

# Literature Fellowships: Translation Projects

## GUIDELINES

CFDA No. 45.024

OMB No. 3135-0112 Expires TBD

## Program Description

Through fellowships to published translators, the National Endowment for the Arts (NEA) 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 merit. 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. The NEA is committed to diversity, equity, inclusion, and fostering mutual support for the diverse beliefs and values of all individuals and groups.

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 NEA.
- Individuals who have received *any* Creative Writing Literature Fellowship (in prose or poetry) from the NEA since January 1, 2018 or any Translation Fellowship from the NEA since January 1, 2020.
- 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.

## 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 12, 2023**. Late applications are not accepted.

Applicants will receive notification of awards and rejections no sooner than December 2023.

Our support for a project may begin any time between January 1, 2024, and January 1, 2025, and extend for up to two years.

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## Application Calendar

Category	Application Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for NEA Period of Performance
Translation Projects	January 12, 2023	December 2023	January 1, 2024

Applicants are required to use Grants.gov. See "How to Apply" for further information.

**Late applications will not be accepted.**

In the event of an emergency (e.g., a hurricane or a SAM, Grants.gov, or NEA systems technological failure), the National Endowment for the Arts Chair 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](mailto:LitFellowships@arts.gov)

**Call:** 202-682-5034



Individuals who need assistance accessing this document may contact the NEA's Office for Accessibility at 202-682-5532 or the Office of Civil Rights at 202-682-5454 / [CivilRights@arts.gov](mailto:CivilRights@arts.gov).

## Award Information

### Grant Amount

Grant amounts range from \$10,000 to \$25,000. Award amounts are determined by the National Endowment for the Arts.

## Eligibility

Individual translators who meet the publication requirements listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See [How to Apply](#) 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 2024 Literature Fellowships funding.** You may not apply for both a Translation Project at this deadline (January 12, 2023) and a Literature Fellowship in Prose at the 2023 deadline. See [Literature Fellowships](#) for more information.

You may not apply:

- If you have received three or more Fellowships (in poetry, prose, or for translation) from the NEA.
- If you have received any NEA Creative Writing Literature Fellowship (in prose or poetry) on or after January 1, 2018 or any NEA Translation Fellowship on or after January 1, 2020.
- With the same project for more than three consecutive years.

Previous grantees must have submitted acceptable Final Report packages by the due date(s) for all NEA 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 published, 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, 2008**, and **January 12, 2023**. 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. Eligible publishers have a competitive selection process and offer some service or services to their writers, such as editing and proofreading; formatting and design; and/or promotion, marketing, and distribution. Student-led publications and publications that primarily print work by persons who are affiliated with a particular academic institution are not eligible.

You may use digital, audio, or online publications to establish eligibility, provided that such publications have competitive selection processes and offer professional editing. 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 cannot be used to establish your eligibility.

### The following content 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.

Eligibility is determined by the NEA 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 cannot be appealed and is final. For more information, see "How to Apply"

### 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. Note: 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 NEA'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 4. The justification must include information about how and why the project has lapsed into the public domain. Mere statements, including but not limited to statements that the work is in the public domain because no rights holders exist or all rights holders are deceased, will not be sufficient for these purposes.

The NEA 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.

In cases where a work's public domain status is ambiguous, the NEA will evaluate, in its discretion, all pertinent information available to determine whether the work's public domain status has been sufficiently established for purposes of a particular application. Such a determination is the NEA's alone and is not sufficient in any way to support a claim by the

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applicant or any third party that a work is conclusively a public domain work under the laws and treaties of the United States or any foreign jurisdiction.

The NEA may, at its discretion, evaluate information provided under this section or in follow-up questions about the copyright status of this inquiry to inform any holistic assessment of artistic excellence and artistic merit.

Your application may not be eligible if incorrect or insufficient information is provided in Attachment 4 of your application. See "**How to Apply**" for details.

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 Apply

Application Deadline: January 12, 2023

Submit your application no later than January 2, 2023, 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. Late applications will not be accepted.

These application guidelines provide all of the information you will need to submit an application. Please read these instructions in their entirety before you begin the application process. We suggest you keep these instructions open while you complete your application, as they contain links to information you will need.

The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on January 12, 2023. Late applications will not be accepted.

Electronic application through Grants.gov is mandatory. The Grants.gov Contact Center is available 24 hours a day, 7 days a week for technical support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

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

- 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 NEA at least three weeks before the application deadline. Click here for more information on waivers.

