



## **SUPPORT PROGRAM TRANSLATION AND PUBLICATION OF BRAZILIAN AUTHORS**

The Brazilian National Library Foundation hereby announces that it will offer grants to foreign publishing houses that wish to translate, publish, and distribute works by Brazilian authors abroad that have been previously published in Brazil. This procedure, authorized by Executive Decision no.60- FBN of 08 /05/ /2013, will be governed by the following Notice and by Ministry of Culture Directive 29/2009, as well as by Law no. 8666/93.

### **Section I – Purpose**

1. The Support Program for Translation and Publication of Brazilian Authors, created by the Brazilian National Library Foundation (FBN), under the Brazilian Ministry of Culture, aims to spread Brazilian culture and literature abroad by granting financial support for translation and publication of works by Brazilian authors into other languages.

2. The Program is being offered to foreign publishers that wish to translate into any language, publish, and distribute abroad works by Brazilian authors, in book or digital form, that have been previously published in Portuguese in Brazil.

3. The Program will be able to provide support for proposals in literature and the humanities, especially in the following genres: novels, short stories, poetry, columns, children and/or youth, theater, reference works, literary essays, social science essays, historical essays, popular science essays, and anthologies of poems and short stories, either in whole or in part.

4. Grants may be awarded to publishers of unpublished translations or new translation projects, or reprintings of works already translated in Brazil but that have been sold out and out of print for at least three years.

4.1 – The main goal of awarding grants is to fund, in full or in part, the expenses of publishers in translating the works of Brazilian authors.

### **Section II – Term**

5. The Program will remain active until 2020, and specific Notices with requirements and funding amounts will be published every 24 (twenty-four) months.

5.1. This Notice applies to the period beginning from its publication in the Brazilian Official Register (*Diário Oficial da União*) to May 1, 2015.

5.2. Program-specific Notices may be published regarding major events, languages, authors in the public domain, and genres.

### **Section III – Budgetary Resources**

6. In order to meet the objectives of this Notice, R\$ 300,000.00 (three hundred thousand *reais*) are allocated for 2013, based on Action 20ZF, Promoting and Fostering Brazilian Culture of the Annual Budgetary Law (LAO) and/or Brazilian National Culture Fund (FNC).

6.1 – Resource allocation for subsequent years will be contingent upon financial and budgetary availability.

#### **Section IV – Participation Requirements**

7. Foreign publishers that are duly established in their countries of origin, in good standing with regard to their rights and responsibilities to the State and society, may participate in the Program.
8. Proposals that have not been addressed in previous FBN Notices may be resubmitted, provided they follow the guidelines as defined in this Notice.
9. Applications from publishers who have pending commitments with FBN will not be accepted.

#### **Section V – Benefits**

10. The FBN will award grants of up to US\$ 8,000.00 (eight thousand US dollars) for each unpublished or new translation project and up to US\$ 4,000.00 (four thousand US dollars) for each reprinting project.

10.1 In cases of grant requests to republish out-of-print works, the grant may cover more than the expenses for translation rights, including editing and printing costs, as provided in the project budget submitted by the publisher.

#### **Section VI – Submitting and Sending Applications**

11. Applications will be available from the date this Notice is published, until May 1, 2015.
12. Applications will be free of charge.
13. To apply to the Program, publishers must send FBN the following documents by email or mail:
  - a. A letter, in Portuguese, English or Spanish, requesting registration in the Program and justifying the grant request;
  - b. Completed registration forms (typed or legibly printed), signed by the legal representative of the publisher (Attachment I and II);
  - c. Copy of the publisher's copyright assignment contract established between the author(s) or legal representatives, or corresponding document, if the work in question is not in the public domain;
  - d. Copy of the translation contract for the work in question established between the publisher and the translator;
  - e. Project budget and estimated cost of translation;
  - f. Curriculum Vitae of the contracted translator (in Portuguese, English or Spanish);
  - g. Recent catalog of the publications by the proposing publisher;
  - h. A copy (printed or digital) of the work to be translated;
  - i. Distribution and sales projections of the book to be published, expected run, and advertising methods, indicating the main channels and physical and/or online points of sale that will be used, especially in the first 6 (six) months following publication (in Portuguese, English or Spanish).
14. The awarding of grants is contingent upon submitting the originals of the documents as provided in item B of Paragraph 13, which are to be mailed to FBN at:

Centro Internacional do Livro  
Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior  
Rua da Imprensa, 16/1110 – Centro  
20030-120 – Rio de Janeiro – RJ – Brasil

15. There is no limit to the number of project registrations per publisher.
16. The applicant will be solely responsible for the accuracy of the proposal and submitted documents, as well as for faithfulness to the work, releasing FBN and the Ministry of Culture of any civil or criminal liability for possible errors or mistakes.

