

English version on page 15

## **Il-Fond Malti tal-Ktieb - Għotjiet għat-Traduzzjoni (Linji Gwida u Regolamenti)**

X'inhuma l-Għotjiet għat-Traduzzjoni?	2
X'inhuma l-għanijiet tal-Għotjiet għat-Traduzzjoni?	2
Liema proġetti jiffinanzjaw l-Għotjiet għat-Traduzzjoni?	3
Ir-Regolament De Minimis - Regoli Applikabbli dwar Ghajnuna Statali	3
Il-Proċess Evalwattiv	3
Il-Kriterji tal-Eligibbiltà	4
Il-Kriterji tal-Aġġudikazzjoni	6
Kif tapplika u l-iskadenza	8
Il-lista ta' dokumenti meħtieġa	9
It-tħabbir tar-riżultati	10
L-implimentazzjoni u l-moniteragg tal-proġett	10
Ir-rappurtar	11
Kellimna	11
Definizzjonijiet u termini użati fl-iskema tal-Fond Malti tal-Ktieb	12
English version - Translation Grants (guidelines and regulations)	16
What are the Translation Grants?	16
What are the objectives of the Translation grants?	17
What do the Translation grants support?	17
De Minimis Regulation - Applicable State Aid Rules	17
The Evaluation Process	18
Eligibility Criteria	18
Adjudication Criteria	20
How to apply and deadline	22
Mandatory Documents Checklist	23
Communication of Results	24
Project implementation and monitoring	24
Reporting	25
Contact us	25
Appendix I. Definition of terms used in the Malta Book Fund scheme	26

## **X'inhuma l-Ghotjiet għat-Traduzzjoni?**

L-Ghotjiet għat-Traduzzjoni tal-Fond Malti tal-Ktieb jiffurmaw parti mill-istrategija tal-Kunsill Nazzjonali tal-Ktieb (KNK) biex jixpruna l-esportazzjoni u d-disseminazzjoni internazzjonali ta' pubblikazzjonijiet Maltin, u biex jesponi x-xenarju letterarju lokali għal xogħlijiet li għadhom ma ġewx maqluba u ppubblikati fil-Malti.

It-taqsimha tal-Ghotjiet għat-Traduzzjoni tal-Fond Malti tal-Ktieb tinqasam f'żewġ kategoriji:

- Kategorija 1 - Pubblikazzjoni ta' traduzzjoni ta' kotba Maltin
- Kategorija 2 - Pubblikazzjoni ta' traduzzjoni għall-Malti

### Kategorija 1 - Traduzzjoni ta' Kotba Maltin

Dil-kategorija tista' tiffinanzja applikazzjonijiet għal proġetti ta' pubblikazzjoni ta' traduzzjoni ta' xogħlijiet Maltin (ippubblikati bil-Malti jew bl-Ingliż f'Malta, u li jkollhom ISBN Malti) f'kull ilsien ieħor, b'allokazzjoni baġitarja totali ta' €40,000. Testi oriġinali li ma jkollhomx ISBN, ngħidu aħna pubblikazzjonijiet ta' qabel l-1970, huma eżentati minn dir-regola u b'hekk xorta huma proġetti eliġibbli.

Xogħlijiet li jkunu se jinqalbu minn lingwa intermedjarja imma li jkunu nkitbu oriġinarjament bil-Malti se jkunu kkunsidrati wkoll, iżda tingħata prijorità lil dawk it-traduzzjonijiet li saru minn edizzjonijiet Maltin oriġinali.

### Kategorija 2 - Traduzzjonijiet għall-Malti

Dil-kategorija tista' tiffinanzja applikazzjonijiet għal proġetti ta' pubblikazzjoni ta' traduzzjoni ta' xogħlijiet fil-Malti li oriġinarjament kienu ppubblikati f'kull lingwa oħra. L-allokazzjoni baġitarja totali hi ta' €15,000.

