curriculum will be taken into account).

#### 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 works included in Spain's cultural heritage.

#### What requirements must the work meet?

The original work must have been written in any of the official languages of Spain and must comply with one or other of these requirements:

- a. It must have been published by a Spanish publisher and distributed in Spain
- b. If published by a non-Spanish publisher, its author must have Spanish nationality.

Exceptionally, it will be possible to request financial assistance to cover the cost of a translation already produced provided that it can be reliably shown that the date of publication of the translated work is not earlier than January 1st, 2018.

Furthermore, once the financial assistance has been awarded, 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 as of the date of entry into force of the present invitation to apply.
- Translation projects involving works that were not originally written and published in Castilian or in one of the co-official languages of the Spanish Regions.



- Translation projects involving works already translated and published in the last five 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 two years' activity.
- Projects submitted by publishers who fail to accredit sufficiently their ability to market and distribute the work in the linguistic area proposed.

#### 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

#### Without is the contact person if I need additional information?

Communications should preferably be sent by email to: [promocion.exterior@meecd.es](mailto:promocion.exterior@meecd.es)

You can also call the following telephone numbers:

+34 915368874 Sara García

+34 915368805 Mar Mayoral

+34 915368808 Rosario López

## **2. QUESTIONS ABOUT THE INVITATION TO APPLY PHASE**

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#### 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@mecd.es](mailto:promocion.exterior@mecd.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 Official State Gazette ([www.boe.es](http://www.boe.es)) and on the National Subsidy Database, is published on the web site of the Ministry:

<http://www.mecd.gob.es/cultura-mecd/areas-cultura/libro/sc/becas-ayudas-y-subvenciones.html>,

and then select **“Subvenciones para el fomento de la traducción en lenguas extranjeras. Convocatoria 2018”** (Subsidies for the encouragement of translation into foreign languages. Invitation to apply 2018).

#### How must I submit my application?

Applications submitted in hard copy or by email will not be accepted. All applications must be submitted via the Ministry's electronic office:

<http://sede.mcu.gob.es/SedeElectronica/>

The easiest 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.mecd.gob.es/cultura-mecd/areas-cultura/libro/sc/becas-ayudas-y-subvenciones.html>, and then select **“Subvenciones para el fomento de la traducción en lenguas extranjeras. Convocatoria 2018”** (Subsidies for the encouragement of translation into foreign languages. Invitation to apply 2018).

First of all, applicants must request access passwords in order to be able to complete the application:

- a. Access the Electronic Office, as indicated above, through the “Acceso al servicio online” (Access the online service) button on the web page. To do so, first of all use the following link <http://www.mecd.gob.es/cultura-mecd/areas-cultura/libro/sc/becas-ayudas-y-subvenciones.html>, and then select **“Subvenciones para el fomento de la traducción en lenguas extranjeras. Convocatoria 2018”** (Subsidies for the encouragement of translation into foreign languages. Invitation to apply 2018).
- 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.

Pre-arranged passwords must be requested by the publisher in person or by a duly authorized legal representative. During the preparatory phase, a check will be made on the authenticity of the identity of the applicant and any application not meeting this requirement will be excluded.

#### What is the deadline for submitting my application?

The term for submitting applications is twenty working days counted from the date on which the extract of this invitation for applications is published in the Official State Gazette. **In other words, for 2018, this term begins on 17-04-2018 and ends on 17-05-2018.**

There will also be a term of 15 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. **For 2018, this begins on 17-04-2018 and ends on 09-05-2018.**

#### 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 documentation in the smallest possible number of attachments. The maximum number of documents allowed varies with each attachment. The maximum upload is 4 MB.
- In addition, you have available a guidance document showing you how to resolve the most frequent incidents (in Spanish):  
<https://sede.mcu.gob.es/SedeElectronica/preguntasFrecuentes.jsp>
- if you have any problems to submit your application by remote electronic means, please contact the following email address: [soporte.sede.sec@me.cd.es](mailto:soporte.sede.sec@me.cd.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**

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[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 notice published on the web page.

All of the alerts given by the Ministry are sent out electronically. **For this reason, it is recommendable to consult the Ministry's web page from time to time.** Any alert sent by email is strictly for informative 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.

### **4. QUESTIONS ABOUT THE PRE-SELECTION PHASE**

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[The Ministry has just published the list of publishers pre-selected by the Assessment Committee. What documents do I need to submit?](#)

The publishers that are pre-selected must then submit electronically all of the administrative documentation they undertook to provide during this phase. In any case, if you have any doubts about what you listed on your application, you can consult the list that will be published on the Ministry web page at the same time and will indicate who have to submit additional documentation.

Furthermore, if the financial assistance proposed exceeds € 3,000, you will have to submit a Tax Residence certificate corresponding to 2018.

All documentation must be submitted within the term of fifteen working days counted from the day following the publication of the provisional pre-selection resolution.

### **5. QUESTIONS ABOUT THE AWARD AND JUSTIFICATION PHASES**

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[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) holding of the meeting of experts; 4) pre-selection of beneficiaries and provision of the tax certificate for the current year if the financial assistance proposed exceeds € 3,000; 5) resolution; 6) payment; 7) accreditation.

The date of the 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 two years** 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 Books, Reading and Spanish Letters (Calle Santiago Rusiñol 8 in 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 two-year 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 one year provided that you submit a written request for the extension before the end of the original two-year 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, this must be done by a bank transfer into the account of the Public Treasury at the Bank of Spain. On the payment instruction form, you must indicate the details identifying the beneficiary and the financial assistance received. The Subdirector General for Books, Reading and Spanish Literature must be sent a copy of the acknowledgement of the bank transfer sent.

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, otherwise a voluntary refund must be made.

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?

Due to changes made in recent years, the accrediting documentation to be submitted varies depending on the invitation to apply. It is recommendable to check the information published on the web page.

### 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 would 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.

## **6. QUESTIONS ABOUT THE LOGO AND THE TEXT**

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### Must I obligatorily include the logo and the text on the book I publish? What other possibilities are there?

Yes. Beneficiaries are obliged to include the logo and the text of the Ministry on the **credits page of all subsidized books**, along with the title of the work and its author in Spanish, and also the name(s) of the translator(s).

### 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@mecc.es](mailto:promocion.exterior@mecc.es)

## **7. QUESTIONS ABOUT THE DOCUMENTATION TO BE PROVIDED**

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### 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.

Madrid, 2018