

Literature Fellowships: Translation Projects

**NATIONAL ENDOWMENT FOR THE ARTS
APPLICATION GUIDELINES**

Application Calendar

Category	Application Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Arts Endowment Period of e Performance
Translation Projects	January 15, 2020	December 2020	January 1, 2021

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.

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

If you have questions:

Email: 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 Arts Endowment's Office for Accessibility at 202-682-5532 for help in acquiring an audio recording of these guidelines.

Grant Program Description

Through fellowships to published translators, the National Endowment for the Arts (Arts Endowment) supports projects for the translation of specific works of **prose, poetry, or drama** from other languages into English. The work to be translated should be of interest for its literary excellence and value. We encourage translations of writers and of work that are not well represented in English, as well as 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 Arts Endowment.
- Individuals who have received *any* Creative Writing Literature Fellowship (in prose or poetry) from the Arts Endowment since January 1, 2015 or any Translation Fellowship from the Arts Endowment since January 1, 2017.
- 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 funded under this program.

Deadline and Announcement Dates

Applications must be submitted 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 January 15, 2020**. Late applications are not accepted.

Applicants will receive notification of awards and rejections no sooner than December 2020. Our support for a project may begin any time between January 1, 2021, and January 1, 2022, 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 2021 funding. You may not apply for both a Translation Project under this deadline (January 15, 2020) and a Literature Fellowship (in prose or poetry) under the 2020 deadline (when fellowships in poetry 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 Arts Endowment. In addition, you may not apply in Translation if you have received any Arts Endowment Creative Writing Literature Fellowship (in prose or poetry) on or after January 1, 2015 or any Arts Endowment Translation Fellowship on or after January 1, 2017 (FY 2017). 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 Arts Endowment 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 **January 1, 2005**, and **January 1, 2020**. To qualify, work must have been originally published with an eligible publisher 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.

- Publications by presses that do not have a stated marketing and distribution policy; publish work without competitive selection or a stated editorial policy; or work without professional editing.

Eligibility is determined by the Arts Endowment 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 2) 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 **one** of the following 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.); or
- Written proof that the copyright holder is not willing to provide the right to translate the work specified in the application but does not object to the translation AND a copy of the Arts Endowment's "Acknowledgement of Translation" form (available here [LINK](#)) signed by the copyright holder or their authorized representative; or
- If the work resides in the public domain, you should state that and provide a thorough justification in Attachment 3.

The Arts Endowment may evaluate the information you provide for accuracy or consistency with U.S. law and treaty obligations at its discretion. 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 3. See "**How to Prepare and Submit an Application.**"

For further information, 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.

How to Prepare and Submit an Application

SIDE BAR NAVIGATION TOOLS:

Application Calendar
Grant Program Description
Award Information
Applicant Eligibility

How to Prepare and Submit an Application

- Step 1: Register with Grants.gov
- Step 2: Go to the grant opportunity package
- Step 3: Follow the application instructions
- Step 4: Submit your application through Grants.gov

Application Review

Award Administration

Other Information

FAQs

Agency Contacts

Application Deadline: January 15, 2020

We strongly encourage you to submit your application no later than January 5, 2020 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.

These application guidelines provide all of the information you will need to submit an application. Read these instructions in their entirety before you begin the application process. Keep these instructions open while you complete your application as they contain links to information you will need.

The Grants.gov Contact Center is available 24 hours a day, 7 days a week. (Phone: 800-518-4726.)

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on January 15, 2020. Late applications will not be accepted.

Electronic application through Grants.gov is mandatory.

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 at the Arts Endowment 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. The request must be received at least three weeks before the application deadline, or not later than 5:30 p.m., Eastern Time on December 25, 2020.

If you do not have Internet access within a 30-mile radius of your address, you must fax your request to 202-682-5002.

If a disability prevents you from submitting your application electronically, you may send us your waiver request by fax to 202-682-5002 or by email to lifellowships@arts.gov. You may also contact our Office for Accessibility at 202-682-5532 Voice or 202-682-5496 T.T.Y. for more information.

In the event a waiver is granted, your complete paper application package must be received by the Arts Endowment no later than January 15, 2020. The waiver notice will provide you with our mailing address.

