

# **Literature Fellowships: Translation Projects, FY 2018**

**NATIONAL ENDOWMENT FOR THE ARTS  
APPLICATION GUIDELINES**

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## Application Calendar

Category	Application Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for National Endowment for the Arts Period of Performance
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Translation Projects	December 6, 2016	August 2017	November 1, 2017
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Applicants are required to use Grants.gov. See "How to Prepare and Submit an Application" for further information.

### Late applications will not be accepted.

In the event of a major emergency (e.g., a hurricane or Grants.gov technological failure), the National Endowment for the Arts Chairman may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on our website.

Please do not seek information on the status of your application before the announcement date that is listed above.

### If you have questions:

**E-mail:** LitFellowships@arts.gov

**Call:** 202/682-5034



202/682-5496 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the website or contact the Office for Accessibility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

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## Grant Program Description

Through fellowships to published translators, the National Endowment for the Arts supports projects for the translation of specific works of **prose, poetry, or drama** from other languages into English. We encourage translations of writers and of work that are not well represented in English translation. All proposed projects must be for creative translations of literary material into English. The work to be translated should be of interest for its literary excellence and value. Priority will be given to projects that involve work that has not previously been translated into English.

Competition for fellowships is rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

### We Do Not Fund

- Individuals who previously have received *three or more* Literature Fellowships (in prose or poetry) or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Literature Fellowship (in prose or poetry) or Translation Fellowship from the National Endowment for the Arts since December 1, 2011.
- Applicants applying with the same project for more than three consecutive years.
- Scholarly writing. (Writers who are engaged in scholarly work may wish to contact the [National Endowment for the Humanities](#).)
- Work toward academic degrees.

We make no representations as to who may own copyrights, if any, arising from translations it funds under this program.

### Deadline and Announcement Dates

Applicants must submit their applications electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 6, 2016. The National Endowment for the Arts will not accept late applications.

Do not expect notification of awards and rejections before August 2017. The National Endowment for the Arts' support of a project may begin any time between November 1, 2017, and November 1, 2018, and extend for up to two years.

### Award Information

#### Grant Amount

Grants are for \$12,500 or \$25,000. Award amounts are determined by the National Endowment for the Arts.

## Applicant Eligibility

Individual translators who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See "How to Prepare and Submit an Application" [LINK](#) for the documentation that is required to demonstrate eligibility. Ineligible applications will be rejected without panel review.

**An individual may submit only one application for FY 2018 funding.** You may not apply for both a Translation Project under this deadline (December 6, 2016) and a Literature Fellowship (in prose or poetry) under the 2017 deadline (when fellowships in prose are offered). See *Literature Fellowships* [LINK](#) for more information.

You are not eligible to apply if you have received three or more Fellowships (in poetry, prose, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Translation if you have received any National Endowment for the Arts Literature Fellowships (in prose or poetry) or Translation Fellowship on or after October 1, 2013 (FY 2014). Finally, you may not apply in Translation with the same project for more than three consecutive years.

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts award(s) previously received.

You are eligible to apply if you, alone or in collaboration, have:

- Published a total of at least 20 pages of translations of creative literature into English in curated digital or print formats such as literary magazines, anthologies, or books; *or*
- Published a translation into English of a novel or a volume of at least 20 pages of fiction, poetry, drama, or *belles-lettres* (creative nonfiction, criticism, and essays); *or*
- Had presented or produced by a professional theater company at least one full-length play that you translated into English.

This publication or production must have taken place between **December 1, 2001**, and **December 6, 2016**. To qualify, work must have been originally published between these dates, not only reprinted or reissued in another format during this period.

You may use digital, audio, or online publications to establish eligibility, provided that such publications have competitive selection processes and stated editorial policies. If the online publication or website no longer exists, you must provide, upon request, sufficient evidence that your work once appeared online. If sufficient evidence cannot be provided, the online publication will not be eligible.

### **The following may not be used to establish eligibility:**

- Pre-publication material, such as galleys, proofs, and advance reader's copies.
- Work that has appeared in a publication for which you are the editor, publisher, or staff.

- Scholarly writing.
- Instructional writing.
- News reporting.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications that primarily print work by persons who are affiliated with a particular academic institution.
- Any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing.

