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## Il-Fond Malti tal-Ktieb - Għotjiet għall-Pubblikazzjoni (Linji Gwida u Regolamenti)

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## **X'inhuma l-Għotjiet għall-Pubblikazzjoni?**

L-Għotjiet għall-Pubblikazzjoni tal-Fond Malti tal-Ktieb jiffurmaw parti mill-istrategija tal-Kunsill Nazzjonali tal-Ktieb (KNK) biex jinkuraġixxi l-pubblikazzjoni ta' kotba fis-suq lokali billi jissussidja l-pubblikazzjoni ta' kotba tal-Melitensia.

Il-Fond huwa estensjoni tal-ħsieb olistiku tal-KNK għall-pubblikazzjoni tal-kotba f'Malta li jinkludi l-għajnuna biex jogħla l-livell tal-pubblikazzjonijiet, jiġu inkuraġġuti xogħlijiet u oqsma ta' riċerka ġodda, u biex nipromwovu l-kotba f'sens usa' fit-tentattiv li nimbuttaw 'il fuq il-figuri tal-litteriżmu f'Malta.

It-taqsima tal-Għotjiet għall-Pubblikazzjoni tal-Fond Malti tal-Ktieb għandha allokati €50,000 fis-sena, u dawn il-fondi jwieżnu applikazzjonijiet għall-pubblikazzjoni ta' dawn it-tipi ta' xogħlijiet oriġinali:

- letteratura (finzjoni, poeżija, drammi, bijografiji, letteratura mhux fittizja u rumanzi grafiċi);
- xogħol ta' riċerka, li jinkludu kotba akkademiċi (monografi, ġabriet editjati, edzzjonijiet kritiċi, katalgi rriċerkati ta' eżebizzjoni li jkunu jinkludu materjal analitiku frott ir-riċerka).

## **X'inhuma l-għanijiet tal-Għotjiet għall-Pubblikazzjoni?**

L-għanijiet tal-għotjiet huma:

- Biex jitravwem tkabbir kulturali tas-suq lokali tal-kotba. Din l-inizjattiva hija parti mill-missjoni tal-KNK biex ikollna rwol ewlieni bħala aġenti kulturali, u allura nkunu kontributor proattiv u progressiv għall-iżvilupp kulturali, edukattiv u intellettuali tas-soċjetà.
- Biex jithegġu l-ideat għal proġetti u inizjattivi ġodda fis-suq lokali.
- Biex jiġu ssussidjati proġetti ta' publikazzjoni ta' kwalità kulturali, edukattiva u intellettuali għolja, li minħabba l-kuntest tas-suq lokali mhumiex kummerċjalment vijabbli.

## **Liema proġetti jiffinanzjaw l-Għotjiet għall-Pubblikazzjoni?**

L-iskema toffri l-fondi lil awturi u pubblikaturi biex jiffinanzjaw ir-riċerka, il-kitba, l-editjar, id-dokumentazzjoni, l-illustrazzjoni, il-grafika, l-istampar, il-marketing, u l-ħlas tal-awtur u/jew riċerkatur - bil-għan li l-ktieb jiġi ppubblikat Malta b'numru tal-ISBN Malti.

L-Għotjiet għall-Pubblikazzjoni jistgħu iwieżnu sa 100% tal-pubblikazzjoni sa massimu ta' €5,000 kull proġett. L-applikanti jridu jipprovdu rendikont baġitarju tal-proġett bi provi ta' stimi uffiċjali.

Kull applikazzjoni tkun assessjata individwalment skont il-kriterji tal-għotjiet.

Jekk jogħġobkom aqraw bir-reqqa l-kriterji tal-eligibbiltà u l-aġġudikazzjoni għall-fond qabel issawru l-proposta tagħkom jew tapplikaw għall-fondi.

Għidulna wkoll jekk irċivejtux fondi pubbliċi fl-imġhoddi u niżżlulna d-dati, l-ammont/i u dettali rilevanti oħra dwar il-fondi li kontu rċivejtu.

Jekk ikun possibbli, ehmżu wkoll qatgħat mill-istampa bid-data magħhom (fosthom materjal online) li jgħinukom issaħħu l-argumenti tagħkom biex tiehdu l-fond.

## **Ir-Regolament De Minimis - Regoli Applikabbli dwar Għajnuna Statali**

Il-Fond Malti tal-Ktieb ikun implimentat skont il-proviżjonijiet tar-Regolament tal-Kummissjoni (UE) Nru 1407/2013 tat-18 ta' Diċembru 2013 bit-tqegħid ta' Artikli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea dwar l-għajnuna de minimis (ĠU L 352/1 tal-24 ta' Diċembru 2013) - ir-regolament de minimis. L-għajnuna de minimis totali mogħtija lil kull individwu m'għandhiex taqbeż il-€200,000 fuq perjodu ta' tliet snin fiskali. Minħabba f'hekk l-applikanti għal dal-fond mitluba jipprovdu Formola ta' Dikjarazzjoni t'Għajnuna Statali li fiha jikkonfermaw l-ammont ta' għajnuna de minimis li rċevew fis-sena fiskali kurrenti u fis-sentejn ta' qabilha.

L-akkumulu tal-għajnuna għandu jsegwi r-regoli f'Artiklu 5 tad-de minimis. L-għajnuna tal-Fond Malti tal-Ktieb m'għandhiex tingħadd ma' għajnuniet governattivi oħra li jkopru l-istess spejjeż. Jekk ikun jidher ċar li l-proġett ingħata fondi separati għall-istess spejjeż, jiġifieri dak li jkun ikun bill sebghu darbtejn, il-proposta tkun ikkunsidrata bħala ineligibbli u l-fondi mogħtija jkunu jridu jitreġġgħu.

### **Il-Proċess Evalwattiv**

Ladarba l-applikazzjonijiet jaslu għandna l-ewwel ma nagħmlu niċċekkjawhom għall-eligibbiltà. Dawk l-applikazzjonijiet li ma jkunux eligibbli f'termini ta' proċedura ma jiġux proċessati u lanqas jgħaddu għall-fażi evalwattiva. Applikazzjonijiet eligibbli jgħaddu biex jiġu evalwati għand bord indipendenti.

L-għotjiet jiġu allokati wara proċess kompetittiv ta' aġġudikazzjoni skont damma ta' kriterji stabbiliti.

Kull kriterju jkunlu allokati numru ta' marki. Biex proġett jitqies għall-fondi jrid jikseb tal-inqas 60 marka.

Minkejja dan, is-sessjoni evalwativa u d-deċiżjonijiet għall-fondi jiddependu mill-livell ta' kompetizzjoni u l-fondi li jkun hemm. Jiġifieri jekk proġett iġib 60 marka jew aktar ma jfissirx li awtomatikament se jingħata l-fondi.

L-ordni tal-klassifikazzjoni tal-proġetti, skont il-marki mogħtija mill-evalwaturi, tkun ippubblikata online fi żmien sitt (6) ġimgħat minn meta jagħlqu l-applikazzjonijiet. Jiġu ppubblikati biss l-ismijiet tal-proġetti rebbieħa.

Jista' jkun li l-bord tal-aġġudikazzjoni jitlob xi kjarifiki mingħand l-applikant waqt is-sessjoni evalwattiva; madankollu ma jfissirx li jekk jikkuntattjawk il-membri tal-bord il-proġett tiegħek ikun se jieħu l-fondi. Kull korrisondenza tintbagħat mill-amministratur tal-fondi tal-KNK.

