

**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

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**A Complete Application Consists Of:**

|  |   |
|--|---|
| 1: Application for Federal Domestic Assistance - Individual Form .....   | 2 |
| 2: Complete and Attach Required Items to the Attachments Form .....  | 4 |
| The Attachments.....   | 5 |
| ATTACHMENT 1: APPLICATION NARRATIVE .....  | 5 |
| 1. Description of the work you wish to translate .....   | 5 |
| 2. Resume of author(s) to be translated.....   | 5 |
| 3. Applicant bio; if a collaboration, collaborator(s)' bio .....   | 6 |
| 4. If a collaboration, statement on the role of the collaborator(s) and their recognition .                      | 6 |
| 5. If a retranslation, justification of need .....   | 6 |
| 6. For an excerpt from a novel, play, or other long work, one-page précis (optional) .....                       | 6 |
| 7. A sample of your translation from the proposed project.....   | 6 |
| 8. For retranslations, one existing translation which corresponds to your 10-15-page<br>sample translation ..... | 6 |
| ATTACHMENT 2: SAMPLE OF THE ORIGINAL WORK .....  | 7 |
| ATTACHMENT 3: SUMMARY OF APPLICANT PUBLICATIONS/PRODUCTIONS .....  | 7 |
| ATTACHMENT 4: INFORMATION ON RIGHT TO TRANSLATE .....  | 8 |

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

For complete application guidelines, including information about eligibility requirements, application review criteria, and Frequently Asked Questions, please visit the National Endowment for the Arts Website here: <https://www.arts.gov/grants/translation-projects>

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

OMB No. 3135-0112 Expires TBD

**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

---

## 1: 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 2023. 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 2023. (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.

**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

---

**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:** List the genre, author, language, country of origin, and the approximate number of pages to be translated. Then provide a two or three sentence description of your project. Indicate the number of years you have applied with this specific project and whether or not your project is a retranslation.

**c. Proposed Project Start Date/End Date:** Enter your preferred beginning and ending dates. The beginning date must fall between January 1, 2024, and January 1, 2025, 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.

**Literature Fellowships: Translation Projects**  
**FY24 Application Instructions**

---

## 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. The Attachments are non-form documents that must be submitted as PDF files. The only exception to this is Attachment 4, which may be submitted as a form document if you are submitting the Arts Endowment's Acknowledgement of Translation form (see detailed instructions for "Attachment 4" below).**

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. **Do not create PDFs of your electronic documents by scanning**, with the exception of item 8 of Attachment 1, Attachment 2, and Attachment 4, which may be submitted as scanned documents as needed.

PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.

If you submit any scanned documents, observe the following guidelines:

- Scan images at a resolution of no more than 300 dpi. Resolutions over 300 dpi will result in unnecessarily large files.
- Save the images as black-and-white JPEGs. Do not save 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 as a single PDF; do not submit a separate file for each scanned page.
- When you have created the document you are going to submit, double check the readability by printing out a few pages.

**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.

IMPORTANT: 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. Do not use your pen 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.

**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

---

- 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.

## The Attachments

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. You will only use the first 4 attachment buttons and can disregard buttons 5-15.

### 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" (e.g. Doe\_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. Click [here](#) to see an example of how to format this document.

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

#### 1. Description of the work you wish to translate

List the following: English title(s) of work(s) to be translated, name(s) of author(s) to be translated, original language(s), country of origin, genre, approximate number of pages to be translated. Then describe the work's scope, importance, and place in the author's body of work. When possible, cite reviews of the original work. 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. Briefly describe the activities you would accomplish during the fellowship (e.g. amount of project you would translate, travel plans, or research you would conduct). limit: three pages, single-spaced)

#### 2. Resume of author(s) to be translated

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).

**Literature Fellowships: Translation Projects**  
**FY24 Application Instructions**

---

**3. Applicant bio; if a collaboration, collaborator(s)' bio**

A narrative account of your professional experience (limit: one page, single-spaced). You 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 (limit: one page, single-spaced).