Eligibility is determined by the National Endowment for the Arts based on your complete and properly submitted documentation. Your application may not be eligible for panel review if incorrect or insufficient information is provided. This includes, but is not limited to: missing or blank attachments; manuscripts that are not typescript; and publications in the "Summary of Applicant Publications/Productions" (Attachment 3) that cannot be verified. Our decision on eligibility may not be appealed and is final. For more information, see "**How to Prepare and Submit an Application.**"

### **Copyright Information**

You must include with your application written permission from the copyright holder that grants you the right to translate the work specified in your application. (We do not require that you secure the right to publish.) If the work resides in the public domain, you should state that and provide justification in Attachment 4. Remember that simply stating the availability of permissions is not the equivalent of securing permission from the rights holder or their authorized representative to translate the work specified in your application. Your application may not be eligible if incorrect or insufficient information is provided in Attachment 4. See "**How to Prepare and Submit an Application.**"

For further information, please consult the U.S. Department of State's [website](#) which links to a list of Treaties in Force.

The National Endowment for the Arts reserves the right, in its sole discretion, to determine whether the permissions provided are satisfactory to it.

**The National Endowment for the Arts makes no representations as to who may own copyrights, if any, arising from any translations it funds under this Program.**

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## How to Prepare and Submit an Application

### SIDE BAR NAVIGATION TOOLS:

Using Grants.gov

[Register with Grants.gov](#)

[Download the application package using Adobe Reader](#)

[Submit your electronic application](#)

[Grants.gov Tips](#)

### Application Instructions

#### What makes a complete application?

##### **Step 1**

Fill out the Application for Federal Assistance SF 424 – Individual

**Step 2** Complete and attach items required for the Attachments Form (application narrative, summary of applicant publications/productions, etc.)

##### **Step 3**

Submit items in Steps 1-2 electronically through Grants.gov

Application Deadline: December 6, 2016
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These application guidelines provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process. You should keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

## **IMPORTANT NOTICE:**

**Electronic application through Grants.gov is MANDATORY.**

- 1) Register with Grants.gov. Registration is a one-time process, which can take a day or more to complete.
- 2) Verify that you have a version of Adobe Reader that is supported by Grants.gov installed on your computer **before** you download your new application package from Grants.gov.

- 3) Submit your application by November 27, 2016 to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- The Grants.gov Contact Center is available 24 hours a day, 7 days a week. (Phone: 1-800-518-4726.)
  - Submit your application outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.
  - **The National Endowment for the Arts will not accept late applications.**
  - Applicants are responsible for submitting a complete application. Incomplete applications will be rejected without panel review.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 6, 2016.

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and must be received (not postmarked) at the National Endowment for the Arts at least three weeks before the application deadline. [Click here for more information on waivers.](#)

WAIVER POP UP BOX:

### **Requesting a waiver: Translation Projects**

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and addressed to the Senior Advisor for Programs and Partnerships, Attention: Grants.gov Waiver Request, National Endowment for the Arts. You must fax your request to 202/682-5002 at least three weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on November 15, 2016.

In the event a waiver is granted, your complete paper application package must be postmarked (or show other proof of mailing) no later than December 6, 2016. The waiver notice will provide you with our mailing address.

## Using Grants.gov

### Register with Grants.gov [\[Back to Top\]](#)

**NOTE: Applicants are required to change their Grants.gov passwords every 60 days. See [www.grants.gov](http://www.grants.gov) for more details on requirements for Usernames and Passwords.**

**It is your responsibility to create and maintain a registration with Grants.gov.** Registration is a one-time process, which can take a day or more to complete. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER** to allow time to resolve any issues that may arise. Failure to comply with this requirement may result in your inability to submit your application.

To register, click: [Individual Registration](#). You will be asked to provide the **Funding Opportunity Number** of the grant. Enter **2017NEA03LFTP** for Literature Fellowships: Translation Projects. If you have problems with registration contact Grants.gov at 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

### Download the Application Package [\[Back to Top\]](#)

1. Verify your software.

**You must have a version of Adobe Reader that is supported by Grants.gov** installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "[Adobe Software Compatibility](#)" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. Please see important information about versions of Adobe Reader DC [here](#).

2. Access the application package on Grants.gov by clicking on the link below.

### **DOWNLOAD**

[Funding Opportunity Number 2017NEA03LFTP]



This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as **you will merely be directed back to** the instructions in this document. Therefore, we recommend keeping these instructions open in a separate window on your computer screen as you prepare and submit the application.