### **Il-Kriterji tal-Eligibbiltà**

L-applikazzjonijiet l-ewwel jiġu ċċekkjati skont it-termini tal-eligibbiltà, u għandhom jintbagħtu mimlija u jkunu jinkludu: id-deskrizzjoni tal-proġett, rendikont baġitarju u skeda taż-żmien approssimattiva. L-applikanti għall-Għotjiet għall-Pubblikazzjoni jridu jkunu pubblikaturi rreġistrati Malta. Fil-każ ta' kotba awtoppubblikati, l-applikant irid ikun ċittadin u residenti Malti.

#### Id-deskrizzjoni tal-proġett

Bħala parti mill-applikazzjoni, l-applikant irid jikteb deskrizzjoni konċiża tal-proġett.

Id-deskrizzjoni tal-proposta għall-pubblikazzjoni ma tridx taqbeż l-1,500 kelma. Din trid tinkludi deskrizzjoni ta' post ix-xogħol fis-suq Malti tal-pubblikazzjoni. Il-proġett irid ikun wieħed ta' valur u relevanza kulturali, u m'għandux ikun vijabbli u sostenibbli ekonomikament kieku wieħed ikollu jieħu r-rotot magħrufa ta' publikazzjoni. Id-deskrizzjoni trid tinkludi għala l-proġett għandu jiġi kkunsidrat għall-fondi, u magħhom il-ġustifikazzjonijiet għall-fondi.

Il-pubblikazzjoni ta' kotba għall-qari każwali, kotba ta' noti mużikali u kotba li jkun fihom biss xbihat jew ritratti huma esklużi minn din l-iskema.

It-traduzzjoni ta' kotba mill-Malti għal-lingwi oħra, u kotba barranin tradotti għall-Malti huma inklużi fil-Fond Malti tal-Ktieb (irreferi għal-Linji gwida u r-Regoli tal-Għotjiet għat-Traduzzjoni).

Pubblikaturi u/jew awturi li qed jippubblikaw ix-xogħol tagħhom stess, jew mitbugħ inkella ebook jew it-tnejn, jistgħu japplikaw għal sussidju biex jippubblikaw ktieb jew aktar minn wieħed. L-applikanti jistgħu jissottomettu aktar minn applikazzjoni waħda fl-istess edizzjoni, iżda waħda biss minn dawn tkun tista' tingħata l-fondi f'dik l-edizzjoni.

### Il-finanzi tal-proġett - ir-rendikont baġitarju

L-applikazzjoni għandha tinkludi ġustifikazzjoni tal-fondi pprovduti fil-biċċa dwar il-finanzi u rendikont baġitarju tal-proġett, sabiex il-proposta tkun sostnuta. F'dil-fażi tal-applikazzjoni trid tipprovidi kopji ta' stimi relevanti li jagħtu ħjiel approssimattiv tal-ispejjeż involuti (niżżel il-qafas tar-rendikont baġitarju - APP 3) u magħhom il-prova ta' stimi uffiċjali. Id-dokumentazzjoni uffiċjali trid tinfed ir-rendikont baġitarju u l-ispejjeż tal-proġett. Dawn l-ispejjeż jistgħu jinqasmu hekk:

- riċerka;
- kitba;
- editjar/qari tal-provi;
- dokumentazzjoni;
- illustrazzjoni;
- grafika;
- stampar (jaf ikun hemm bidla bejn l-istima u l-fattura tal-ispejjeż tal-istampar minħabba inflazzjoni fil-prezz, madankollu jekk ikun il-każ xorta waħda t-tiratura idealment ma tinbidilx wisq);
- marketing;
- ħlas lill-awtur u/jew ir-riċerkatur.

Imla dawk il-kategoriji li japplikaw għat-tip ta' għotja li qed tapplika għaliha. Fl-istadju finali tar-rapport, u jekk tingħata l-fond, imla l-kolonna msemmija 'Finali' fir-rendikont baġitarju u erga' ssottometti, did-darba b'fatturi, irċevuti, u dokumentazzjoni oħra relevanti għal kull kategorija li jeħtieġlek timla għall-għotja tiegħek. Il-baġit irid ikun fih dawk l-ammonti assigurati, dawk mhux assigurati, u dħul ippjanat ieħor. L-ammont mhux assigurat mitlub mill-fond irid ikun ikkwantifikat u allokat tali mod li jkun jaqbel mat-talba tiegħek mill-Fond.

NB: Kull rendikont baġitarju jeħtieġ li jinkludi kemm in-nefqa u anki d-dħul minn xi għejun ieħor ta' fondi. Dawn l-għejun ta' fondi jew sponsors (anki l-isponsors mhux finanzjarji) iridu jintrifdu mid-dokumentazzjoni relevanti.

### Skedi taż-żmien

Id-data tal-pubblikazzjoni ta' kull proġett rebbieħ tiġi nneozjata mal-KNK wara li jithabbru r-rebbieħa u skont il-kuntratt tal-benefiċjarju.

Trid titniżżel data approssimattiva ta' meta l-proġett se jitlesta fid-deskrizzjoni konċiża, u din ma tridx taqbeż it-18-il xahar mid-data tal-kuntratt mal-benefiċjarju.

### Proġetti ineligibbli

Dawk l-applikazzjonijiet għall-għotjiet li jaqgħu f'dawn il-kategoriji mhumiex eliġibbli għall-fondi:

- kotba tal-iskola, manwali ta' istruzzjoni;
- kotba annwali;
- xogħlijiet ta' propaganda;
- kotba ta' qari każwali, kotba ta' noti mużikali u kotba li jkun fihom biss xbihat jew tal-fotografija;
- rumanzi u ġabriet ta' novelli li huma kummerċjalment vijabbli;
- kotba tat-tfal u kull materjal immirat għal udjenza ta' taħt it-18-il sena, li huma kummerċjalment vijabbli;
- spejjeż li jkunu diġà ġew koperti minn organizzazzjonijiet kulturali pubbliċi, jew bi programmi ta' fondi oħra mmaniġġjati jew komaniġġjati mill-KNK, jew kull aġenzija pubblika oħra, department governattiv jew Ministeru;
- spejjeż b'lura;
- applikazzjonijiet b'informazzjoni nieqsa (irreferi għal-lista ta' dokumenti mitluba hawn taħt).

Proposti li ma jsegwux il-kriterji tal-eliġibbiltà ma jiġux proċessati u ma jgħaddux għall-fażi evalwattiva.

### **II-Kriterji tal-Aġġudikazzjoni**

Kull applikazzjoni eliġibbli tkun evalwata skont kriterji tal-aġġudikazzjoni stabbiliti f'dawn il-Linji-Gwida u Regoli. Il-kriterji qegħdin hemm biex jagħtu rotta lil dawk l-inizjattivi li jkollhom valur kulturali, avolja ma jkunux kummerċjalment vijabbli, u dan skont l-aġġudikazzjoni tal-bord.

- ➔ Il-bord tal-aġġudikazzjoni jista' jaqtagħha li jagħti fondi parzjali jew sħaħ lil proġett partikulari jew applikazzjoni.
- ➔ Il-bord tal-aġġudikazzjoni se jibbaża l-ġudizzju tiegħu fuq is-saħħa u l-kompletezza tal-applikazzjoni.
- ➔ Il-bord tal-aġġudikazzjoni jista' jiddiskrimina fil-mod kif iqassam il-fondi lil xi applikazzjonijiet biex ikun jista' jilhaq il-miri tal-fondi skont ċerti prijoritajiet li l-bord ikun iqis importanti għas-suq lokali tal-kotba.
- ➔ Id-deċiżjoni tal-bord tal-aġġudikazzjoni hija finali u mhux kontestabbli.
- ➔ L-applikanti jistgħu jissottomettu aktar minn applikazzjoni waħda f'kull fergħa tal-Fond, iżda waħda minnhom biss tingħata l-fond f'dik il-fergħa li tkun.