WAIVER POP UP BOX TEXT:

### **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:

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

Contact the Literary Arts staff at 202-682-5034 or by email at [litfellowships@arts.gov](mailto:litfellowships@arts.gov) for more information on how to submit your waiver request. Waiver requests must be in writing and received at least three weeks before the application deadline, or not later than 5:30 p.m., Eastern Time on December 22, 2022.

Individuals who need assistance accessing this document may contact the Office of Accessibility at [Accessibility@arts.gov](mailto:Accessibility@arts.gov) or call 202-682-5532 or the Office of Civil Rights at [CivilRights@arts.gov](mailto:CivilRights@arts.gov) or 202-682-5454



## To Apply:

Step 1: Register with Login.gov and Grants.gov

Step 2: Go to the grant opportunity package

Step 3: Follow the application instructions

Step 4: Submit your electronic application

### Step 1: Register with Login.gov and Grants.gov

Before submitting an application to the NEA, you must register or renew your registration with Login.gov and 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. To allow time to resolve any issues that may arise, we strongly advise that you not wait until the day of the application deadline to register. You will not be able to submit your application if you fail to successfully register with Login.gov and Grants.gov.

#### New Applicants:

1. Register with Login.gov
  - Go to [Create an account](#) to set up your Login.gov account. This account will allow you to access many government websites, including Grants.gov.
  - If you already have a Login.gov account, you do not need to set up a new account, you may use your existing account.
2. 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
  - Under the “How would you like to proceed?” heading, be sure to select the **Add Individual Applicant Profile** option to apply for funding opportunities on your own behalf. [See here for more information on adding a profile.](#)
3. Link your Login.gov and Grants.gov accounts
  - Click the “Login” button in Grants.gov, you will be prompted to link accounts, this is a one-time action.
  - After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.

#### Returning Applicants

1. If you have not already created a Login.gov account, go to [Create an account](#)
2. Link your Login.gov and Grants.gov accounts
  - Click the “Login” button in Grants.gov, you will be prompted to link accounts, this is a one-time action.

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- After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.

The NEA does not have access to your Login.gov or Grants.gov accounts. If you have any questions about or need assistance with these sites contact them directly:

- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **Grants.gov Contact Center:** Call 1-800-518-4726, email [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 such as screenshots or emails (with dates) of your efforts to register before the deadline.

### Step 2: Go to the Grant Opportunity Package

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

**GO TO GRANT OPPORTUNITY PACKAGE**  
[Funding Opportunity Number 2023NEA03LFTP]

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Login.gov Username and Password.
4. After logging in, to create a Workspace application:
  - a. Fill in the Application Filing Name field with your legal name, then
  - b. Click the **Create Workspace** button.
5. Upon a successful creation, you will be directed to the Manage Workspace page, where you can begin working on the application.
6. You can access each required form online by clicking “Webform” OR you can download the forms to your computer by clicking “Download”.

If you decide to download the forms, you will first need to verify your PDF software. To download the forms, 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](#).

The required forms are:

- [Application for Federal Domestic Assistance - Individual Form](#)
  - [Attachments Form](#)
7. Complete the application based on the **Application Instructions (Step 3)**.

### Step 3: Follow the Application Instructions

Prepare your application materials for Grants.gov. Detailed instructions can be found here: [LINK TO PDF](#)

### Step 4: Submit Your Application to Grants.gov

Electronically submit the Application for Federal Domestic Assistance– Individual Form 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 the “Sign and Submit” button. No revisions to your application are possible through Grants.gov once it is submitted.** After submission, the only way to update items in your application is to create a new application by repeating steps 2-4. The NEA will only review your most recently submitted application.

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. **Take a screenshot of this confirmation screen and save it for your records.** 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 validated 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](mailto:support@grants.gov) or call them at 800-518-4726, 24 hours a day, and 7 days a week.

## Application Review

### Review Criteria

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

**Artistic excellence** of the proposed project, which includes the:

- Quality of the English sample translation.
- Quality of the sample 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) or copyright holders of the work to 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 our staff to determine eligibility and completeness, 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 Chair of the National Endowment for the Arts. The Chair 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

Announcements are expected by December 2023.

### 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.

### Copyright Information

In awarding these fellowships, National Endowment for the Arts makes no representations as to who may own copyrights, if any, arising from translations funded under this program.