Iż-żewġ kategoriji jirrigwardjaw it-traduzzjoni ta' dawn it-tipi ta' xogħlijiet oriġinali:

- Letteratura (finzjoni, poezija, drammi, bijografiji, letteratura mhux fittizja u rumanzi grafiċi);
- Xogħol ta' riċerka, li jinkludu kotba akkademiċi (monografi, ġabriet editjati, edizzjonijiet kritiċi, katalgi rriċerkati ta' eżebizzjonijiet li jkunu jinkludu materjal analitiku frott ir-riċerka).

Ix-xogħol oriġinali jrid ikun diġà ġie ppubblikat u jrid ikun identifikat minn ISBN. Testi oriġinali li ma jkollhomx ISBN, ngħidu aħna pubblikazzjonijiet ta' qabel l-1970, huma eżentati minn dir-regola u b'hekk xorta huma proġetti eliġibbli.

## **X'inhuma l-għanijiet tal-Ghotjiet għat-Traduzzjoni?**

L-għanijiet ta' dal-fond huma:

- Biex tiżdied il-viżibiltà tal-kitba kreattiva u akkademika Maltija fuq pjattaformi internazzjonali.
- Biex il-kitba kreattiva u akkademika miktuba bil-Malti tiġi meġhuna taċċessa swieq u udjenzi internazzjonali.
- Biex jitwieżnu t-tradutturi Maltin li jridu jagħtu aċċess lill-pubbliku li jaqra bil-Malti għal xogħlijiet letterarji internazzjonali.

## **Liema proġetti jiffinanzjaw l-Għotjiet għat-Traduzzjoni?**

L-iskema tidderieġi l-fondi lil tradutturi jew pubblikaturi eliġibbli għall-kofinanzjament tal-pubblikazzjoni tat-traduzzjoni ta' kotba ppubblikati minn u lejn l-ilsien Malti.

L-għotjiet għat-traduzzjoni jistgħu jiffinanzjaw sa 100% tal-ispejjeż għat-traduzzjoni sa massimu ta' €5,000, bir-rata ta' €0.10 kull kelma. Fil-każ tat-traduzzjoni tal-poeżija r-rata msemija ta' €0.10 kull kelma ma tgħoddx, u dan minhabba l-qosor tat-test poetiku. Fil-każ ta' proġett tat-traduzzjoni tal-poeżija qed jiġu aċċettati stimi li jirrelataw mal-proġett fis-sħuħija tiegħu.

L-applikanti jridu jipprovdu rendikont baġitarju tal-proġett bi provi ta' stimi uffiċjali.

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

Jekk jogħġbokom aqraw bir-reqqa l-kriterji tal-eliġibbiltà 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 dettalji relevanti oħra dwar il-fondi li kontu rċivejtu.

Jekk ikun possibbli, ehmeż ukoll qatgħat mill-istampa bid-data magħhom (fosthom materjal online) li jgħinuk issaħħaħ l-argument tiegħek biex tiegħu 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. Minhabba 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 ineliġibbli u l-fondi mogħtija jkun jridu jitreggħu.

## **Il-Proċess Evalwattiv**

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

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

Kull kriterju jkun allokat 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 jikseb 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. L-ismijiet tal-proġetti rebbieħa biss jiġu ppubblikati.

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

## **II-Kriterji tal-Eliġibbiltà**

L-applikazzjonijiet l-ewwel jiġu ċċekkjati skont it-termini tal-eliġibbiltà, u għandhom jintbagħtu mimlija u jkunu jinkludu: id-deskrizzjoni tal-proġett, rendikont baġitarju, l-awtorizzazzjoni mid-detentur tad-drittijiet tat-test sors, ittra ta' interess jew impenn minn pubblikatur, u skeda taż-żmien approssimattiva.