It-taqsima tal-Għotjiet għall-Pubblikazzjoni tal-Fond Malti tal-Ktieb għandha baġit totali annwali ta' €50,000.

Il-fond jista' jiffinanzja r-riċerka, il-kitba, l-editjar, id-dokumentazzjoni, l-illustrazzjoni, il-grafika, l-istampar, il-marketing, u l-ħlas tal-awtur u/jew riċerkatur. Meta l-applikazzjoni tkun sottomessa l-proġett irid ikun diġà jeżisti bħala forma ta' pjan dettaljat tiegħu stess, inkella abbozz jew manuskritt komplet. Irid ukoll ikollu titlu. L-għan tal-proġett irid jiġi pprovdut, flimkien ma' dettalji oħra, referenzi u biblijografiji tal-awtur u l-pubblikatur.

Japplikaw ċerti regolamenti għal dal-fond. L-aġġudikaturi jevalwaw l-applikazzjonijiet billi jimxu mal-kriterji biex jaslju għal deċiżjoni finali. Id-deskrizzjoni tal-proġett għandha tindirizza dawn it-tliet kategoriji:

1. Il-kwalità tal-proġett propost
2. Il-pożizzjoni fis-suq lokali tal-pubblikazzjoni
3. L-imaniġġjar u l-vijabbiltà

#### 1. Il-kwalità tal-proġett propost - TOTAL: 40 MARKA

Proġetti meqjusa ta' importanza kulturali, edukattiva u intelllettuali konsiderevoli għas-soċjetà. Se jiġu evalwati s-saħħa u l-kumplessità tal-proġett, u l-kwalità tal-abbozz provdut (CV/ Portafoll tal-Awtur u parti mix-xogħol iridu jiġu sottomessi mal-applikazzjoni).

#### 2. Rabta mas-suq tal-pubblikazzjoni - TOTAL: 40 MARKA

Applikazzjonijiet li jkollhom viżjoni konkreta għall-proġett, u li għandhom mira ċara u definita 'il fejn il-proġett għandu jwassal f'termini ta' kontenut, riżultat u rispons għall-udjenza kkonċernata. (40 marka)

Meħtieġa dettalji tal-pjan għar-riċerka, l-editjar, l-ippubblikar, l-istampar id-distribuzzjoni, id-distribuzzjoni u l-promozzjoni tax-xogħol. Dal-kriterju jqis il-livell ta' dettall u l-kuntatti stabbiliti diġà u mwiežna minn dokumentazzjoni rilevanti. (30 marka)

Ir-rilevanza u l-valur kulturali tax-xogħol ippubblikat għas-suq lokali. Dal-kriterju jirrikjedi għarfien tas-suq immirat u spjega għaliex il-proġett partikulari qed jimmira li jilhaq dak is-suq partikolari. (10 marki)

#### 3. L-immaniġġjar u l-vijabbiltà - TOTAL: 20 MARKA

lċ-ċarezza tal-applikazzjoni u l-livell ta' dettall provdut. (10 marki)

Il-kapaċità tal-applikant li jmexxi l-proġett (li tinkludi l-ġestjoni finanzjarja) b'responsabbiltà u b'suċċess. (10 marki)

Tingħata preferenza lil:

- Proġetti li mhum kummerċjalment vjabbli, minkejja l-importanza tagħhom.
- Applikazzjonijiet li jipprovdu deskrizzjoni dettaljata ta' kif u għala l-proġett huwa ta' valur kulturali, edukattiv, akkademiku u letterarju għas-soċjetà ġenerali.
- Applikazzjonijiet li jkollhom l-appoġġ ta' msieħba terzi b'referenzi legittimi.
- Applikazzjonijiet b'baġits realistiċi mirfuda bi stimi uffiċjali.

Proġett ta' valur kulturali jista' jkun:

- Kull proġett ta' proża, poeżija, riċerka u dokumentazzjoni li jiddistingwi ruħu mill-kwalità u l-orijinalità tiegħu minn kotba ppubblikati qabel b'tema simili;

- Proġett letterarju jew akkademiku ta' kwalità għolja, imma li tant ikun estensiv jew ikollu skop partikulari li jkun jirrikjedi l-għajnuna ta' editur speċjalizzat biex jara d-dawl, inkella jkun jeħtieġ aktar riċerka u xogħol mill-awtur innifsu biex ilesti l-manuskritt;
- Kull proġett li jmur lil hinn mill-fruntieri letterarji jew akkademiċi lokali stabbiliti, u li jwitti mogħdijiet ġodda għax-xena lokali tal-kotba u għas-soċjetà fis-sħuħija tagħha.

## **Kif tapplika u l-iskadenza**

Qabel ma tissottometti l-applikazzjoni, inti m'hegġeg taqra l-Linji-gwida u Regolamenti bir-reqqa.

L-applikazzjoni tista' tnizzilha minn <https://ktieb.org.mt/mt/il-fond-malti-tal-ktieb/> mad-dokumentazzjoni meħtieġa.

Is-sejha għall-applikazzjonijiet tagħlaq nhar **it-Tnejn 5 ta' Ġunju f'nofsinhar (12pm)**.

L-applikazzjonijiet tal-Fond Malti tal-Ktieb 2023 iridu jiġu skennjati u mibgħuta b'imejl lil [michael.mercieca@gov.mt](mailto:michael.mercieca@gov.mt) b'dat-titlu: **Il-Fond Malti tal-Ktieb 2023 - Applikazzjoni [U ISEM L-APPLIKANT]**.

Erba' kopji identiċi, kompluti, stampati u ffirmati għandhom xorta jintbagħtu bil-posta fi flat file jew punch file għal kull kopja (mhux karti waħedhom) lill-uffiċini tal-KNK fl-indirizz ipprovdut (ara l-Mistoqsijiet Frekwenti għal aktar dettalji dwar kif iddaħhal l-applikazzjoni). L-applikazzjoni għandha tintbagħat mhux aktar tard mid-data tal-għeluq speċifikata (id-data tat-timbru tal-posta sservi bħala prova).

L-applikazzjoni stampata u ffirmata għandha tintbagħat hawnhekk:

Il-Fond Malti tal-Ktieb 2023 - Il-Kunsill Nazzjonali tal-Ktieb  
National Book Council  
Bice Mizzi Vassallo Complex  
Arnhem Road  
Pembroke PBK1776  
Malta EU

Jekk għandek xi diffikultà jew xi mistoqsijiet dwar dal-fond ibgħat imejl lil [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt). Tista' ċċemplilna fuq +356 27131574 mit-Tnejn sal-Ġimgħa bejn id-09:00hrs u l-16:00hrs.

Hu nota:

- Hija responsabbiltà tiegħek li tippreżenta applikazzjoni sħiħa kif spjegat f'dawn il-Linji-gwida u Regolamenti. Jekk ma tippreżentax l-informazzjoni neċessarja, l-applikazzjoni tiegħek ma tiġix proċessata u titqies ineligibbli.
- Kemm jekk se tapplika waħdek, kif ukoll jekk f'isem kumpanija, oqgħod attent li tinkludi indirizz uffiċjali, numru ta' kuntatt u imejl fl-applikazzjoni tiegħek. Hu hsieb ukoll li tiffirma u tikteb id-data (ta' meta lestejt l-applikazzjoni) ta' kull dokument qabel ma' tagħmel l-erba' kopji identiċi li trid titfa' mal-pakkett tal-applikazzjoni.
- Applikazzjonijiet li jidhulna bl-idejn jew bil-posta wara 12:00 (nofsinhar) tad-data tal-għeluq ma jiġux aċċettati.