### Banking Information & Tax Liability

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

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 applicant or grantee, however, it is not exhaustive. More information regarding these and other legal requirements may be found in the [General Terms & Conditions](#) which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award. There may be other applicable legal requirements that are not listed here.**

- **Compliance with the federal requirements** that are outlined in the Assurance of Compliance below.
- **[Debarment and Suspension procedures](#)**. The applicant must comply with requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR Part 3254. Failure to comply may result in the debarment or suspension of the grantee and the National Endowment for the Arts suspending, terminating and/or recovering funds.
- **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. New awards will not be made if an applicant is still in debt status as of September 1.

- **Labor Standards** ([29 CFR Part 505](#)). If a grant is awarded, the grantee 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.
- **The Drug-Free Workplace Act of 1988** (41 U.S.C. 8101 et seq. and 2 CFR Part 3256). The grantee is required to publish a statement regarding its drug-free workplace program as well as comply with other requirements.

### Assurance of Compliance

**By signing and submitting its application form on Grants.gov, the Applicant certifies that it 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 with these statutes. If the NEA determines that a grantee has failed to comply with these statutes, it may suspend or terminate the award, and/or recover funds. This assurance is subject to judicial enforcement.

The Applicant certifies that it 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 CFR 1110.
- Solely on the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794), implemented by the National Endowment for the Arts at 45 CFR 1151, and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101 et seq.).
- 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 CFR 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 Applicant must also certify that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of National Endowment for the Arts funds to comply with these requirements.

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 [civilrights@arts.gov](mailto:civilrights@arts.gov). For inquiries about limited English proficiency, go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of Civil Rights at [civilrights@arts.gov](mailto:civilrights@arts.gov) or 202-682-5454.

### 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 primarily used for the purpose of application review. Personal data, such as home address or personal cell phone number may not be released, either in entirety or in part, as exempt from disclosure under FOIA exemption (b)(6). Failure to provide the requested information could result in rejection of your application.

### 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.

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We welcome your comments on how we are meeting these standards. Email: [webmgr@arts.gov](mailto: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](mailto:LitFellowships@arts.gov).

### Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 12 hours per response. This includes 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.

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## Need Help?

We have fielded many questions over the years and trust that we can help you troubleshoot problems you encounter. We are at your service.

Browse the answers below and in the FAQ before you contact our staff.

You should also determine if your question is best addressed to the National Endowment for the Arts, Login.gov, or Grants.gov. Login.gov and Grants.gov are government-wide portals; they are separate entities from the National Endowment for the Arts. Though we include some tips here on navigating Login.gov and Grants.gov, technical questions about registration and uploading your application should be directed to Login.gov or Grants.gov.

### Contact Login.gov for help with:

- Registration problems with Login.gov
- Login or username/password issues

**Login.gov Help:** Consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.

### Contact Grants.gov for help with:

- Registration problems with Grants.gov
- Your registration status
- Verifying and/or updating your registration information
- Technology-related problems including:
  - Web browser issues
  - Questions about Workspace, webforms, or Adobe Reader
- Problems submitting your application through Grants.gov

**The Grants.gov Contact Center** is available 24 hours a day, 7 days a week at **1-800-518-4726** or [support@grants.gov](mailto:support@grants.gov). The website is [www.grants.gov](http://www.grants.gov).

### Contact the National Endowment for the Arts for help with:

- Eligibility questions
- Specific components of your application
- The fellowship guidelines

If, after looking over our guidelines and the answers in this section, you'd still like to speak to a staff member, call our Literature Fellowships Hotline at **202-682-5034** or email us at [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## 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 NEA 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 NEA 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 and thorough justification of your statement. The agency evaluates this justification, along with other pertinent information, and determines whether or not it is sufficient in its sole discretion.

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 NEA may contact you for further documentation of rights clearance, or of the credentials/accuracy of any translation of a legal document you have provided at any time.

### **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?**

No. In previous years, we allowed students to submit letters of recommendation; such letters are no longer accepted. If a letter is included with an application, it will not be reviewed.

### **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. May 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?**

For determining eligibility, we do not accept any publication by presses that publish work without competitive selection or 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 NEA'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. Extension requests are considered on a case-by-case basis and approval is not guaranteed.

### **17. Do you accept translations of anthologies?**

Yes. However, permission to translate the works included in the anthology must be obtained from each work's respective copyright holder before the application is submitted.

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

## Agency Contacts

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