### Id-deskrizzjoni tal-proġett

Bħala parti mill-applikazzjoni, l-applikant irid jikteb deskrizzjoni konċiża tal-proġett tat-traduzzjoni ta' mhux aktar minn 1,000 kelma. Din għandha tinkludi deskrizzjoni tal-valur kulturali għas-suq Malti tal-pubblikazzjoni jew tal-valur letterarju esportattiv, dejjem skont il-kategorija li tkun applikajt għaliha, kif ukoll il-pjan għall-pubblikazzjoni mingħand il-pubblikatur li għalih it-traduzzjoni tkun immirata.

Il-proġett m'għandux ikun kummerċjalment vijabbli, jew imantni lill-nnifsu bis-saħħa ta' rotot stabbiliti. It-traduzzjoni ta' kotba għall-qari każwali, kotba ta' noti mużikali u kotba li jkun fihom biss xbihat jew tal-fotografija huma esklużi minn din l-iskema.

Id-deskrizzjoni trid tinkludi għala l-proġett għandu jiġi kkunsidrat għall-fondi, u magħhom il-ġustifikazzjonijiet għall-fondi.

### 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 ttipprovi kopji ta' stimi relevanti li jagħtu hjiel 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:

- ir-rati tat-traduzzjoni;
- l-ispejjeż tat-traduttur/l;
- il-qari tal-provi;
- l-editjar;
- l-ispejjeż tal-aġenti barranin/miżati għad-drittijiet ta' barra;
- l-istampar;
- hlasijiet oħra.

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 erġa' ssottometti, did-darba b'fatturi, irċevuti, u dokumentazzjoni oħra rilevanti għal kull kategorija mir-rendikont baġitarju li jeħtieġlek timla għall-għotja tiegħek.

Ir-rendikont baġitarju jrid ikun fih dawk l-ammonti assigurati, 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 rilevanti.

#### Id-drittijiet tal-awtur

Teħtieġ l-awtorizzazzjoni tad-detentur tad-drittijiet tat-test sors, sija jekk ippubblikat u sija jekk le. Dan japplika wkoll għal traduzzjonijiet pont li ma jkunux ippubblikati, li fil-fini ta' dal-fond qed jitqiesu bħala test sors ukoll.

#### Skedi taż-żmien

Id-data tal-pubblikazzjoni ta' kull proġett rebbieh tigi nnegożjata mal-KNK wara li jiħhabbru r-rebbieha u skont il-kuntratt tal-benefiċjarju.

Trid tisemma data approssimattiva ta' meta t-traduzzjoni se titlesta fid-deskrizzjoni konċiża, u din ma tridx taqbeż it-18-il xahar (18) mid-data tal-kuntratt mal-benefiċjarju.

#### Proġetti ineligibbli

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

- kotba tal-iskola, manwali ta' struzzjoni;
- kotba annwali;
- xogħlijiet ta' propoganda;
- kotba ta' qari każwali, kotba ta' noti mużikali u kotba li jkun fihom biss xbihat jew tal-fotografija;
- moduli jew xogħlijiet ta' traduzzjoni mgħallma f'xi kors;
- 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 taht).

Proposti li ma jsegwux il-kriterji tal-eligibbiltà 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 Regolamenti. Il-kriterji qegħdin hemm biex jagħtu rotta lil dawg 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 shaħ lil proġett partikolari 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.
- ➔ Jitiqiesu eliġibbli biss dawg il-proġetti ta' traduzzjoni li jkollhom diġà pjan għall-pubblikazzjoni fis-seħħ, jiġifieri ittra ta' interess mingħand publikatur, lokali jew barrani skont il-kategorija li għaliha ssir l-applikazzjoni. Barra minn hekk, fil-każ ta' xogħlijiet f'Kategorija 1 - Traduzzjoni ta' kotba Maltin - kull pjan irid ikun strettament iffukat lejn publikazzjoni b'ISBN barrani. Fil-każ ta' xogħlijiet f'Kategorija 2 - Traduzzjonijiet għall-Malti - tingħata preferenza lil applikanti li jippubblikaw b'ISBN lokali.