## **Il-lista ta' dokumenti meħtieġa**

Il-lista ta' dokumenti li qed tidher hawn taħt għandhom jakkumpanjaw lill-formola tal-applikazzjoni u huma meħtieġa għall-evalwazzjoni amministrattiva.

Id-deċiżjoni għall-fondi tistrieħ fuq is-saħħa tal-informazzjoni sottomessa. In-nuqqas ta' wieħed jew aktar minn daww id-dokumenti jkun ifisser li l-applikazzjoni titqies ineligibbli.

1. Formola tal-Applikazzjoni mimlija fl-intier tagħha, iffirmata, iddatata u li tkun tispeċifika għall-liema fond qed tapplika.
  2. Il-proposta tal-proġett (1,500 kelma għal proġetti ta' pubblikazzjoni).
  3. Ir-rendikont baġitarju (li jinkludi l-kopji uffiċjali rilevanti tal-istimi).
  4. Kopja tal-karta tal-identità tal-applikant (quddiem u wara), jew il-permess tar-residenza, jew iċ-ċertifikat taċ-ċittadinanza, jew il-passaport.
  5. Referenzi biblijografiċi tal-applikant u/jew l-awtur tal-proġett propost, jekk ikun hemm.
  6. Referenzi biblijografiċi oħra rilevanti, jekk ikun hemm.
  7. Is-CV/portafoll tal-awtur.
  8. Parti mix-xogħol, jekk possibbli.
  9. Il-Formola tad-Dikjarazzjoni tal-Għajjnuna Statali.
- Dokumenti oħra mhux neċessarjament meħtieġa:
10. Kull referenza u/jew qatgħat mill-istampa li jirfdu l-proġett propost.
  11. Lista, jekk ikun hemm, ta' fondi pubbliċi merbuha fil-passat.

Hija responsabbiltà tiegħek li ddaħħal din id-dokumentazzjoni neċessarja, kif indikat hawn fuq, sad-data tal-għeluq.

Jekk issir it-talba, rappreżentanti tal-KNK jistgħu jiddiskutu dettalji tal-proċess tal-applikazzjoni mal-applikant qabel id-data tal-għeluq tas-sottomissjonijiet, imma mhumiex awtorizzati jimlew xi parti jew oħra tal-applikazzjoni JEW li jiċċekkjawha qabel ma tissottometti.

## **It-tħabbir tar-riżultati**

Ir-riżultati ta' kull fond rispettiv jiġthabbru online fuq [www.ktieb.org.mt](http://www.ktieb.org.mt) fi żmien sitt (6) ġimgħat mid-data tal-iskadenza. L-ismijiet tal-proġetti rebbieħa biss jiġthabbru, u skont il-klassifikazzjoni tal-marki allokatu mill-bord tal-aġġudikazzjoni. Ebda informazzjoni oħra relatata mal-proċess evalwattiv mhi se tiġi ppubblikata.

Fil-jum indikat hawn fuq l-applikanti jirċievu notifika tar-riżultati mill-KNK, fosthom kopja tal-klassifikazzjoni tal-proġetti skont il-marki allokatu mill-bord tal-aġġudikazzjoni.

Jekk aplikant ma jirnexxilux jieħu l-fondi xorta jkun jista' jerġa' japplika għas-sejha li jkun imiss bl-istess proġett, jew bi proġett ieħor.



## L-ipproċessar ta' informazzjoni personali

Kull informazzjoni li l-amministraturi tal-fond u l-aġġudikaturi jirċievu titqies kunfidenzjali, kemm waqt u wara l-proċess evalwattiv. Ikun hemm inkluża proviżjoni għall-protezzjoni tad-data u l-kunfidenzjalità għall-proġetti rebbieħa fil-ftehim mal-benefiċjarju.

## Mistoqsijiet

Id-deċiżjonijiet tal-bord tal-aġġudikazzjoni huma finali.

Jekk għandek xi mistoqsijiet dwar ir-riżultati, jekk jogħġbok ibgħat imejl lil Matthew Borg fuq [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt) fi żmien ħamest (5) ijiem minn meta tkun infurmat dwar jekk ħadtx il-fond jew le.

Jekk jogħġbok ipprovidi spjega dettaljata u ġustifikazzjoni għat-talba tiegħek b'dokumenti rilevanti, jekk possibbli.

Tirċievi twegiba fi żmien ħmistax-il ġurnata (15) ta' xogħol.

## **L-implimentazzjoni u l-moniteragġ tal-proġett**

Jekk l-applikazzjoni tiegħek tkun approvata u tingħata l-fondi, tintalab tiffirma kuntratt li jispeċifika l-kundizzjonijiet tal-fond. Meta jirċievu l-fond, l-applikanti qed jaċċettaw li l-KNK jippubblika isimhom, it-titlu tal-proġett u l-ammont mogħti.

50% (ħamsin fil-mija) tat-total allokat għall-proġett mill-bord tal-aġġudikazzjoni jingħata meta jiġi ffirmat il-kuntratt tal-benefiċjarju. Il-50% (ħamsin fil-mija) l-ieħor jingħata meta l-KNK japprova r-rapport finali, is-sottomissjoni ta' żewġ kopji tal-pubblikazzjoni, u s-sottomissjoni tal-fatturi u l-irċevuti finali skont ma jkun ġie mmarkat fir-rendikont baġitarju.

Iż-żewġ kopji tal-proġett ippubblikat iridu jintbagħtu lill-KNK fuq:

Il-Kunsill Nazzjonali tal-Ktieb  
Kumpless Bice Mizzi Vassallo  
Triq Arnhem  
Pembroke, Malta  
PBK 1776

Il-benefiċjarji tal-Fond iridu jużaw il-logo tal-KNK fuq kull materjal u jispeċifika li l-proġett kien meġħjun mill-Fond Malti tal-Ktieb - f'kull materjal relatat ma' marketing, PR jew materjal stampat. Il-fondi mogħtija jridu jintużaw esklussivament għall-proġett li jkunu ngħataw għalih, u dan skont il-posta sottomessa u l-kuntratt.

Il-benefiċjarji jridu jittkellmu mill-ewwel mal-KNK jekk ikun hemm xi bidliet li jkunu se jaffettwaw in-natura tal-proġett waqt il-fażi ta' implimentazzjoni. Il-bidliet ma jkunux jistgħu jseħħu jekk ma jkunx hemm approvazzjoni. Il-KNK jirriżerva d-dritt li jirrevedi jew iżomm il-pagament finali jekk il-proġett jitqies li ma mexiex mal-proposta inizjali, jew jekk il-KNK ma jkunx infurmat b'xi bidliet fi żmien adegwat.

## **Ir-rapportar**

Meta jitlesta l-proġett l-applikanti jintalbu jissottomettu rapport dettaljat (li jinkludi fatturi u rċevuti) li jkun juri ċar ix-xogħol li sar u l-kisbiet tal-proġett fit-tlestija tiegħu, mhux aktar tard minn 18-il xahar wara li jkun ġie ffirmat il-kuntratt tal-benefiċjarju. Ma' dar-rapport il-benefiċjarji

jridu jissottomettu żewġ kopji tal-ktieb ippubblikat, u informazzjoni rilevanti oħar dwar marketing, pubbliċità jew informazzjoni żviluppata apposta għall-proġett.

Il-KNK jirriżerva d-dritt li juża l-materjal tal-proġett sottomess.

Din l-informazzjoni tkun evalwata mill-amministraturi tal-fond tal-KNK u, jekk tkun sodisfaċenti, mela l-50% tal-fond li jifdal tingħata. Dan l-ammont se jkun aġġustat skont il-fatturi u l-irċevuti mibgħuta.

