



## FREQUENTLY ASKED QUESTIONS

1. General questions about the financial assistance
2. Questions about the invitation to apply phase
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4. Questions about the award and justification phases
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### **NOTICE**

*The present information is not contractual and cannot in any case give rise to any binding legal effect whatsoever for the Ministry of Culture.*

*In the event of this call for applications being of interest to you, carefully read the text of the Ruling by which calls for applications for aid are published, available on the State Aids Awards Database (<http://www.infosubvenciones.es/bdnstrans/GE/es/index>) and on the website of the Ministry of Culture:*

<https://www.cultura.gob.es/servicios-al-ciudadano/catalogo/becas-ayudas-y-subvenciones/ayudas-y-subvenciones/libro/fomento-traduccion-lenguas-extranjeras.html>

### **1. GENERAL QUESTIONS ABOUT THE FINANCIAL ASSISTANCE**

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*What does the financial assistance for the encouragement of translation into foreign languages consist of?*

Financial assistance for translation into foreign languages organized annually by the Ministry comes from a long tradition. The aim of these awards is to encourage the editing and publishing in foreign languages of works included in the cultural heritage of the Spanish State.



If you are a foreign entity and intend to publish a translation of a book, you can apply for financial assistance from the Ministry of Culture to cover only the payment to the translator for his or her translation work.

#### *Who can request financial assistance?*

These subsidies can be applied for by foreign publishers, whether public or private in nature and whether or not for profit, who are legal persons or natural persons registered as self-employed in their country of origin, provided that they are legally incorporated.

#### *How is the work assessed?*

Each application is assessed by a committee of experts who decide on the basis of the following criteria:

- a) the cultural interest of the project in the publishing context of the country and the language of publication (the experts will take into account the project's contribution to the dissemination of Spanish cultural heritage, in its various manifestations, through an assessment of the author's career and his or her work, its relevance, its social and cultural impact, and its contribution to cultural commemorations).
- b) the strategic value of the translation language linked to the priority geographical areas in the context of Spain's cultural policy;
- c) the translator's career. The translator's curriculum will be taken into account when considering this criterion.

#### *What is the amount of the financial assistance?*

The amount awarded is established on the basis of the score obtained on each of the assessment criteria. The higher you score, the more financial assistance you will obtain.

#### *What kinds of work are eligible for this invitation to apply?*

The aim of the financial assistance is to promote literary (both classical and contemporary) and scientific works included in the cultural heritage of the Spanish State.

#### *What requirements must the work meet?*

The work to be translated must already be published in any of the official languages of Spain, as well as those with legal recognition in the statutes of autonomy of the Autonomous Communities. Besides, it must also meet one of the following two conditions:

- a. It must have been published by a Spanish publisher that holds the publishing rights and distributed within the national territory;
- b. If published by a non-Spanish publisher, its author must have Spanish



nationality.

The subsidized work may be published by an entity other than the beneficiary or by a publishing house with a different legal personality, provided that a document certifying the contractual relationship between the beneficiary and the publishing house is submitted.

On the other hand, the following projects are excluded:

- Projects concerning the translation of works not written or published in any of the official languages of Spain as well as those with legal recognition in the statutes of autonomy of the Autonomous Communities as at the date the 2024 call opened, as established in Section 1.1 of the terms and conditions of the 2024 Call for Entries.
- Translation projects involving works already translated and published in the last ten years in the same language and in the same country as the applicant.
- Translation projects involving manuals and textbooks aimed at teaching, as well as tourist guides and other publications of any subject matter falling outside the purpose of the present financial assistance.
- Projects in which the author and translator are the same person, as well as projects in which the publisher and the translator are the same person. This latter exclusion shall not apply when the translator is a partner in a publishing company with at least two partners.
- Translation projects involving self-published works and, in general, those whose publication has been partly or fully funded by the author i.e. those in whose publishing process the author has participated professionally or financially (including payment platforms, crowdfunding and compulsory purchase of copies). It will not be a cause for exclusion if the author is a partner in the publishing company, when the latter is made up of at least two partners.
- Projects submitting translation contracts with legal persons.
- Projects submitted by publishers who fail to accredit sufficiently their ability to market and distribute the work in the linguistic area proposed.
- Translations already completed prior to the date of publication of the extract of this call for applications in the Spanish Official State Gazette, whether published or not.