Do not open a Grants.gov "Workspace" environment to create, prepare, or submit your application materials.

If you have a compatible version of Adobe Reader and are still experiencing difficulty downloading the application package, try using a different Internet browser.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version. Remember to save your work regularly. After you've downloaded the application package, you are responsible for saving your work. You are not working in "the cloud" and anything not saved by the applicant will be lost.
4. On the first page of the Grants.gov application package, you will see a field for "Application Filing Name." Enter your legal name here.
5. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The forms are:

- [Application for Federal Assistance SF 424 - Individual Form](#)
- [Attachments Form](#)

6. Complete the application based on the Application Instructions outlined below.

### **Submit Your Electronic Application** [\[Back to Top\]](#)

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the **Save & Submit** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to

save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.** Remember to keep this information readily accessible so that you can quickly find it when prompted.

3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to [Encountering Errors](#) or [Applicant Resources](#) for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov. After the National Endowment for the Arts retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the National Endowment for the Arts-assigned application number).

## Additional Help

For additional help on how to use Grants.gov, please see the Grants.gov website at. You also can send e-mail to the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call them at 1-800-518-4726 24 hours a day, 7 days a week.

For specific help on how to complete your application, please review the instructions in these guidelines or contact the Literature staff at 202/682-5034 or [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov). We also encourage you to check the "[Frequently Asked Questions](#)" for information.

## Application Instructions

For a complete application, follow Steps 1-3 below

### A complete application consists of:

- [Application for Federal Assistance \(SF-424 - Individual\)](#)
- [Attachments Form to which you have attached:](#)
  - Literature Fellowships Application Supplemental Information Form

- Application Narrative
  1. Applicant resume/narrative; if a collaboration, collaborator(s)' resume
  2. If a collaboration, statement on the role of the collaborator(s) and his/her/their recognition
  3. Resume of author(s) to be translated
  4. Description of work to be translated
  5. If a retranslation, justification of need
  6. For an excerpt from a novel, play, or other long work, one-page précis (optional)
  7. 10-15 page sample of your translation
  8. Original work which corresponds to your 10-15 page sample translation
  9. For retranslations, one existing translation which corresponds to your 10-15 page sample translation
- Summary of applicant publications/productions
- Information on right to translate
- For graduate students, letter of recommendation from a professor (optional)

**Applications that are determined to be incomplete will be rejected without panel review.**

### **Step 1: Fill out the Application for Federal Assistance SF 424 - Individual**

NOTE: All asterisked (\*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

**1. Name of Federal Agency:** Pre-populated.

**2. Catalog of Federal Domestic Assistance Number:** Pre-populated.

**3. Date Received:** This will be filled automatically with the date that you submit your application; leave blank.

**4. Funding Opportunity Number:** Pre-populated.

### **5. Applicant Information:**

#### **a. Name and Contact Information:**

Applicants using pen names must list their legal name here. All transactions with the National Endowment for the Arts must be made using the legal name. Be sure to enter your e-mail address (you will be notified via e-mail). Contact information must be valid through November 2017. You must notify us of any changes.

**b. Address:**

Enter information for your permanent address. Information must be valid through November 2017. (If you live outside the U.S., please submit your international address.)

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of your address. Do **not** use Street 2 to provide a second address.

In the Zip/Postal Code box, enter the **full 9-digit zip code** (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <http://www.usps.com/zip4/>.

**c. Citizenship Status:**

If you are a permanent resident of the United States, provide your Alien Registration Number.

**d. Congressional District of Applicant:** Enter the Congressional District that corresponds to your permanent address. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If you need help determining your district, please visit the House of Representatives website at <http://www.house.gov/> and use the "Find Your Representative" tool.

**6. Project Information:**

**a. Project Title:** Indicate the title, author, and language of the work that you propose to translate.

**b. Project Description:** In two or three sentences, briefly describe your specific project. Include the genre and the approximate number of total pages to be translated.

**c. Proposed Project Start Date/End Date:** Enter your preferred beginning and ending dates. The beginning date must fall between November 1, 2017, and November 1, 2018, and the period of performance may extend up to two years. Your period of performance must begin on the first day of the month and end on the last day of the month.