Il-KNK jirriżerva d-dritt li jirrevedi l-ħlas finali jekk il-proġett ma jkunx tlesta skont ma kien inkiteb fil-formola tal-applikazzjoni.

Il-KNK għandu d-dritt li jieħu lura l-fondi jekk ma jkunux qed jintużaw u/jew ikunu qed jintużaw ħażin u/jew ma jkunux qed jintużaw skont il-proposta sottomessa u l-baġit.

## **Kellimna**

Jekk għandek xi diffikultà jew xi mistoqsijiet dwar il-fond, ibgħat imejl fuq [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt). Tista' anki ċċempel fuq +356 27131574 mit-Tnejn sal-Ġimgħa bejn id-09:00 u l-16:00.

## Definizzjonijiet u termini użati fl-iskema tal-Fond Malti tal-Ktieb

### Applikant

L-applikant huwa individwu, jew pubblikatur irregistrat Malta jew internazzjonali, jew organizzazzjoni rikonoxxuta legalment li tapplika għall-fond.

### Applikazzjoni

Applikazzjoni hija sottomissjoni, li tinkludi d-dokumenti meħtieġa kollha u kull appendiċi għall-formola tal-applikazzjoni, li ssir minn applikant eliġibbli.

### Awtur

Persuna li ppubblikat minimu ta' ktieb wieħed, storja jew artiklu f'format ta' ktieb.

### Benefiċjarju

Min jirċievi l-fond. Il-benefiċjarju huwa responsabbli għall-implimentazzjoni tal-proposta mwieżna mill-Fond Malti tal-Ktieb.

### Bord tal-Aġġudikanti

Il-bord tal-aġġudikanti, maħtur mill-KNK, li jiġġudika u jqassam il-fondi lill-applikanti.

### Edizzjoni Ġdida

Edizzjoni ġdida hija l-pubblikazzjoni friska ta' ktieb li kien diġà ppubblikat qabel mill-istess pubblikatur jew minn xi pubblikatur ieħor.

- F'kuntrast ma' ktieb ġdid, edizzjoni ġdida tkun meqjusa bħala tali jekk ikollha aktar minn 50% tal-kontenut tagħha meħud mill-pubblikazzjoni preċedenti.
- F'kuntrast ma' semplicitment stampar mill-ġdid tal-istess ktieb, edizzjoni ġdida jrid ikollha minn tal-inqas wieħed minn dawn: 1. bidla sostanzjali fil-format jew fil-legatura; 2. bidla sostanzjali f'minn tal-inqas 25% tal-kontenut oriġinali miktub jew minn tal-inqas 25% tal-kontenut ġdid; jew 3. bidla sostanzjali fl-illustrazzjonijiet, apparti l-qoxra.

Għall-fini ta' dal-Fond, Edizzjonijiet Ġodda ta' Kotba mhux fl-Istampa jridu jeċċellaw fis-sinifikanza kulturali, letterarja u akkademika tagħhom ("l-għan tal-Fond hu li jiġu ssussidjati proġetti ta' publikazzjoni ta' kwalità kulturali, edukattiva u intellettuali għolja, li minhabba l-kuntest tas-suq lokali mhumiex kummerċjalment vijabbli u għalhekk jispiċċaw ma jiġu ppubblikati qatt"), ikunu ilhom mhux fl-istampa minn tal-inqas għoxrin (20) sena mid-data tal-ħruġ tal-Fond Malti tal-Ktieb inkwistjoni, kif ukoll ikollhom aktar minn 50% tal-kontenut meħud mill-pubblikazzjoni preċedenti; ikollhom bidliet sostanzjali fil-format jew fil-legatura, inkella bidliet sostanzjali f'mill-inqas 25% tal-kontenut oriġinali miktub jew minn tal-inqas 25% kontenut ġdid, jew ikollhom bidliet sostanzjali fl-illustrazzjonijiet, barra l-qoxra tal-ktieb.

### Eliġibbiltà

L-applikazzjonijiet jiġu ċċekkjati għall-eligibbiltà. Proposti li ma jittqisux eligibbli skont il-kriterji stabbiliti ma jiġux ipproċessati u lanqas jgħaddu għall-fażi evalwattiva.

### Fond

Fond jista' jkun wieħed għall-pubblikazzjoni jew għall-promozzjoni lil hinn minn xtutna maħruġ mill-KNK.

### Għotja għat-Traduzzjoni

Għotja mogħtija taħt Kategorija 1 jew Kategorija 2 tal-Fond Malti tal-Ktieb - Għotjiet għat-Traduzzjoni, li jiffinanzjaw it-traduzzjoni ta' publikazzjonijiet letterarji identifikati minn ISBN (finzjoni, letteratura mhux fittizja, poeżija, drammi, bijografiji, xogħol akkademiku u rumanzi grafiċi).

### Kotba Annwali

Pubblikazzjoni annwali li jkun fiha informazzjoni u statistika dwar attivitajiet li seħħew fl-imgħoddi.

### Kotba Maltin

Kotba bil-Malti jew bl-Ingliż ippublikati Malta u li jkollhom ISBN Malti.

### Kotba tal-Iskola

Pubblikazzjoni użata bħala xogħol għall-istudju dwar suġġett partikulari fl-iskola (f'kull livell).

### Ktieb

Pubblikazzjoni mitbugħa li jkollha ISBN.

### Ktieb Ġdid

Ktieb ġdid huwa ktieb li jkollu aktar minn 50% tal-kontenut oriġinali.

### Melitensia

Kotba, elettronika jew mhux, ippublikati Malta, jew minn awturi Maltin, jew dwar Malta, jew bil-lingwa Maltija, jew dwar kull aspett ieħor ta' studju dwar Malta minn kull awtur.

### Pitch għat-Traduzzjoni

Fil-qosor, proposta jew pitch għat-traduzzjoni ta' ktieb għandha taqbad fl-essenza tagħha dwar xiex inhu l-ktieb u għaliex il-qarrejja għandhom ikunu interessati fih. Tista' tippicċja agent waqt laqgħa jew konferenza, iżda tista' wkoll billi timla formola apposta.

Traduzzjoni ta' silta minn ktieb biex tintuża bħala pitch ħarira differenti għax tkun ippiċċjata minn aġent tad-drittijiet ta' barra, aġent letterarju, jew pubblikatur barrani. B'mod generali pitch tkun konċiża.

Hemm differenza ewlenija f'li tippicċja ktieb ġdid u li tippicċja traduzzjoni ta' ktieb: kemm jeħtieġlek tittraduċi mill-ktieb qabel tippicċja u x'materjal għandek tinkludi fil-pakkett tal-pitch.