- Translation projects involving excerpts of works.
- Works obtained and/or translated using generative artificial intelligence techniques. The *Subdirección General de Promoción del Libro, la Lectura y las Letras Españolas* will be able to verify whether the sample has been elaborated by means of generative artificial intelligence using the necessary tools.

*How many projects can I submit?*

The maximum number of projects that can be submitted for financial assistance is three. Where the same entity exceeds this limit, the first three applications submitted will be assessed and the others will be excluded, having regard for the date, time and number of their registration.

*Can financial assistance be awarded for more than two projects with the same translator?*

No. The maximum that can be given would be two assistance awards for projects to be translated by the same translator, considering as a whole all of the applications submitted by all publishers

*Who is the contact person if I need additional information?*

Communications should preferably be sent by email to:  
[promocion.exterior@cultura.gob.es](mailto:promocion.exterior@cultura.gob.es)

## **2. QUESTIONS ABOUT THE INVITATION TO APPLY PHASE**

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*When does the Ministry publish the invitation to apply for financial assistance?*

The date of publication of the invitation to apply varies from year to year, although it usually takes place between the end of the first quarter and the beginning of the second. Once the deadline for submission has passed, no further applications will be accepted.

*Can I receive an alert from the Ministry when the invitation is published?*

Yes. In order to request this, you must send an email to  
[promocion.exterior@cultura.gob.es](mailto:promocion.exterior@cultura.gob.es)

*Where can I consult the text of the invitation to apply?*

The full invitation to apply, in addition to its publication on other pages such as the National Subsidy Database, is published on the web site of the Ministry:

<https://www.cultura.gob.es/servicios-al->



[ciudadano/catalogo/general/05/052040/ficha.html](http://ciudadano/catalogo/general/05/052040/ficha.html)

### *How must I submit my application?*

First of all, applicants must identify themselves with a pre-arranged password. Passwords must be requested by a duly authorized legal representative of the entity, as this will be subsequently verified and the relevant documentation may be requested.

- a) Access the Electronic Office of the Ministry through the following link: [https://cultura.sede.gob.es/pagina/index/directorio/portada\\_subv\\_fomento\\_traduccion\\_lengua\\_extranjera](https://cultura.sede.gob.es/pagina/index/directorio/portada_subv_fomento_traduccion_lengua_extranjera)
- b) Access “solicitud de clave” (password requests) (you will need to scan your ID document in order to verify the details keyed in).
- c) After requesting the password, you will receive three emails: a welcome message, a password activation message, and a password notification message.
- d) Once you receive the password, complete the forms shown on screen, sign them electronically and download the pdf copy accrediting your application.

Electronic passwords are valid for one year and expire at the end of the one-year period.

Applications submitted in hard copy or by email will not be accepted. All applications must be submitted via the Ministry’s Electronic Office through the following link: [https://cultura.sede.gob.es/pagina/index/directorio/portada\\_subv\\_fomento\\_traduccion\\_lengua\\_extranjera](https://cultura.sede.gob.es/pagina/index/directorio/portada_subv_fomento_traduccion_lengua_extranjera) and then select “Acceso al procedimiento”.

Another way to access the Electronic Office is through the “**Acceso al servicio online**” (Access the online service) button on the web page for these subsidies. To go there, use this link: <https://www.cultura.gob.es/servicios-al-ciudadano/catalogo/general/05/052040/ficha.html>

### *What is the deadline for submitting my application?*

The term for submitting applications is 25 working days counted from the date on which the extract of this invitation for applications is published in the Official State Gazette. Technical support is only available from 9:00 a.m. to 2:00 p.m., Spanish time. The same deadline will apply for obtaining a code electronically.

### *Tips for submitting your application through the Electronic Office*

- Do not wait until the last day before the deadline. You may encounter problems on the Electronic Office related to your electronic signature or other technical difficulties that you might not be able to resolve immediately.