### **Section VII – Qualification Stage**

17. The FBN International Book Center (CIL) is responsible for reviewing the qualifications of the submitted registrations.
18. In order for the application to qualify, a duly completed request must be submitted in accordance with Paragraph 13 of this Notice.
19. Any application submitted with missing information, either in the Qualification or Selection Stage, that impairs evaluation, will be disqualified.
20. Only approved requests will move on to the Evaluation and Selection phase. The applications that did not meet the requirements outlined Paragraph 13 of this Notice will be disqualified.
21. Up to 10 (ten) days prior to the registration evaluation meetings, the results of the Qualification Stage will be announced, with the name of the publisher, work, author, and why rejected, if applicable.
22. The announcement will be made via the Brazilian National Library Foundation website ([www.bn.br](http://www.bn.br)).
23. Any requests to reconsider a disqualified application should be emailed to [cil@bn.br](mailto:cil@bn.br) or [translation@bn.br](mailto:translation@bn.br) within 2 (two) business days following the announcement of the results.
24. Requests for reconsideration must be sent from the email address provided in the application. Requests sent from any other email address will not be accepted.
25. Requests for reconsideration not sent in accordance with the provisions of Items 23 and 24 of this Notice will be rejected.
26. Any appeals at this stage will be evaluated by the CIL. The Office of the General Coordinator will make the final decision.
27. The final results of the qualification stage will be announced via the National Library Foundation website ([www.bn.br](http://www.bn.br)).

### **Section VIII – Evaluation and Selection**

28. The selection process for registered projects will be carried out by an evaluation committee comprising:
  - a. Three FBN representatives, who may be from the following Brazilian organizations/agencies: International Book Center, Reference and Information Center, and Research and Publication Center;

- b. A representative from the Brazilian Ministry of Culture or related institution;
- c. A literature and/or translation expert, preferably a professional in the field and/or a university professor.

29 . Evaluation of the applications will take place in meetings as provided in the schedule below:

<b>Selection meetings</b>	<b>Submit applications by</b>	<b>Selection meeting dates</b>
1 <sup>st</sup> Meeting	-	09/26/2013
2 <sup>nd</sup> Meeting	-	11/06/2013
3 <sup>rd</sup> Meeting	03/03/2014	03/19/2014
4 <sup>th</sup> Meeting	06/02/2014	06/18/2014
5 <sup>th</sup> Meeting	09/01/2014	09/17/2014
6 <sup>th</sup> Meeting	10/20/2014	11/05/2014
7 <sup>th</sup> Meeting	03/02/2015	03/18/2015
8 <sup>th</sup> Meeting	05/01/2015 (application period ends)	05/20/2015

**Dates and deadlines revised in accordance with Executive Decision published on 02/18/2014**

29.1 The number of meetings may be reduced or increased according to the number of applications received.

30. The Committee will adopt the following as selection criteria:

- a. Importance of the work's publication to advancing and spreading Brazilian literature and culture abroad;
- b. Consistency of the proposal;

30.1 The grade for the criterion in item "a" will range from 1 and 5;

30.2 The grade for the criterion in item "b" will range from 1 and 5;

30.3 In case of a tie, the project with the highest grade for criteria "a" will win; should this not break the tie, the decision will be based on a drawing.

30.4 The minimum grade to qualify will be 6. Projects receiving a grade below this level will be automatically disqualified.

30.5 The criterion provided in item "b" (consistency of the proposal) will take into account the translator's curriculum vitae, the distribution and sales proposal, the publisher's catalog and its ability to carry out the project.

30.6 The Selection Committee will be responsible for sending the list of the selected applicants to the organization responsible for managing the public selection, as well as the list of qualifying applicants, who will be called should there be any withdrawals or disqualifications of the selected projects.