For collaborations, include a narrative account of the professional experience of your collaborator(s).

**4. If a collaboration, statement on the role of the collaborator(s) and their recognition**

A statement of agreement that specifies the role of the collaborator(s) and the recognition that they will receive for the project. Type “N/A” if you do not have a collaborator. (limit: one page, single-spaced)

**5. If a retranslation, justification of need**

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

**6. For an excerpt from a novel, play, or other long work, one-page précis (optional)**

If your translation sample is an excerpt from a novel, play, or other long work, a brief summary 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 from the proposed project**

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.

(limit: 10 to 15 pages, single-spaced for drama or poetry, double-spaced for prose.)

**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. For retranslations, one existing translation which corresponds to your 10-15-page sample translation**

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.

**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

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**ATTACHMENT 2: SAMPLE OF THE ORIGINAL WORK**

(Pages should correspond with the 10 to 15-page translation sample)

To this button, attach a **Sample of the Original Work** that your sample translation renders. Label the sample with the English translation of the original language title and author. **Do not submit the entire original work--only submit those pages that your translation sample renders.** The filename should be your last name followed by "OriginalWork" (e.g. Doe\_OriginalWork).

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

(Page limit: three-page, single-spaced maximum)

To this button, attach a **Summary of Applicant Publications/Productions** to establish your eligibility. The filename should be your last name followed by "SummaryPubs" (e.g. Doe\_SummaryPubs).

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

- Title, original author, translator.
- Language, genre.
- Publisher (including name of magazine or press and web address if available).
- Publication date (month and year, or volume/issue).
- 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, translator, producing company, location, dates of each performance, and a link to where more information can be found about the production.

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

Book

**Title/Author/Translator:** A Walk in the City/John Doe/Jane Doe

**Language/Genre:** Spanish/poetry

**Publisher:** University Press, www.up.edu

**Publication Date/ Volume-Issue:** 12/2011

**# of pages:** 7

**Page # or URL:** 137

**Literature Fellowships: Translation Projects**  
**FY24 Application Instructions**

---

Journal/Magazine

**Title/Author:** "Hidden Moon"/ Flores Paz

**Language/Genre:** Spanish/short story

**Publisher:** Violet Journal, [www.violetjournal.org](http://www.violetjournal.org)

**Publication Date/ Volume-Issue:** 10/2011/ Vol. 32 Issue 4 (Fall)

**# of pages:** 5

**Page # or URL:** [www.violetjournal.org/32-4/paz](http://www.violetjournal.org/32-4/paz)

Anthology

**Title of Your Work/Author/Translator:** "Hidden Moon"/Jane Doe/John Doe

**Anthology Title/Editor:** *Time Spent (Poems About Grantwriting)*, edited by M. Fed/Jill Deer

**Language/Genre:** French/poetry

**Publisher:** Small Press, [www.smallpress.org](http://www.smallpress.org)

**Publication Date:** 06/2010

**# of pages:** 14

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 contact information, including web address and phone number; 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" (e.g. Doe\_Rights).

This must be one of the following:

- 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 title(s) of the specific work(s) the applicant is proposing to translate. Permission to translate from the author's entire oeuvre without listing specific titles will only be accepted if the applicant is proposing to translate a selection from the author's entire body of work. An example of how this written permission could be phrased is "I, [NAME OF COPYRIGHT HOLDER], copyright holder of [TITLE(S) OF SPECIFIC WORK(S) TO BE TRANSLATED] by [AUTHOR OF SAID



**Literature Fellowships: Translation Projects  
FY24 Application Instructions**

---

WORK] grant [NAME OF TRANSLATOR(S)] permission to translate this work into English on [DATE OF CONSENT].”

- 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. 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.

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 or of the credentials/accuracy of any translation of a legal document you have provided at any time.

See [FAQ #4](#) for additional information on copyright requirements.

**Leave all remaining Attachment buttons blank.**