**7. Signature Block:**

By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the [Assurance of Compliance](#) section of these guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

**Step 2: Complete and Attach Required Items to the Attachments Form**

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

1. Attachment 1 (Literature Fellowships Application Supplemental Information) is a fillable form; you will find a link to it here (LINK). This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Please be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

**Note to Mac users:** Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: <http://get.adobe.com/reader/>.

2. Attachments 2 - 5 are non-form documents (e.g., application narrative, summary of publications/productions) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

These non-form documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching.

With the exception of Attachments 4 or 5, **do not create PDFs of your electronic documents by scanning.** In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend.

If you submit Attachments 4 or 5 as scanned documents, please observe the following guidelines:

- Scan images at a resolution of 300 dpi. Resolutions over 300 dpi will result in unnecessarily large files.
- Save the images as black-and-white JPEGs. Please be sure you are not saving them in color, as this significantly increases the file size.
- Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size, and is not likely to reduce readability.
- When you have scanned the images, combine them into a single PDF file. Submit a single file; do not submit a separate file for each scanned page.

- When you have created the document you are going to submit, print out a few pages to make sure it is easily readable.

**Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

No attachment should be more than 2 MB.

3. For non-form documents, label pages clearly with the name of the item (e.g., Justification for New Translation) and your legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not type in all capital letters. Number pages sequentially. Excess pages will be removed and not be reviewed.
4. Name your files as indicated below and attach them in the proper order. Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

## The Attachments

### **ATTACHMENT 1: LITERATURE FELLOWSHIPS APPLICATION SUPPLEMENTAL INFORMATION FORM**

**[CLICK TO DOWNLOAD LITERATURE FELLOWSHIPS APPLICATION SUPPLEMENTAL INFORMATION FORM \[FORM\]](#)**

To this button, attach the **Literature Fellowships Application Supplemental Information form**. We collect this information to inform the agency about the composition of the application pool. This information is not provided to panelists, nor is it taken into consideration for the awarding of grants. The file name should be your last name followed by "SupplInfo" (e.g., JonesSupplInfo).

Under **Category Under Which Support is Requested**, check "Translation Projects." Then choose prose, poetry, or drama. Note if this is a collaborative project or a retranslation. Specify the language of the work to be translated.

### **ATTACHMENT 2: APPLICATION NARRATIVE**

To this button attach a single file that includes the items below. The file name should be your last name followed by "Narrative." Label each item "1., 2., 3., etc." Do not submit

more than the maximum number of pages that are allowed per item. Make sure your document is easily readable; unreadable documents will not be reviewed.

1. Your **resume** or a narrative account of your education and experience. Indicate any time that you spent in the country of origin and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information including your previous translation(s) in the language for the proposed project (three-page maximum, single-spaced).

For collaborations, include a resume or narrative account of the credentials of your collaborator(s) (three-page maximum, single-spaced).

2. **If your project is for a collaboration**, a statement of agreement that specifies the role of the collaborator(s) and the recognition that he/she/they will receive for the project (one-page maximum, single-spaced). Type "N/A" if this does not apply to your project.

Please read FAQ #1 [LINK](#) for additional information on applying with a project in collaboration.

3. **Author(s) resume** or biographical information for the author(s) of the work that you wish to translate (two-page maximum, single-spaced).

4. A brief **description of the work that you wish to translate** (two-page maximum, single-spaced).

Describe the work's scope, importance, and place in the author's works; and explain why you selected this author and this work. For example, if you are proposing an anthology of an author's selected poems or stories, or a multi-genre reader from an author's work, etc., provide the editorial rationale for why certain works are included and others are excluded. List any existing English translations of the author's work and indicate whether the author has been translated into any languages other than English. Whenever possible, cite reviews of the original work. Include information on your translation philosophy.

5. **If the proposed project is a retranslation**, a statement justifying the need for a new translation including specific examples from the proposed project (two-page maximum, single-spaced). Type "N/A" if this does not apply to your project.

6. **If your Translation Sample is an excerpt from a novel, play, or other long work**, a précis that places the manuscript sample in context (one-page maximum, single-spaced). Type "N/A" if this does not apply to your project.

7. A **sample of your translation** (10 to 15 pages maximum, single-spaced for drama or poetry, double-spaced for prose).