L-ittra tal-pitch tiegħek għall-fini ta' dal-fond (mhux aktar minn 1,000 kelma) għandha tinkludi:

- Dokument ta' Informazzjoni Avanzata jew AI (prezentazzjoni tal-ktieb, riċensjonijiet fl-istampa, l-għan tal-ktieb (kotba mhux fittizji) jew dettalji tal-plot (kotba fittizji) u l-punti ewlenin jew is-sugġetti tal-ktieb f'paragrafi qosra, informazzjoni dwar l-awtur (kotba preċedenti, rendikont tal-bejgħ, premji, films ibbażati fuq xogħolhom, eċċ.);
- Kif interessajt ruhek fit-traduzzjoni ta' dal-ktieb: spjegazzjoni għaliex tinsab entużjast għat-traduzzjoni u għaliex taħseb li x-xogħol ikun jixraq lit-tali pubblikatur (tista' ssir referenza għal kotba oħra ppubblikati minnu) u lit-tali suq;
- Silta (madwar 3,500 kelma – biżżejjed biex dak li jkun ikollu togħma tajba tax-xogħol): jekk jingħataw il-fondi għandha tinqaleb silta mill-orijinali;
- Fatti u numri: it-tul, in-numru tal-kliem/paġni. Rendikonti tal-bejgħ jew fejn ikklassifika l-ktieb fil-bejgħ fil-pajjiż li ġej minnu, anki bħala traduzzjoni f'xi pajjiż ieħor (dawn jistgħu jinkisbu mill-pubblikatur orijinali);
- Sommarju dwarek (esperjenza fit-traduzzjoni u l-kredenzjali, jekk hemm);
- Raġunijiet li jistgħu jaffettwaw id-deċiżjoni tal-pubblikatur: kif intlaqa' l-ktieb fis-suq orijinali tiegħu u għaliex se jkun jixraq traduzzjoni fis-suq mira; it-tul; l-ispiza tat-traduzzjoni sħiħa tal-ktieb;
- INFORMAZZJONI OĦRA: L-awtur ħaj, kapaċi jiġi promoss, disponibbli tiltaqa' miegħu? Il-ktieb parti minn serje? Il-pajjiż jiġbed attenzjoni? L-editur jista' jaqra l-lingwa mira jew ikollu jistrieħ fuq xi hadd barrani jew fuq traduzzjoni pont? Holoq ta' paġni tal-mezzi soċjali jew siti tal-awtur. Kull materjal ieħor ta' marketing li jattira l-pubblikatur potenzjali;
- Jirnexxilek inti jew min qed jirrapprezentak tiġbed lill-pubblikatur lejki kieku jkellkom tiltaqgħu f'laqgħa editorjali?
- Is-sejbiet tar-riċerka li saret biex jiġi identifikat id-detentur tad-drittijiet ta' barra.

## Proġett

Il-ktieb li l-applikant qed jippjana li jippubblika bl-appoġġ tal-Fond Malti tal-Ktieb.

## Pubblikatur

Persuna jew grupp ta' persuni li għandhom dar tal-pubblikazzjoni li tkun ippubblikat tal-inqas ktieb wieħed minn awtur wieħed.

## Traduttur

Persuna li qalbet minimu ta' ktieb wieħed, jew storja jew artiklu f'forma ta' ktieb, jew tkun xhud ta' ħiliet fit-traduzzjoni.

English version - Publishing Grants (guidelines and regulations)

## **The Malta Book Fund 2023 - Publishing Grants (Guidelines and Regulations)**

### **What are the Publishing Grants?**

The Malta Book Fund Publishing Grants forms part of the National Book Council's (NBC) strategy to boost the publication of books in the local market by subsidizing the publication of books in Melitensia.

The Book Fund acts as an extension of the NBC's holistic approach to book publishing in Malta by helping to raise publication standards, to encourage new work and lines of research and to promote books in a more general sense in a bid to boost literacy figures in Malta.

The Publishing Grants sections of the Malta Book Fund has an annual allocated budget of €50,000 that supports applications for the publication of the following types of original works in Malta:

- literature (fiction, poetry, drama, biographies, literary nonfiction and graphic novels);
- works of research including academic and scholarly books (monographs, edited collections, critical editions, researched exhibition and gallery catalogues containing analytical material that is the result of research).

### **What are the objectives of the Publishing Grants?**

The objectives of the grants are:

- to foster cultural growth in the local book market. This initiative forms part of the NBC's endeavour to take on the role of a cultural agent within society, thus becoming a proactive and progressive contributor to the cultural, educational and intellectual development of society;
- to boost confidence in the pursuit of new projects and initiatives in the local market;
- to subsidise quality publications of high cultural, educational and intellectual value that in the context of the local market are not seen as commercially viable and thus would otherwise remain unpublished.

## **What do the Publishing Grants support?**

The scheme offers grants to authors and publishers to finance the research, writing, editing, documentation, illustration, artwork, printing, marketing, and author and/or researcher payments - with an aim to publish the book in Malta with a Maltese ISBN.

The publishing grants may support up to 100% of the publication or up to a maximum of € 5,000 per project. Applicants must provide a budget breakdown of the project, with proofs of official quotes.

Each application will be assessed individually on the basis of the criteria of the grant.

Please make sure you read the eligibility and adjudication criteria for the grant carefully before building your proposal and applying for funds.

Please state whether you have already received public funding in the past and list the dates, amount specifications and any other relevant details about the funds received.

When available, clearly dated copies of press cuttings (including printouts of online press material) that may further the applicant's cause are to be attached to the application.

## **De Minimis Regulation - Applicable State Aid Rules**

The Malta Book Fund is implemented in line with provisions of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 of 24 December 2013) - the de minimis Regulation. The total de minimis aid granted to any single undertaking shall not exceed €200,000 over any period of three fiscal years. To this end, applicants are being requested to provide a signed State Aid Declaration Form confirming the amount of de minimis aid received during the current and two previous fiscal years.

Rules on cumulation of aid shall be in line with Article 5 of the de minimis Regulation. Assistance under the Malta Book Fund cannot be accumulated with any other government funded scheme for the same costs. Should it become apparent that any project has been awarded separate funds for the same costs, i.e. double dipping, the proposal will be considered ineligible and/or funds will have to be reimbursed if already paid.

## **The Evaluation Process**

Once received, applications will be first screened for eligibility. Applications which are not eligible in terms of the procedure stipulated by these guidelines will not be processed further and will not undergo evaluation. Eligible applications will be passed on to an independent adjudication board who will evaluate the projects.

The grants will be awarded to successful applicants following a competitive adjudication process according to pre established adjudication criteria.

Each criterion is allocated a specific number of marks. In order to be considered for funding, projects have to obtain a minimum of 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the level of competition and on the availability of funds. Obtaining 60 marks or more does not automatically mean that funding will be awarded.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online within 6 (six) weeks from the application deadline. Only the names of the successful projects will be published.

The adjudication board may require clarifications from the applicant during the evaluation sessions; however, this does not guarantee that funds will be awarded to the project. All correspondence will be sent by the NBC's fund administrator.

## **Eligibility Criteria**

Applications are first screened in terms of eligibility and are to be complete and include: the project description, a budget breakdown and the estimated timeframe. Applicants to the Publishing Grants category must be a publishing company registered in Malta. In the case of self-published books, the applicant must be a Maltese resident or citizen.

### Project description

As part of the application, the applicant must write a brief description of the project.

The description of the publishing proposal should not exceed 1,500 words. The brief should include a description of its positioning in the Maltese publishing market. The project must be considered of relevant cultural value and should not be potentially commercially viable and self-sustainable if distributed in the local market via already established routes. The brief should explain why the project requires funding, alongside a justification of the funding provided.

The publication of coffee-table books, musical scores and books based solely on imagery or photography are excluded from the scheme.

The translation of books from Maltese to other languages and foreign-language books into Maltese is included in the Malta Book Fund (refer to Translation Grants guidelines and regulations).

Publishers and/or authors publishing their own book, either in print or ebook format or both, may apply for subsidies to publish one or more books. Applicants may submit more than one application under the same call, however only one of the applications can be funded per session.

### Project costing - budget breakdown

The application should include a justification of the funding requested in the costing and the budget breakdown of the project in order to support the proposal. At application stage, copies of any relevant quotations that can give an indication of estimated costs (see downloadable budget breakdown table template - APP 3), with proofs of official quotes are to be provided. Official documentation must be submitted in support of the budget breakdown of the project costs. These can be broken down as follows:



- research;
- writing;
- editing/proofreading;
- documentation;
- illustration;
- artwork;
- graphic design;
- printing (invoices relating to printing costs may incur price fluctuations as compared to submitted quotes, however print runs should ideally be kept as per submitted proposal)
- marketing;
- author and/or researcher payments.