It-taqsimha tal-Għotjiet għat-Traduzzjoni tal-Fond Malti tal-Ktieb tinqasam f'żewġ kategoriji, kull waħda bil-kriterji tagħha:

- Kategorija 1 – Traduzzjonijiet ta' kotba Maltin b'allokazzjoni baġitarja annwali ta' €40,000
- Kategorija 2 – Traduzzjonijiet għall-Malti b'allokazzjoni baġitarja annwali ta' €15,000

### Kategorija 1 - Traduzzjoni ta' Kotba Maltin

L-aġġudikaturi jevalwaw l-applikazzjonijiet skont dawn il-kriterji li ġejjin biex jieħdu deċiżjoni finali. Id-deskrizzjoni tal-proġett għandha tinkludi b'mod elaborat dawn it-tliet kriterji hawn taħt:

1. Il-kwalità tal-proġett propost
2. L-ingaġġ internazzjonali
3. It-tmexxija tal-proġett u l-vijabbiltà

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

Is-saħħa tar-rekord professjonali tat-traduttur, il-kwalità tal-materjal provdut (CV/Portafoll tat-traduttur, ittra ta' interess/impenn mingħand publikatur, u kampjun tax-xogħol tat-traduttur għandhom jiġu sottomessi mal-applikazzjoni) (35 marka)

Jingħataw punti awtomatikament għal dawn:

\* xogħlijiet li rebħu l-Premju Nazzjonali tal-Ktieb (5 marki)

## 2. L-ingaġġ internazzjonali – TOTAL: 40 MARKA

Dettalji tal-pjan għad-distribuzzjoni, id-disseminazzjoni u l-promozzjoni internazzjonali tax-xogħol tradott. Dal-kriterju jqis il-livell ta' dettal u l-kuntatti stabbiliti diġà (ta' pubblikaturi barranin), mirfuda b'dokumentazzjoni rilevanti, fosthom, jekk ikun hemm, ittra ta' interess/impenn għall-pubblikazzjoni tat-traduzzjoni. (30 marka)

Ir-relevanza tax-xogħol li se jinqaleb għas-suq internazzjonali mmirat. Dal-kriterju jeħtieġ għarfien tas-suq immirat u l-għaliex dax-xogħol partikolari huwa mmirat lejn dak is-suq partikolari. (10 marki)

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

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

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

## Kategorija 2 - Traduzzjoni għall-Malti

L-aġġudikanti jevalwaw l-applikazzjonijiet skont dawn il-kriterji li ġejjin. Id-deskrizzjoni tal-proġett għandha tgħati każ dawn it-tliet kriterji:

1. Il-kwalità tal-proġett propost
2. L-ingaġġ domestiku
3. It-tmexxija tal-proġett u l-vijabbiltà

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

Is-saħħa tar-rekord professjonali tat-traduttur, il-kwalità tal-materjal provdut (CV/Portafoll tat-traduttur u kampjun tax-xogħol tat-traduttur għandhom jiġu sottomessi mal-applikazzjoni) (30 marka)

Is-sinifikanza kulturali, edukattiva, akkademika u letterarja tal-pubblikazzjoni li se tiġi tradotta għall-pubblikazzjoni. (10 marki)

## 2. L-ingaġġ domestiku – TOTAL: 40 MARKA

Dettalji tal-pjan għad-distribuzzjoni, id-disseminazzjoni u l-promozzjoni internazzjonali tax-xogħol tradott. Dal-kriterju jqis il-livell ta' dettal u l-kuntatti stabbiliti diġà, mirfuda b'dokumentazzjoni rilevanti, fosthom ittra ta' impenn għall-pubblikazzjoni tat-traduzzjoni. (30 marka)