To Apply:

- Step 1: Register with Grants.gov [LINK](#)
- Step 2: Go to the grant opportunity package [LINK](#)
- Step 3: Follow the application instructions [LINK](#)
- Step 4: Submit your electronic application [LINK](#)

Step 1: Register with Grants.gov

Before submitting an application to the Arts Endowment, you must register or renew your registration with Grants.gov. It is your responsibility to create and maintain this registration. 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 with Grants.gov, click: [Register](#) and click the red button that says “Get Registered Now” at the bottom of the screen. Next, fill out the contact information, choose a Username and Password, and then click “Continue” at the bottom of the screen. Grants.gov will email you a temporary code to verify your email address. Enter this code where instructed on the Registration page and then select “Add Individual Applicant Profile” to apply for funding opportunities on your own behalf. See [here](#) ([LINK](#)) for additional information on creating an individual profile,

If you have problems with registration contact Grants.gov at 800-518-4726, email 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.

Step 2: Go to the Grant Opportunity Package

- First, verify your software. You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer.

Go to "[Adobe Software](#) Tip Sheet" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. See important information about versions of Adobe Reader DC [here](#).

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

GO TO GRANT OPPORTUNITY PACKAGE

[Funding Opportunity Number 2020NEA03LFTP]

When you go to Grants.gov through the link above, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" in the "Action" area. On the next screen, choose "Apply" again. You will be prompted to enter your Grants.gov Username and Password.

You will apply using a Grants.gov **Workspace**. To create a Workspace, look for the "Application Filing Name" field above the "Create Workspace" button. Enter your name, click the "Create Workspace" button, and follow the screens from there. If you want to learn more about using Grants.gov's Workspace, see [here](#).

- After going to the grant opportunity package and creating a Workspace, you can access each mandatory form by clicking Download OR you can access the forms online by clicking Webform. The forms are:
 - [Application for Federal Domestic Assistance - Individual Form](#)
 - [Attachments Form](#)
- Complete the application based on the **Application Instructions (Step 3)**.

Step 3: Follow the Application Instructions

A complete application consists of:

- [Application for Federal Domestic Assistance – Individual Form](#)
- [Attachments Form to which you have attached:](#)
 - Attachment 1: 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
- Attachment 2: Summary of applicant publications/productions
 - Attachment 3: Information on right to translate
 - Attachment 4: For graduate students, letter of recommendation from a professor (optional)

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

1: Fill out the Application for Federal Domestic Assistance - Individual Form

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 grant opportunity 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 Arts Endowment must be made using the legal name. Be sure to enter your email address (you will be notified about the status of your application via email). Contact information must be valid through December 2020. You must notify us of any changes.

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

b. Address:

Enter information for your permanent address. Information must be valid through December 2020. (If you live outside the U.S., 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, 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 of the work that you propose to translate.

b. Project Description: In two or three sentences, briefly describe your specific project. Include the genre, author, language, country of origin, whether retranslation (if applicable), and the approximate number of total pages to be translated. Indicate the number of years you have applied with this specific project.

c. Proposed Project Start Date/End Date: Enter your preferred beginning and ending dates. The beginning date must fall between January 1, 2021, and January 1, 2022, 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.

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. Attachments 1, 2, and 4 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 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.

Attachment 3 also is a non-form document unless you are submitting the Arts Endowment's Acknowledgement of Translation form (see "Attachment 3" below for more information).

With the exception of items 7 or 8 of Attachment 1 and Attachment 3, **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 items 7 or 8 of Attachment 1 and Attachment 3 as scanned documents, 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. 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. Do not enable any document security settings or password-protect any PDF file you submit to us.

No single attachment should be more than 2 MB.

2. For non-form documents, label each page 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.
3. 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. 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. Be sure to attach the proper file to the proper button as listed below.

The Attachments

ATTACHMENT 1: 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 page limit allowed per item.** Make sure your document is easily readable; unreadable documents will not be reviewed.