When preparing your manuscript sample:

- Draw from the same body of work that you propose to translate during the grant period.
- Do not crowd pages.

**For collaborative projects**, your manuscript sample must be prepared by the collaborative team. All other application material must be the independent work of the applicant.

8. A **sample of those portions of original work** of which your sample translation renders. (Pages correspond to 10-15 page Translation Sample.) Label the sample with the English translation of the foreign language title and author. **Do not submit the entire original work -- only submit those pages that your Translation Sample renders.**
9. **If your project is for a retranslation**, one sample of an existing published translation of the approximate sample submitted. (Pages correspond to 10-15 page Translation Sample.) Label the sample with the English translation of the foreign language title and author. **Do not submit the entire existing translation -- only submit those pages that correspond with your Translation Sample.** Type "N/A" if this does not apply to your project.

### **ATTACHMENT 3: SUMMARY OF APPLICANT PUBLICATIONS/PRODUCTIONS**

(three-page, single-spaced maximum)

To this button, attach a **Summary of Applicant Publications/Productions** to establish your eligibility. The file name should be your last name followed by "SummaryPubsProds."

List the specific published translations into English that establish your eligibility (see [Eligibility](#) for details). For each publication note:

- Title, author.
- Language, genre.
- Publisher (including name of magazine or press with physical address, web address, and phone number).
- Publication date (month and year, or volume/issue).
- ISBN or ISSN number, if a print publication.
- Number of pages that you translated.
- Page numbers (if a journal or anthology). If online, list the exact URL of the translation.

If your eligibility is based on the presentation or production of your translation of at least one full-length play, note the title, author, producing company, location, and dates of each performance.



Your Summary of Applicant Publications/Productions should be formatted exactly like the example below:

**Title/Author:** A Walk in the City/John Doe  
**Language/Genre:** Spanish/poem  
**Publisher:** University Press, 1234 Main St., Springfield, IL, www.up.edu, 123-456-7891  
**Publication Date/ Volume-Issue:** 12/2011/ Vol. 5 Issue 2  
**ISBN or ISSN:** 0000000000  
**# of pages:** 7  
**Page # or URL:** 131-137

**Title/Author:** "Hidden Moon"/ Flores Paz  
**Language/Genre:** Spanish/short story  
**Publisher:** Violet Journal, 44 Spring St., Mesa, AZ, www.violetjournal.org, 333-456-7891  
**Publication Date/ Volume-Issue:** 10/2011/ Vol. 32 Issue 4 (Fall)  
**ISBN or ISSN:** n/a  
**# of pages:** 5  
**Page # or URL:** www.violetjournal.org/32-4/paz

Upon request, you must provide proof of eligibility to the National Endowment for the Arts in the form of one or more of the following ways:

- a. The title page or cover with your name and the title of the work.
- b. The copyright page with the publisher's information; publication date (month and year); ISBN or ISSN number, if a print publication; or URL, if publication is online only.
- c. If you are using the production of a play to establish your eligibility, proof that your translation of the play was presented or produced by a professional theater company [e.g., playbill with date(s), promotional material].

#### **ATTACHMENT 4: INFORMATION ON RIGHT TO TRANSLATE**

To this button, attach information on the **right to translate the work specified in your application**. The file name should be your last name followed by "Rights."

This must be either:

- Written permission (in the form of an official e-mail or letter) from the copyright holder, or a legal designee (such as an agent or publisher), that grants you the right to translate the work specified in your application. The written permission **must** explicitly identify the copyright holder, date of consent, and the specific work.

Or

- A statement that you have verified that the material to be translated is in the public domain.

You must have secured any rights necessary by the time of application. If written permission from the copyright holder is in a foreign language, you **must** provide an English translation. The National Endowment for the Arts may contact you for further documentation of rights clearance at any time.

Please see FAQ #4 LINK for additional information on copyright requirements.

**ATTACHMENT 5 (OPTIONAL): LETTER OF RECOMMENDATION FROM A PROFESSOR** (one-page maximum, single-spaced)

Graduate students may attach to this button a letter of recommendation from a current or former professor. The file name should be your last name followed by "Letter."

If you are not a graduate student, do not attach a letter of recommendation. If you do, it will be removed by staff and not sent to the panel.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your summary of the publications/productions that establish your eligibility*, are true and correct to the best of your knowledge.