Ir-relevanza tax-xogħol li se jinqaleb għall-pubblikazzjoni fis-suq lokali. Dal-kriterju jeħtieġ għarfien tas-suq immirat u l-għaliex dax-xogħol partikolari huwa mmirat lejn dak is-suq partikolari. (10 marki)

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

Iċ-ċarezza tal-applikazzjoni u l-livell ta' dettal provdut. (10 marki)

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

Tingħata preferenza lil:

- Proġetti li ma jkunux kummerċjalment vijabbli, minkejja l-importanza tagħhom.
- Applikazzjonijiet li jipprovdu deskrizzjoni ddettaljata ta' proċess ta' pubblikazzjoni li jkun għaddej, fosthom ittra ta' interess/impenn mingħand pubblikatur.
- Applikazzjonijiet li jkunu sostnuti minn terzi persuni bis-saħħa ta' referenza legittima.
- Applikazzjonijiet b'rendikont baġitarju realistiku u mirfud bi stimi ufficjali.

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

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

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

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

L-applikazzjonijiet tal-Fond Malti tal-Ktieb 2023 iridu jiġu skennjati wkoll u mibgħuta b'imejl lil [michael.mercieca@gov.mt](mailto:michael.mercieca@gov.mt) taħt it-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 iddaħħal 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-09:00 u l-16:00.

Hu nota:

- Hija responsabbiltà tiegħek li tippreżenta applikazzjoni sħiħa kif spjegat f'dawn il-Linji Gwida u Regoli. Jekk ma tipprezentax 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 ħsieb 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 jidhrlulna 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 għaċ-ċekkjatura ta' qabel l-evalwazzjoni.

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

1. Formola tal-Aplikazzjoni mimlija fl-intier tagħha, iffirmata, iddatata u li tkun tispeċifika għal-liema fond qed tapplika.
2. Il-proposta tal-proġett (sa 1,000 kelma għal proġetti tat-traduzzjoni).
3. Ir-rendikont baġitarju (li jinkludi l-kopji rilevanti uffiċjali 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. Is-CV jew il-portafoll tat-traduttur.
6. Kampjun tax-xogħol tradott.
7. Silta mil-ktieb oriġinali (it-test sors) li tikkorrispondi mal-kampjun tax-xogħol tradott.
8. L-awtorizzazzjoni tad-detentur tad-drittijiet tat-test sors, sija jekk ippublikat u sija le.
9. Ittra ta' interess/impenn mingħand pubblikatur lokali jew internazzjonali, skont il-kategorija li tkun saret l-applikazzjoni fiha.
10. Il-Formola ta Dikjarazzjoni ta' Għajnuna mill-Istat

Dokumenti oħra mhux neċessarjament meħtieġa:

11. Kull referenza u/jew qatgħat mill-istampa li jirfdu l-proġett propost.
12. L-Lista, jekk ikun hemm, ta' fondi pubbliċi mirbuħa 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 tapplika.

## **It-tħabbir tar-riżultati**

Ir-riżultati ta' kull fond rispettiv jithabbru online fuq [www.ktieb.org.mt](http://www.ktieb.org.mt) fi żmien tmien (8) ġimgħat mid-data ta' skadenza. Jithabbru biss l-ismijiet tal-proġetti rebbieħa u skont il-klassifikazzjoni tal-marki allokat i 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 allokat i mill-bord tal-aġġudikazzjoni wara li jkunu mew mal-kriterji tal-fond.

Jekk applikant ma jirnexxilux jieħu l-fondi xorta jkun jista' jerga' japplika għas-sejħa li jkun imiss bl-istess proġett, jew bi proġett ieħor.

### L-ipproċessar tal-informazzjoni personali

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

### Mistoqsijiet

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

Jekk għandek xi mistoqsijiet dwar ir-riżultati, jekk jogħġbok ibgħat imejl lid-Direttur Eżekuttiv tal-KNK fuq [simona.cassano@ktieb.org.mt](mailto:simona.cassano@ktieb.org.mt) fi żmien ħamest (5) ijiem minn meta tkun infurmat dwar jekk ħadtx il-fond jew le.