1. Your full or partial **CV** or **resume** (limit: three pages, single-spaced) and/or a narrative account of your education and experience (limit: one page, single-spaced). A narrative account may describe time you spent in the country of origin and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work. Indicate whether you have received any previous fellowships (poetry, prose, or translation) from the Arts Endowment. For collaborations, include a CV or resume (limit: three pages) or narrative account of the credentials of your collaborator(s) (limit: one page, single-spaced).

2. **If your project is 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 (limit: one page, single-spaced). Type "N/A" if this does not apply to your project.

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

3. **Full or partial resume** and/or biographical information for the author(s) of the work that you wish to translate (limit: one page, single-spaced).

4. A **description of the work that you wish to translate** (limit: three pages, single-spaced). Describe the work's scope, importance, and place in the author's oeuvre. Explain why you selected this author and this work, as well as your translation philosophy as it applies to the project. 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.

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

7. A **sample of your translation** (limit: 10 to 15 pages, 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 the original work** that your sample translation renders. 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.** (Pages should correspond to the 10 to 15-page translation sample.)

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

ATTACHMENT 2: 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." At the top of this page, list your legal name, your penname (if applicable), and your email address. 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 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 3: 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 email 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.
- Written proof that the copyright holder is not willing to provide the right to translate the work specified in the application but does not object to the translation AND a copy of the Arts Endowment's "Acknowledgement of Translation" form (available [here](#)) signed by the copyright holder or their authorized representative. The form must be filled out in its entirety and may not be annotated or modified.

Or

- A statement and justification 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 Arts Endowment may contact you for further documentation of rights clearance at any time.

See FAQ #4 LINK for additional information on copyright requirements.

ATTACHMENT 4 (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 will not be sent to the panel.

NOTE: When you check the Certification box on the Application for Federal Domestic Assistance-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.

Leave all remaining Attachment buttons blank.

Step 4: Submit Your Application to Grants.gov

Electronically submit the Application for Federal Domestic Assistance– Individual and required attachments through Grants.gov.

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage Workspace page. Click the “Sign and Submit” button under the Forms tab.

Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
4. Verify that your application was validated by the Grants.gov system. Go to [Track My Application](#) to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify

your submission in case you encounter any difficulties. We will not accept late applications.

Note: Acceptance and validation by Grants.gov does not imply that the applicant has uploaded the proper attachments. Before submitting your application, double check that you have attached everything correctly.

For additional help on how to use Grants.gov, see the Grants.gov website at [Support](#). You can also email the Grants.gov Contact Center at support@grants.gov or call them at 800-518-4726, 24 hours a day, and 7 days a week.

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) may not be used to establish eligibility.

2. **Will the Arts Endowment 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 the copyright holder does not want to or is unable to provide a right to translate the Arts Endowment may accept an alternative form of rights via the National Endowment for the Arts' own Acknowledgement of Translation form. The form must be accompanied by written evidence that the publisher is not otherwise willing to provide rights. We will not accept any alternative form of documentation, and we will not accept any modifications to or annotations to the form.

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. However, you must provide a statement that the project is in the public domain along with an accurate justification of your statement.

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 exist that may be eligible publication sources. Contact the Literary Arts 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 letters removed from their applications, if included.

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 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/.

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: do not have a stated marketing and distribution policy; 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, 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. If you can establish your eligibility with one book, 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 order to receive time off.

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

If this is the case, contact the Arts Endowment's Literary Arts 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 Management 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, contact the Literary Arts staff at 202-682-5034 or email LitFellowships@arts.gov.

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 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.

Award Administration

Award Notices

Grant decisions for the *Literature Fellowships: Translation Projects* category are expected to be announced by email in December 2020.

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.

NOTE: In order to receive fellowship grant funds, grantees must provide the Arts Endowment with banking information for a United States bank only.

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:

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](#). 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. 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 on Grants.gov, 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 National Endowment for the Arts 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 National Endowment for the Arts 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 GeneralCounsel@arts.gov or 202-682-5418.

Agency Contacts

If you have questions about your application, contact the Literary Arts staff at 202-682-5034 or 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 (email: webmgr@arts.gov, attention: Standards for Service).

For questions about these guidelines or your application, contact the Literary Arts staff at 202-682-5034 or LitFellowships@arts.gov.

Privacy Act

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a:

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of application review. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

Paperwork Reduction Act Statement

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, 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.