30.7 The list of the selected applicants and the list of the qualifying applicants must contain:

- I – project name;
- II – country of origin;
- III – grade obtained in evaluation;
- IV – grant amount;
- V – names of the selection committee members.

30.8 Qualifying projects may be considered at a later date depending on the availability of funds. This will be done at the discretion of the public selection management unit, in accordance with the rankings of the selected applicants, in decreasing order by grade and the public selection deadline.

31. The Committee will adopt the following criteria for establishing the amount of the grant:

- a. Estimated translation cost;
- b. The proposing publisher's market conditions.

32. A request for reconsideration of the list of selected projects must be emailed within 2 (two) business days from the date the results were announced to [cil@bn.br](mailto:cil@bn.br) or [translation@bn.br](mailto:translation@bn.br).

32.1 Requests for reconsideration will be evaluated by the International Book Center along with the other members of the Evaluation Commission within 5 (five) business days.

33. The final selection results will be conveyed, electronically or in writing, directly to the publisher under consideration, and will be made available on the FBN website, as well as published in the Official Register of Brazil.

### **Section VIII – Awarding**

34. To formalize the grant award, a written Commitment, in Portuguese, signed by the publisher's legal representative and the President of the FBN will be required.

35. The respective Commitment will be mailed to the publisher to sign and return to FBN.

36. The approved grants will be paid to the publisher in question by FBN, in two installments, as follows:

- a. 1<sup>st</sup> installment: 50% of the grant, following both parties' signature of the Commitment.
- b. 2<sup>nd</sup> installment: 50% of the grant, following receipt by FBN of 10 (ten) copies of the work published by the publisher or a digital copy of the electronic book.

### **Section IX – Publisher Obligations**

37. The publisher in question commits to provide FBN 10 (ten) copies of the translated, published work within up to 18 (eighteen) months after the Commitment is signed.

37.1 In the case of a grant awarded for translating and publishing digital books, the publisher commits to provide a link to access and download the published work.

38. The publisher in question must insert on the published work's acknowledgements page, both in the translation language and in Portuguese, the following reference: "Work published with the support of the Brazilian Ministry of Culture / National Library Foundation," "Obra publicada com o apoio do Ministério da Cultura do Brasil / Fundação Biblioteca Nacional."

38.1. The above-specified reference must be accompanied by the FBN logo, in accordance with the following image and its specifications below:



Minimum measurements for placement of the logo on the acknowledgements page:

- a) Height: 0.71 cm
- b) Width: 4.00 cm
- c) Resolution: 300 dpi

Color specifications:

- a) Black 100% (K100%); or
- b) Pantone 456 C; or
- c) Pantone 201 C.

38.2. The logo and reference to the grant award may be placed elsewhere on the acknowledgements page with prior approval by FBN.

39. Prior to printing the work, the publisher must send FBN a printed proof of the acknowledgements page for approval.

40. In the case of editions published solely in printed book form, the publisher commits to publish at least 1,000 (one thousand) copies of the translated work, if in first edition, and 500 (five hundred) copies if it is a re-edition of a work previously translated in the country.

40.1. Publication projects of a first edition with a run of fewer than 1,000 (one thousand) copies will necessarily be the object of special scrutiny by the evaluation committee.

41. The publisher holds itself responsible for correctly submitting the documentation pertaining to the Commitment and the authorizations arising from copyright and connected rights to the work, without the submittal of which, the Commitment cannot be formalized.

42. The publisher must:

- a. Immediately inform FBN of any serious issue that may lead to a discontinuation of the translation and publication project, which may lead to modifying or interrupting the execution of the Commitment that formalizes the awarding of the grant;
- b. Immediately inform FBN of any change in the publisher's legal representative or of the publisher's employee responsible for the work to be translated;
- c. Return to FBN any funds received in error.

43. Should the publisher not deliver the work according to the terms and conditions provided in this Notice and as defined by the Commitment, the publisher will be required to return the amount of the 1<sup>st</sup> installment, adjusted in accordance with the law;

43.1. Any request to extend the deadline for delivery of the copies must be submitted to FBN for consideration.

## **Section X – Follow-up and Evaluation**

44. The publisher commits to provide information, over the course of the contract period, on the translation/production timeline; production stages and estimated release date as requested by FBN.