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

Tirċievi tweġiba fi żmien ħmistax-il jum (15) ta' xogħol.

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

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

50% tat-total allokat għall-proġett mill-bord tal-aġġudikazzjoni jingħata meta jiġi ffirmat il-kuntratt tal-benefiċjarju. Il-50% l-ieħor jingħata meta l-KNK japprova r-rapport finali u s-sottomissjoni tal-fatturi u l-irċevuti finali skont ma jkun ġie mmarkat fir-rendikont baġitarju.

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

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

Il-benefiċjarji tal-Fond iridu jużaw il-logo tal-KNK fuq kull materjal u jispeċifika li l-proġett kien megħjun 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-proposta sottomessa u l-kuntratt.

Il-benefiċjarji jridu jtkellmu 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-rappurtar**

Meta jitlesta l-proġett l-applikanti jintalbu jissottomettu rapport dettaljat (li jinkludi rċevuti - ara APP 4) 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 għe ffirmat il-kuntratt mal-benefiċjarju.

Ma' dar-rapport il-benefiċjarji jridu jissottomettu żewġ kopji tal-ktieb tradott u ppubblikat, u informazzjoni relevanti oħar dwar marketing, pubbliċità jew informazzjoni żviluppata apposta għall-proġett. Din l-informazzjoni tinkuldi wkoll dokumentazzjoni viziva, jekk ikun hemm, u tabella aġġornata tar-rendikont baġitarju li tkun turi l-infiq veru li sar (ara APP 3).

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 gifdal 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.

Ukoll, 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 ma kien inkiteb fil-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.

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

### Applikant

L-applikant huwa individwu, jew pubblikatur irregiġtrat 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' sempliċi 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 10% tal-kontenut ġdid (ngħidu aħna annotazzjonijiet, prefazzjonijiet, kliem l-għeluq, introduzzjonijiet, jew studji kritiċi); 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 minħabba l-kuntest tas-suq lokali mhumiex kummerċjalment vijabbli u allura jispiċċaw ma jiġu ppubblikati qatt"), ikunu ilhom mhux fl-istampa minn tal-inqas 20 (għoxrin) sena mid-data tal-hruġ 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 10% tal-kontenut ġdid

(ngħidu aħna annotazzjonijiet, prefazzjonijiet, kliem l-għeluq, introduzzjonijiet, jew studji kritiċi), jew ikollhom bidliet sostanzjali fl-illustrazzjonijiet, barra l-qoxra tal-ktieb.

### Eligibbiltà

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 bil-Ingliż ippubblikati 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 originali.

### Melitensia

Kotba, elettroniki jew mhux, ippubblikati 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 għala l-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 ippicċjata minn agent tad-drittijiet ta' barra, agent letterarju, jew pubblikatur barrani. B'mod ġenerali 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 (preżentazzjoni tal-ktieb, riċensjonijiet fl-istampa, l-għan tal-ktieb (kotba mhux fittizji) jew dettalji tal-plot (kotba fittizji) u l-punti ewlenin jew is-suġġetti 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 għala tinsab entużjast għat-traduzzjoni u għala 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 tingaleb silta mill-original;
- 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 originali);
- Sommarju dwarek (esperjenza fit-traduzzjoni u l-kredenzjali, jekk hemm);
- Raġunijiet li jistgħu jaffettwaw id-deċiżjoni tal-pubblikatur: kif intlaqa' l-ktieb fis-suq originali tiegħu u għala se jkun jixraq tradott 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-editor jista' jaqra l-lingwa mira jew ikollu jistrieħ fuq xi ħadd 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 bis-sapport 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 wiehed, jew storja jew artiklu f'forma ta' ktieb, jew tkun xhud ta' ħiliet fit-traduzzjoni.