Only the entries pertaining to the specific grant are to be filled. If the grant is awarded, at the final report the 'actuals' column of the budget breakdown is to be completed and resubmitted with invoices, receipts and other relevant documentation for each item listed in the budget. The budget must include amounts relating to secured, unsecured and other planned revenues. The unsecured amount requested from the Fund must be quantified and allocated as the 'amount requested' from the fund.

NB: Every budget must include both expenditure and income through other sources of funding. Other sources of funding and sponsorships (including sponsorships in kind) must be supported by relevant documentation.

### Timeframes

The publication date for each winning project will be discussed with the NBC upon the release of the winners' list and established within the beneficiaries contract.

An estimated completion date of the project should be mentioned in the project brief and should not exceed 18 months from the date indicated in the beneficiary's contract.

### Ineligible projects

Applications for publishing grants in the following areas are ineligible for funding:

- textbooks, instruction manuals;
- yearbooks;
- works whose primary objective is party propaganda;
- coffee-table books, musical scores and books based solely on imagery or photography;
- novels and short-story collections which are commercially viable;
- children's books and any material specifically intended for an audience below the age of 18, which are commercially viable;
- expenses already covered by public cultural organisations, or another public funding programme managed or co-managed by the NBC, or any other public agency, government department or Ministry;
- retrospective costs;
- incomplete applications (please refer to mandatory documents checklist below).

Ineligible proposals in terms of the eligibility criteria listed above shall not be processed further and shall not undergo evaluation.

## Adjudication Criteria

Each eligible application is evaluated according to the adjudication criteria established in these guidelines and regulations. The criteria cater for many different initiatives that prove to be of cultural value, albeit not commercially viable, based on the evaluation of the adjudication board.

- ➔ The adjudication board may decide to fully or partially fund a particular project or application.
- ➔ The adjudication board will base judgment on the strength and completeness of each application.
- ➔ The adjudicating board may discriminate against applications so as to set funding targets for grants according to certain priorities that the adjudication board deems to be of importance in the current circumstances of the book market.
- ➔ The adjudication board's decision is final and non-contestable.
- ➔ Applicants may submit more than one application in each and every fund strand, however only one of the applications will be funded within that strand.

The Publishing Grants section of the Malta Book Fund has an annual total allocated budget of €50,000.

The grant may finance the research, writing, editing, documentation, illustration, artwork, printing, marketing and author and/or researcher payments. At the date of submission of the application, the project should already exist in the form of a detailed project plan, or a draft, or a completed manuscript. It must also carry a title. The scope and aim of the project must be provided, along with any details, references and bibliographies of the author and publisher.

Rules and regulations apply to the grant. The adjudicators will evaluate applications on the basis of the following criteria to reach a final assessment. The project description should elaborate on each of the three criteria, as outlined below:

1. Quality of the proposed project
2. Engagement with the publishing market
3. Management and feasibility

### 1. Quality of the proposed project – TOTAL: 40 MARKS

Projects which are of considerable cultural, educational and intellectual importance to society. The strength and thoroughness of the project, and the quality of the sample provided will be evaluated (a CV/Portfolio of the author and a sample of the work should be submitted with the application).(40 marks)

### 2. Engagement with the publishing market – TOTAL: 40 MARKS

Applications which carry a concrete vision behind the project, and which have a clear and defined end of where the project should lead to in terms of content, results and response to the target audience.

Details of the plan for researching, editing, publishing, printing, distributing, disseminating and

promoting the work are needed. This criterion considers the level of detail and contacts already established supported with relevant documentation. (30 marks)

Relevance/cultural value of the work to be published to the target local market. This criterion requires knowledge of the market targeted and an explanation as to why that specific work is targeting the selected market. (10 marks)

### 3. Management and feasibility – TOTAL: 20 MARKS

The clarity of the application and the level of detail provided. (10 marks)

The applicant's ability to manage the project (including financial management) responsibly and successfully. (10 marks)

Preference is given to:

- Projects which may not be commercially viable despite their importance.
- Applications which provide a reasonable description of how and why their project is of cultural, educational, academic and literary value to society in general.
- Applications which are supported by third-parties via a legitimate written reference.
- Applications with realistic budgets and backed by official quotes.

A project of cultural value could be:

- Any project in prose, poetry, research and documentation which might distinguish itself by its quality and originality from previously published books with a similar theme.
- A literary or academic project which is of good quality, but so extensive and particular in scope that it needs the help of a very specialized editor in order to be brought to completion, or further research and work is needed by the author himself or herself to complete the manuscript.
- Any project which might be considered to be crossing boundaries in the local literary or academic fields, and which opens new avenues of opportunity for the local book scene and to society as a whole.

### **How to apply and deadline**

Before submitting an application, applicants are strongly encouraged to read these guidelines and regulations very carefully.

The application form can be downloaded from [ktieb.org.mt/malta-book-fund](http://ktieb.org.mt/malta-book-fund) together with all necessary supporting documentation.

The call for applications closes **on Monday 5 June 2023 at noon (12pm)**.

Applications for the Malta Book Fund 2023 are also to be scanned and submitted by email to [michael.mercieca@gov.mt](mailto:michael.mercieca@gov.mt) using the subject line: Malta Book Fund 2023 - application [AND NAME OF APPLICANT].

A pack with four identical printed and signed copies of the application, bound in individual flat files or punch file folders, must still be mailed to the NBC offices at the address provided below

(see FAQs for more details on how to submit the application). The application pack must be sent no later than the closing date specified above (date of postmark serves as proof).

The printed and signed complete application must be mailed to the NBC offices:

Malta Book Fund 2023 - application [AND NAME OF APPLICANT]  
National Book Council  
Bice Mizzi Vassallo Complex  
Arnhem Road  
Pembroke PBK1776, Malta EU

In case of difficulty, or for any queries regarding this fund, kindly send an email to [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt). You can also call us on +356 27131574 from Monday to Friday between 09:00 and 16:00.

Please note:

It is the responsibility of the applicant to present a complete application form as explained in these guidelines and regulations. If all the required information is not provided, the application will be automatically considered ineligible.

Whether one is applying as an individual or a company, please make sure to include the official address, contact number and e-mail address in the application. Also make sure to sign and date (date of completion of application) every document before making the identical and complete four copies of the application pack.

Applications handed in or mailed/couriered after 12.00 (noon) of the aforementioned deadline will not be accepted.

## **Mandatory Documents Checklist**

The mandatory documents listed below need to be submitted together with the application form and are required for the pre-evaluation screening.

A decision on funding will be made based on the strength of the submitted information. Failure to provide any of the documents will render the application ineligible.

- Complete, signed and dated Application Form specifying which grant is being applied for
- Project proposal (1,500 words for publication projects)
- Budget breakdown (including copies of relevant official quotes)
- A copy of the applicant's ID card (front and back) or residence permit or citizenship certificate or passport.
- Bibliographic references of applicant and/or author's proposed project if any.
- Other relevant bibliographic references if any.
- Author's CV/portfolio.
- A sample of the work, if any.
- The State Aid Declaration Form.

- Other non-mandatory documents are:
- Any references and/or press cuttings supporting the proposed project.
- A list, if any, of any public funds awarded in the past.

Kindly note that it is the responsibility to submit all the necessary documentation, as outlined above, by the indicated deadline.

Upon request, NBC representatives can discuss details of the application process with the applicant prior to the submission date, but are not authorised to fill in any parts of the application OR to check your application form prior to submission.