45. Six months following the release of the book, the publisher must submit to FBN a status report on their plan to distribute and advertise the work.

## **Section XI – Final Provisions**

46. This Notice will be available on the websites of FBN (<http://www.bn.br/>) and of the Brazilian Ministry of Culture (<http://www.cultura.gov.br/>) and will be published in the Official Register of Brazil.

47. To resolve any concerns, please call +55 (21) 2220-2057 or email [cil@bn.br](mailto:cil@bn.br) or [translation@bn.br](mailto:translation@bn.br).

48. Any materials sent by publishers will not be returned; FBN will be solely responsible for deciding whether to file or destroy them.

49. FBN reserves the right to publish passages of the works translated with the grants of this Notice in publications for the purpose of promoting Brazilian literature and advertising the Grant Program for Foreign Translation and Publication of Brazilian Authors.

50. The awarding of grants is contingent upon the availability of budgetary and financial resources and, selection is at the discretion of the FBN and the Brazilian Ministry of Culture.

51. The cost associated with for participating in the selection process, including expenses for copies, mailing, and the issuance of documents is the sole responsibility of the applicant.

52. Registration implies that the publisher is providing full and irrevocable consent to all items in this Notice.

53. Omitted items will be considered by FBN on a case-by-case basis.

54. Any irregularities pertaining to participation requirements, discovered at any time, will entail disqualification of the application.

55. All registered projects, selected or not, will be entered into the records of FBN for purposes of research, documentation, and mapping of Brazilian cultural production.

56. The applicant will be solely responsible for the accuracy of the proposal and attached documentation, and releases the National Library Foundation of any criminal or civil liability.

**Renato Lessa**

**President**

***Support Program for Translation and Publication of Brazilian Authors***

**Attachment I – Registration Form**

**EDITORA / PUBLISHER**

Nome da empresa / Company name:		
Nome de fantasia / Doing business As:		
Endereço / Address		
Cidade / City	País / Country	CEP / Postal Code
Telefone / Telephone	Fax	Website
Nº de registro / Company Identification No.*	Ano de Inauguração / Year Established	Nº de livros impressos/digitais publicados no ano anterior à inscrição / Number of printed/digital books in the year prior to registration
Representante legal / Legal representative	Cargo / Title	
Email	Telefone / Telephone	
Funcionário de contato / Contact person	Cargo / Title	
Email	Telefone / Telephone	

\*CUIT, P.IVA, Federal Tax Identification Number, etc.

**DADOS DA OBRA / WORK INFORMATION**

Título / Title	
Autor / Author	Editadora brasileira / Brazilian publisher
Ano de publicação / Year published	Nº de páginas / Number of pages
Gênero literário / Genre	ISBN

**DADOS DO TRADUTOR / TRANSLATOR INFORMATION**

Nome / Name		
Endereço / Address		
Cidade / City	País / Country	CEP / Postal Code
Telefone / Telephone	Email	Idioma da tradução / Target language



**DADOS DA PUBLICAÇÃO (dados editoriais sobre o projeto de tradução e publicação) /  
PUBLICATION INFORMATION (publisher information on the translation/publication project)**

Tipo de publicação /Publication Type <input type="checkbox"/> Print / Impresso <input type="checkbox"/> Digital / Digital <input type="checkbox"/> Print and Digital / Impresso e digital	Formato / Format (in cm)	Nº de páginas / Number of Pages
Data de publicação estimada / Estimated Publication Date	Preço estimado /Estimated Price	Tiragem / Printed Book Run
Acabamento do livro impresso /Printed Book Finishing <input type="checkbox"/> Brochura / Paperback <input type="checkbox"/> Capa dura / Hard Cover <input type="checkbox"/> Livro de bolso / Pocket <input type="checkbox"/> Outro / Other: _____	Tipo de papel / Paper Type	Área de distribuição / Distribution Area