English version - Translation Grants (guidelines and regulations)

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

### **What are the Translation Grants?**

The Malta Book Fund Translation Grants form part of the National Book Council's (NBC) strategy to boost the export and international dissemination of Maltese publications, and to open up Malta's literary landscape to works which have as yet not been published in translation into the Maltese language.

The Translation Grants section of the Malta Book Fund is divided into two categories:

- Category 1 - Publication of translations of Maltese books
- Category 2 - Publication of translations into Maltese

#### Category 1 - Translations of Maltese books

The category supports applications for the publication of translation projects of Maltese works (published in the Maltese or English language in Malta with a Maltese ISBN) into any other language, with an annual allocated budget of €40,000. Concessions shall be made to original texts not identifiable through an ISBN, for example pre-1970 publications.

Works which are going to be translated through a bridge language translation but which were originally written in the Maltese language will be considered, but priority will be given to works translated from original Maltese editions.

#### Category 2 - Translations into Maltese

The category supports applications for the publication of the translation into Maltese of works originally published in any other language. The annual allocated budget for category 2 is €15,000.

Both categories of the programme address the translation of the following types of original works:

- 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.)



The original work needs to have been already published and identified by its ISBN. Concessions shall be made to original texts not identifiable through an ISBN, for example pre-1970 publications.

### **What are the objectives of the Translation grants?**

The objectives of the grants are:

- to increase the visibility of Maltese creative and academic writing on international platforms;
- to help creative and academic writing in the Maltese language access international markets and audiences;
- to support Maltese translators in bringing international works of literature and research to a Maltese-reading public.

### **What do the Translation grants support?**

The scheme offers grants to eligible translators or publishers for the co-financing of the publication of the translation of published books to and from the Maltese language.

The translation grants may support up to 100% of the translation fees or up to a maximum of € 5,000 at a rate of €0.10 per word. The latter rate of €0.10 per word does not apply for translations of poetry due to the limited wordcount of poetry translation projects. In the case of poetry translations, a quote per project will be accepted.

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.

The eligibility and adjudication criteria for the grant are to be read carefully prior to building the proposal and applying for funds.

Any previously awarded funds are to be listed, along with the date and amount awarded, as well as any relevant details regarding the received funds.

When applicable, 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 the funds. Obtaining 60 marks or more does not automatically mean that funding will be awarded.

The order of classification of the winning projects, according to the marks allocated by the evaluators, will be published online within 8 (eight) weeks from the application deadline. Only the names of the successful beneficiaries and their 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, the authorisation from the copyright holder of the source text, a letter of interest/commitment and the estimated timeframe.

### Project description

As part of the application, the applicant must write a brief description of the translation publication project not exceeding 1,000 words, which should include a description of its cultural value for the Maltese publishing market or its literary export value, depending on the category applied for, as well as the intended publisher's plans for its publication.

The project must not be potentially commercially viable and self-sustainable via already established routes. Translation of coffee-table books, musical scores and books based solely on imagery or photography are excluded from the scheme.

The brief should explain why the project requires funding.

## Project costing - budget breakdown

The application should include a justification of the funding provided in the costing and a budget breakdown of the project in order to support the proposal. At application stage, provide copies of any relevant quotations that can give an indication of estimated costs (see downloadable budget breakdown table template - APP 3), with proof 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:

- translation rates;
- translator/s' fees;
- proofreading;
- editing;
- foreign agents' fees/foreign rights fees;
- printing;
- other 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 sheet.

The budget sheet 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.

## Copyright

The authorisation from the copyright owner of the source text, be it published or unpublished. This applies also to unpublished bridge translations, which are considered as source texts for the purposes of this fund.

## 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 translation 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 translation 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;

- modules or translation work within a taught course;
- 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 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 as many different initiatives as possible, giving a chance to compete to all projects 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.
- ➔ Only translation projects with a planned publication process in place will be considered eligible, i.e. a letter of interest from a foreign publisher or a local publisher, depending on the category applied for. Moreover, in the case of category 1, Translations of Maltese books, all plans should be strictly directed at publishing with a foreign ISBN. In category 2, Translations into Maltese, preference will be given to applicants publishing with a local ISBN.