## **Communication of Results**

The results of each respective grant will be published online on [www.ktieb.org.mt](http://www.ktieb.org.mt) within six (6) weeks from the application deadline. Only the names of the successful projects will be published with the order of classification of the projects, according to the marks allocated by the adjudication board. No other information on the evaluation process will be released.

On the day indicated above, applicants will receive the results notification from the NBC, including a copy of the order of classification of the projects, according to the marks allocated by the adjudication board according to the fund criteria.

Failure to qualify does not bar the applicant from applying again in the following call for applications with the same or a different project.

### Processing of personal data

All information received by the fund administrators and adjudicators will be considered confidential, both during and after the evaluation process. Provisions on data protection and confidentiality for successful projects will be included in the grant agreement with the fund beneficiaries.

### Enquiries

The decisions made by the adjudication board is final.

Should there be any enquiries regarding the results, please email Matthew Borg on [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt) within five (5) working days of receipt of the funding decision.

Please provide a detailed explanation and justification of the request supported by relevant documentation, if any.

A reply will normally be received within fifteen (15) working days.

## **Project implementation and monitoring**

Successful applicants will be requested to sign a contract specifying the conditions of the fund. When accepting the grant, applicants accept that their name, the project title and the amount awarded can be published by the NBC.

50% (fifty per cent) of the total amount allocated by the adjudication board to a specific project will be awarded upon signing of the grant beneficiaries contract. The other 50% (fifty per cent) will be released following approval by the NBC of the final report, submission of the two copies of the publication, and submission and tallying of final invoices and receipts within the budget breakdown.

The two copies of the published project should be sent to the NBC to the below address:

National Book Council  
Bice Mizzi Vassallo Complex  
Arnhem Road  
Pembroke, Malta  
PBK 1776

The Fund beneficiaries must use the NBC's logo on all related material and specify that the project was supported by the Malta Book Fund – in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was awarded, in line with the submitted proposal and the contract.

Beneficiaries must notify the NBC immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. The NBC reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time.

## **Reporting**

Upon completion of the project, applicants will be required to submit a detailed report (including invoices and receipts) highlighting the work carried out and the achievements of the project upon its conclusion, by not later than eighteen (18) months after signing the fund beneficiary contract. Together with the report, beneficiaries must submit 2 copies of the published book, and any relevant marketing, publicity or information material developed for the funded project.

The NBC retains the right to make use of submitted project material.

The information provided will be evaluated by the NBC fund administrators and, if this information is satisfactory, then the final 50% of the amount allocated by the fund will be granted. The amount will be adjusted based on the invoices and receipts received.

The NBC reserves the right to revise the final payment if the project was not delivered as indicated in the application form.

Likewise, the NBC retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted proposal and budget.

## **Contact us**

In case of difficulty, or for any queries regarding this fund, you can email us on [matthew.borg@ktieb.org.mt](mailto:matthew.borg@ktieb.org.mt). You can also call us on +356 27131574 from Monday to Friday between 09:00hrs and 16:00hrs.

## **Appendix I. Definition of terms used in the Malta Book Fund scheme**

### Adjudication board

The board of adjudicators, appointed by the NBC to adjudicate and distribute funds among applicants.

### Applicant

The Applicant is the Malta-based individual or a Maltese registered or international publisher, or legally recognised organisation applying for the grant.

### Application

An application is a submission, inclusive of all mandatory documents and any annexes to the application form, made by an eligible applicant.

### Author

A person who has published, or has had published, a minimum of one book, or a story or article in book form.

### Beneficiary

The recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Malta Book Fund – Translation Grant.

### Book

A printed publication that carries an ISBN.

### Eligibility

Applications will first be screened in terms of eligibility. Proposals which are not considered eligible in terms of the set criteria will not be processed further and shall not undergo evaluation.

### Grant

A grant may be a publishing, educational or foreign-promotion grant issued by the NBC.

### Maltese books

Books in English or Maltese published in Malta and carrying a Maltese ISBN.

### Melitensia

Books, electronic or not, published in Malta, or by Maltese authors, or about Malta, or in the Maltese language, or about any aspect of Maltese studies by any author.

### New title

A new title is a book with more than 50% original content.

### New edition

A new edition is the publication in modified form of a book previously published by the same or a different publisher.

- In contrast with a new title, a book is considered a new edition if more than 50% of its content is taken from the previously published book.
- In contrast with a reprint, a new edition must have at least one of the following: 1. substantial changes in the format or binding; 2. either substantial changes to at least 25% of the original written content or at least 25% new written content; or 3. substantial changes to the illustrations, other than on the cover.
- For the purposes of this Fund, New Editions of Out of Print Works must be noteworthy for their cultural, literary, academic significance (“the purpose of the Fund is to subsidise quality publications of high cultural, educational and intellectual value that in the context of the local market are not seen as commercially viable and thus would otherwise remain unpublished”), and have been out of print for at least 20 (twenty) years before the date of the publication of the current Malta Book Fund call, as well as having more than 50% of its content taken from the previously published book; have substantial changes in the format or binding, or either substantial changes to at least 25% of the original written content or at least 25% new written content, or substantial changes to the illustrations, other than on the cover.

### Project

The book the applicant is planning to publish with funds from the Malta Book Fund.

### Publisher

Person or group of persons who own a publishing house that has published a minimum of one book by one author.

### Reprint

A subsequent printing of a book already published that preserves the identical text of the previous printing.



## Textbook

A publication used as a standard work for the study of a particular subject at school (all levels).

## Translator

A person who has translated a minimum of one translated book, or a story or article in book form, or can prove literary translation skillset.

## Translation Grant

A grant awarded under category 1 or category 2 of the Malta Book Fund - Translation Grants supporting the publication of the translation of published literature identified by an ISBN (fiction, literary non-fiction, poetry, drama, biographies, academic works, and graphic novels).

## Translation Pitch

In short, a book pitch (or proposal) should capture what the book is about and why people should be interested in reading it. You can pitch an agent in person at a meeting or conference, but a pitch can also be written [out in the form of a query letter](#).

A book translation pitch is slightly different in that its interlocutor is the foreign rights agent or literary agent or foreign publisher. In general, pitches should be brief.

There's one other major difference between pitching a new book and a book in translation: how much of the book/translation you need to have written in advance and what type of material the pitch pack should include.

Your translation pitch letter for the purposes of this fund application (no more than 1,000 words) should include:

- An Advanced Information Sheet or AI (presentation of the book, press reviews, information on the author, purpose of the book (non-fiction) or plot details (fiction) and the main points or topics of the book in short paragraphs, information about the author (previous books, sales history, prizes, films based on their novels etc.);
- How you became interested in translating the specific book: an explanation as to why you are so enthusiastic about the book and why you think it is appropriate for that particular publisher (reference to other titles in their list) and/or market
- A sample chapter (around 3,500 words, enough to give a flavour of the book): the original excerpt to be translated if the funds are granted;
- Facts and figures: length, number of words/pages. Sales figures/bestseller placings in the country of publication and in translation in other countries (which you can obtain from the original publisher);
- Your own résumé (relevant translating experience and credentials of the translator, if any);
- Factors affecting the publisher's decision: how the book was received in its source publishing market and why it is suitable for the chosen target market; length; cost of translation of the whole book;
- BONUS INFO: Is the author alive, 'promotable', available for launch? Is the book part of a series? Is the country of origin fashionable? Can the editor read the language or will s/he need to rely on an outside reader/bridge translation? Links to social media pages or author

sites. Any other marketing material to be used to make the title in question as desirable as possible for foreign publishers

- Can you or who represents you fight for and win this book in an editorial meeting?
- Research outcome performed to identify foreign rights holder of the book.

### Yearbook

A yearly publication containing information and statistics about the past activities.