**DADOS BANCÁRIOS DA EDITORA PROPONENTE /  
BANK INFORMATION OF THE PUBLISHER APPLYING**

Nome do proponente/beneficiário / Applicant/Beneficiary Name		
Banco / Bank		
Endereço da agência / Branch Address		
Cidade / City	País / Country	CEP / Postal Code
Número do banco / Bank Number	Agência / Branch	Conta corrente / Checking Account Number
IBAN	SWIFT/BIC	

**INFORMAÇÕES ADICIONAIS / ADDITIONAL INFORMATION**

1. A editora solicitante já recebeu outras bolsas/subsídios/incentivos de outras instituições, públicas ou privadas, brasileiras ou internacionais para a tradução e publicação do livro indicado nesta inscrição?  
*Has the applicant publisher already received other payments/subsidies/incentives from other institutions, public or private, Brazilian or international, to translate and publish the book indicated in this application?*

( ) Não / No.

( ) Sim / Yes. Qual / Name? \_\_\_\_\_

2. Como conheceu o Programa de Apoio à Tradução e Publicação de Autores Brasileiros no Exterior?  
*How did you hear about the Support Program for Translation and Publication of Brazilian Authors?*

( ) Agente literário / Literary agents

( ) Autores / Authors

( ) Tradutores / Translators

( ) Feira literária ou evento literário/Book Fair and/or Literature Event

Qual / Name? \_\_\_\_\_

( ) Outro / Other: \_\_\_\_\_

## DECLARAÇÃO / STATEMENT

À FUNDAÇÃO BIBLIOTECA NACIONAL,

Eu, \_\_\_\_\_ (representante legal), venho requerer a inscrição da obra acima citada no Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior.

Declaro para os devidos efeitos, sob as penas da lei brasileira, que as informações por mim prestadas constituem fiel expressão da verdade, e que aceito as normas descritas no Edital do referido Programa.

*TO THE NATIONAL LIBRARY FOUNDATION,*

*I, (legal representative), wish to register the aforementioned work in the Grant Program for Foreign Translation and Publication of Brazilian Authors.*

*I hereby declare that for all intents and purposes, under penalty of Brazilian law, that the information provided by me constitutes a faithful declaration of the truth, and that I accept the rules described for the referenced Program in this Notice.*

\_\_\_\_\_  
Local/Place

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Data/Date

\_\_\_\_\_  
Representante legal / Legal representative  
(assinatura e carimbo/signature and stamp)

**Programa de Apoio à Tradução e à Publicação de Autores Brasileiros**

**Support Program for Translation and Publication of Brazilian Authors**

**Anexo II – COMPROVAÇÃO DA CESSÃO DOS DIREITOS AUTORAIS  
PATRIMONIAIS DE OBRA**

**Attachment II – PROOF OF ASSIGNMENT OF COPYRIGHTS AND RELATED OWNERSHIP  
RIGHTS**

Declaro, na qualidade de representante legal da Editora \_\_\_\_\_ situada em \_\_\_\_\_, ser ela titular dos direitos autorais patrimoniais, para fins de tradução e posterior publicação em língua \_\_\_\_\_ da obra original publicada em português no Brasil, com o título: \_\_\_\_\_, de Autoria de \_\_\_\_\_, de acordo com o instrumento legal efetivado com Autor e/ou seu representante legal, cuja cópia segue em anexo.

Declaramos ainda, que a mesma possui contrato de tradução, cuja cópia segue em anexo, devidamente legalizado com o Sr(a): \_\_\_\_\_, que executará o serviço de tradução, de cujos direitos autorais patrimoniais é titular.

*I declare, as legal representative of Publisher \_\_\_\_\_ located in \_\_\_\_\_, that this Publisher holds all copyrights and other related rights, for purposes of translation and publication in the \_\_\_\_\_ language from the original work published in Portuguese in Brazil, with the title: \_\_\_\_\_, authored by \_\_\_\_\_, in accordance with the legal instrument signed by the Author and/or legal representative of the Author, a copy of which is attached.*

*We further declare that the Publisher holds the translation contract, a copy of which is attached, duly legalized by Mr./Ms. \_\_\_\_\_, who will perform the translation and that the Publisher, holds the copyrights for this work.*

\_\_\_\_\_  
Local/Place

\_\_\_\_\_  
Data/Date

\_\_\_\_\_  
Representante legal / Legal representative  
(assinatura e carimbo/signature and stamp)