**You do not have to fill the remaining Attachment buttons.**

**Step 3: Submit Items in Steps 1-2 above electronically through Grants.gov** [\[Back to Top\]](#)

Follow the detailed instructions under “**Submit your electronic application**” above.

## Frequently Asked Questions

The following are answers to some of the most commonly asked questions about Translation Projects.

### 1. Will you accept joint applications?

No. Translation fellowships are individual grants. However, we recognize that many translators work collaboratively. You may use a translation project grant to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project, you must submit a statement that outlines the role(s) of the collaborator(s) and the recognition that he/she/they will receive for the project. The manuscript sample must be by the collaborative team.

The collaborator(s) are not required to meet the eligibility requirements, as they are not applicants for funding.

Only works by the applicant and/or the collaborative team may be used to establish eligibility. Works translated independently by the applicant's collaborator(s) do not meet the eligibility requirements.

### 2. Will the National Endowment for the Arts fund translations into languages other than English?

No. Projects must be for translations of literary material from any language into English only.

### 3. Can book galleys count toward meeting the eligibility requirements?

No. In order to apply, you must meet the eligibility requirements by the deadline date. Reader's advance copies, galleys, uncorrected proofs, and commitments for future publication or production do not fulfill the requirements. No exceptions are made to the eligibility requirements.

### 4. If the publisher verifies that the English-language rights are available, is that sufficient approval to meet copyright requirements?

No. Simply stating the availability of English-language rights to a work does not demonstrate that you have been granted permission to translate a work. Although we do not require applicants to secure publishing rights, we will not fund work that is not authorized by the rights holder(s) and therefore would not have a chance of eventual publication. You must demonstrate, in writing, that the author/rights holder(s) will allow you to undertake a translation of the work specified in your application.

If you propose to translate an anthology, appropriate permission must be secured from the rights holder(s) of each work that would appear in the proposed translation.

If a work is in the public domain, you do not have to secure permission to translate it.

**5. Do scholarly articles count toward establishing eligibility?**

No. Eligibility must be established through translations of creative writing, such as fiction, poetry, drama, or *belles-lettres* (creative nonfiction, criticism, and essays). Articles written in English that contain translated passages do not count toward eligibility.

**6. Do blogs count as eligible publications?**

In general, no; they are considered self-publication. However, curated blogs are emerging that may be eligible publication sources. Contact the Literature staff for a specific determination of eligibility.

**7. May I submit a letter of recommendation if I am not a graduate student?**

No. Only graduate students are allowed to submit a letter of recommendation. Applicants who are not graduate students will have their letters removed from their applications.

**8. For the application package, how do I determine my Congressional District? What if I'm an American living abroad?**

Visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool. If the address on your application is outside the United States, enter 00-000 for your Congressional District.

**9. My postal code is in red after I type it on the application package. Does this mean there's a problem?**

Yes. The form requires your Zip+4. If you do not know your full zip code, you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).

**10. Do I have to submit my application in English?**

Yes, all application material must be submitted in English with only one exception for those portions of the original work which your sample translation renders.

**11. Can I submit translations of my own writing to establish eligibility?**

Yes, you may include in your Summary of Applicant Publications/Productions a list of translations (into English) of your own writing (poetry, prose, drama).

**12. I'm self-published. Am I eligible for a fellowship?**

We do not accept as eligible any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing. If you feel your

publication falls outside of these parameters, please call the Literature Fellowships Hotline for guidance.

**13. Should I list everything I've published to show I'm eligible just in case there's a question?**

No, please don't. If you can establish your eligibility with one book, please just list that book. If you're unsure if the book meets our eligibility requirements, list journal publications as well, but only as many as you need to establish your eligibility. Our panelists will not see your publications.

**14. I'm on faculty at a university. May the fellowship go directly to my university so that I may buy time off from teaching to complete my project?**

No. Fellowships are individual awards; all funds are dispersed only to the fellow. However, once our fellows receive funds, it is up to them how they wish to spend it (as long as it relates to their translation project). A fellow could pay his/her university directly, in other words.

**15. What if my project has begun before the allowable start date?**

If this is the case, please contact the Literature staff for guidance before applying. Most often this is not a problem, as long as the bulk of the work on the project occurs during the period of performance.