The Translation Grants section of the Malta Book Fund is divided into two categories, each with its own set of criteria:

- Category 1 – Translations of Maltese books with an annual total allocated budget of €40,000;
- Category 2 – Translations into Maltese with an annual total allocated budget of €15,000.

Rules and regulations apply to each specific grant.

### Category 1 - TRANSLATIONS OF MALTESE BOOKS

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. International engagement
3. Management and feasibility

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

The strength of the translator's professional record, the quality of the sample provided (a CV/Portfolio of the translator, a letter of interest/commitment and a sample of the translators' work should be submitted with the application) (35 marks)

Automatic points will be granted as follows:

\* if the published work has been awarded the National Book Prize (5 marks)

2. International engagement – TOTAL: 40 MARKS

Details of the plan for international distribution, dissemination and promotion of the translated work. This criterion considers the level of detail and contacts (foreign publisher) already established supported with relevant documentation, including, if any, a letter of interest/of commitment for the publication of the translation. (30 marks)

Relevance of the work to be translated to the target international 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)

Category 2 - TRANSLATIONS INTO MALTESE

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. Domestic engagement
3. Management and feasibility

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

The strength of the translator's professional record, the quality of the sample provided (a CV/Portfolio of the translator and a sample of the translators' work should be submitted with the application). (30 marks)

The cultural, educational, academic or literary significance of the publication being translated for publication. (10 marks)

## 2. Domestic engagement – TOTAL: 40 MARKS

Details of the plan for domestic distribution, dissemination and promotion of the translated work. This criterion considers the level of detail and contacts already established supported with relevant documentation, including a letter of commitment for the publication of the translation. (30 marks)

Relevance of the work to be translated for publication in the domestic market. This criterion requires knowledge of the market segment targeted and an explanation as to why that specific work is targeting the particular segment. (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 a planned publication process in place, including a letter of interest/commitment from the publisher.
- Applications which are supported by third-parties via a legitimate written reference.
- Applications with realistic budgets and backed by official quotes.

## **How to apply and deadline**

Before submitting an application, applicants are strongly encouraged to read the 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  
Arnheim 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 09:00hrs and 16:00hrs.

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 the applicant 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 below documents will render the application ineligible.

1. Complete, signed and dated Application Form specifying which Grants and/or Categories are being applied for.
2. Project proposal (1,000 words for translation projects).
3. Budget breakdown (including copies of relevant official quotes).
4. A copy of the applicant's ID card (front and back) or residence permit or citizenship certificate or passport.
5. Translator's CV/portfolio.
6. A sample of the translated work.
7. An excerpt from the work to be translated (source text) corresponding with the sample translation.
8. The authorisation from the copyright owner of the source text, be it published or unpublished.
9. Letter of interest/commitment from the local or international publisher, depending on the category applied for.
10. The State Aid Declaration Form.

Other non-mandatory documents are:

11. Any references and/or press cuttings supporting the proposed project.

12. A list, if any, of any public funds awarded in the past.

Kindly note that it is the responsibility of the applicant 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 the application form prior to submission.

## **Communication of Results**

The results of each respective grant and category will be published online on [www.ktieb.org.mt](http://www.ktieb.org.mt) within 8 (eight) 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 are final.

Should there be any enquiries regarding the results, please email Matthew Borg at the NBC 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, 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 on:

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 (see APP 4) including invoices and receipts and 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 hard copies of the published translated book, and any relevant marketing, publicity or information material developed for the funded project, including visual documentation, if any, and an updated budget breakdown table highlighting actual expenditure (see APP 3).

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 if you would like to consult us 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). Concessions shall be made to original texts not identifiable through an ISBN, for example pre-1970 publications.

### 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.