**16. Must my project be completed by the end of the period of performance?**

Yes. However, in the event of unforeseen delays, grantees may request a new project end date by writing to our Grants & Contracts Office at least 30 days before the end of an award. Requests are considered on a case-by-case basis and approval is not guaranteed.

If you have questions about your application, please contact the Literature staff at 202/682-5034 or e-mail [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

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## Application Review

### Review Criteria

In reviewing applications for Translation Projects, advisory panelists consider the:

- **Artistic excellence** of the:
  - Sample translation submitted.
  - Work to be translated.

Panelists also consider the:

- **Artistic merit** of the proposed project, which includes the:
  - Importance of the proposed project.
  - Extent to which the language, the author, and the specific work are inadequately represented in English translation.
  - Applicant's ability to carry out the proposed project as demonstrated by:
    - Proficiency in the language to be translated and familiarity with the culture.
    - Knowledge of and/or cooperation with the author(s) whose work will be translated.
  - Significance of the author(s) and/or the original work(s).
  - For collaborative projects, the ability of the collaborator(s) to work together as exemplified by the sample manuscript that has been submitted.

### What Happens to Your Application

Applications are evaluated according to the review criteria above.

After processing by staff, applications are reviewed, in closed session, by advisory panelists in the field of literary translation. Each literature panel comprises a diverse group of translation experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

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## Award Administration

### Award Notices

Grant decisions for the *Literature Fellowships: Translation Projects* category are expected to be announced by e-mail in August 2017.

### General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our *General Terms & Conditions*. Included is information on reporting requirements and lobbying prohibitions.

### Tax Liability

The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

### Legal Requirements:

**PLEASE NOTE: This list highlights some of the significant legal requirements that may apply to a fellowship applicant or grant recipient, however, it is not exhaustive. More information regarding these and other legal requirements may be found at our [General Terms & Conditions](#). Please note that there may be other applicable legal requirements that are not listed here.**

1. **Compliance with the federal requirements that are outlined in the "[Assurance of Compliance](#)"** below.
2. **Debarment and Suspension procedures.** The fellowship applicant and grant recipient must comply with the record keeping and other requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Failure to comply may result in the debarment or suspension of the fellowship grant and the National Endowment for the Arts suspending, terminating and/or recovering funds.
3. **Federal Debt Status ([OMB Circular A-129](#)).** Processing of applications will be suspended when applicants are delinquent on federal tax or non-tax debts, including judgment liens against property for a debt to the federal government. Please see the General Terms & Conditions for further information. New awards will not be made if an applicant is still in debt status as of September 1.
4. **Labor Standards ([29 C.F.R. pt 505](#)).** If a grant is awarded, the grant recipient must comply with the standards set out in Labor Standards on Projects or

Productions Assisted by Grants from the National Endowments for the Arts and Humanities.

5. [The Drug-Free Workplace Act of 1988](#) (41 U.S.C. 701 et seq. and 2 C.F.R. pt. 3256). The grant recipient is required comply with notification and other requirements of the Drug-Free Workplace Act.

## Assurance of Compliance

**By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.**

We may conduct a review to ensure compliance. If we determine that a grantee has failed to comply with these statutes, we may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement.

The Applicant certifies that he or she does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the NEA at 45 U.S.C.1110;
- On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101-12213), implemented by the NEA at 45 U.S.C. 1151. The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.) implemented by the National Endowment for the Arts at 45 U.S.C.1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

Applicant will inform the public that persons who believe they have been discriminated against on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the National Endowment for the Arts.



Applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, Office of Civil Rights  
National Endowment for the Arts  
400 7th Street, SW  
Washington, DC 20506

Applicant shall maintain records of its compliance and submission for three (3) years. The Applicant will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives.

The United States has the right to seek judicial or administrative enforcement of this assurance.

For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202/682-5454 or 202/682-5082 Voice/T.T.Y. For inquiries about limited English proficiency, go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of General Counsel at [ogc@arts.gov](mailto:ogc@arts.gov) or 202/682-5418.

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## **Agency Contacts**

If you have questions about your application, please contact the Literature staff at 202/682-5034 or [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## Other Information

### Standards for Service

The National Endowment for the Arts has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Please e-mail: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Standards for Service. In addition, applicants will receive an invitation to participate in a voluntary survey to provide feedback on the grant application guidelines on our website and any experiences consulting with our staff.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034 or [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

### Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.