- Once you have selected this type of financial assistance on the Electronic Office, you will find a list of documents that you will have to upload. Be sure to have them ready in advance.
- Attach each document in the corresponding attachment prepared for the purpose. Each document requested in the invitation to apply (and specified on the documentation contents page) has its own corresponding attachment.
- Please attach your documentation in the smallest possible number of attachments. The maximum number of documents allowed varies with each attachment. The maximum upload is 4 MB.
- if you have any problems to submit your application by remote electronic means, please contact the following email address: [soporte.sede.sec@cultura.gob.es](mailto:soporte.sede.sec@cultura.gob.es)

*Are the invitations to apply identical from one year to the next?*

Although similar, each invitation to apply may include changes in important details. Please read the invitation to apply carefully and contact us if you have any doubts.

### 3. QUESTIONS ABOUT THE PREPARATORY PHASE

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*What happens if I am missing a document when I submit my application?*

If the Ministry detects that a document is missing or that the application contains errors, you will be alerted by means of a post published on the web page:

<https://www.cultura.gob.es/servicios-al-ciudadano/catalogo/general/05/052040/ficha.html>

All actions and details related to the process will be posted online. **For this reason, it is recommendable to consult the Ministry's web page from time to time.** Emails sent to addresses provided by the applicants are for information purposes only.

If the requested documentation is not submitted through the electronic platform within **10 business days** from the posting date (on the webpage), your application will not be considered.

Once the deadline for submitting corrections has elapsed, the governing body will verify if eligibility requirements are met and issue a final list of accepted and rejected applications.



#### 4. QUESTIONS ABOUT THE AWARD AND JUSTIFICATION PHASES

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*When does the Ministry decide on the financial assistance?*

The awarding process is divided into the following stages: 1) submissions; 2) corrections; 3) announcement of accepted and rejected applications on the website; 4) meeting of experts; 5) proposed final decision; 6) award decision; 7) disbursement; 8) proof of use of funds.

The date of the award resolution varies every year although it traditionally takes place between the third and fourth quarters.

*The Ministry has awarded me financial assistance for translation into foreign languages. What is the procedure to follow now?*

In the event that one of your works is included in the resolution awarding financial assistance, you will have a **maximum term of 18 months** in which to publish it, counted from the day after the date of publication of the financial assistance award resolution.

Subsequently, once the work is printed, and in a **maximum term of 3 months**, you must submit the accrediting documentation through the Electronic Office (consult what information is required for accreditation purposes). The two sample copies, complete with the logo or the text, must be sent to the *SUBDIRECCION GENERAL DE PROMOCION DEL LIBRO, Calle Santiago Rusiñol 8 - 28040 Madrid, SPAIN*).

*I'm afraid I won't be able to deliver the sample copy within the 18-month deadline. Can I apply for an extension?*

Yes. Exceptionally in the case of justified circumstances, it is possible to grant you an extension of up to **9 months** provided that you submit a written request for the extension before the end of the original 18-month term. For legal reasons, it is not possible to grant any extension requested after the deadline has passed.

*I wish to renounce the financial assistance. What are the steps I need to take?*

If you wish to return the award voluntarily, you must complete form 074, which is available from the Subdirector General for Economic Management of the Ministry of Culture. You must make the payment as described in the form and state the type of assistance and beneficiary project in the "Description" box. Once payment has been effected, please send the Administration copy of form 074 to the *Dirección General del Libro, del Cómic y de la Lectura* through the Electronic Office by the justification deadline.

*When does the Ministry pay the financial assistance?*

The subsidy awarded will be **paid in advance** once the award resolution has been



approved and it is not necessary for any guarantee to be established. This means that the Administration does not wait until it receives the book before transferring the amount of the financial assistance but rather it is paid shortly after the publication of the award resolution.

It is not possible to indicate any binding date in advance because the payment depends on the Public Treasury. Nonetheless, payments normally take place around two months after the date of the resolution.

#### *What accrediting documentation do I need to submit?*

Accreditation will be based on the following documents, which you must send through the Electronic Office of the Ministry of Culture, unless stated otherwise below:

- a) Two copies of the published work. The book's credit pages must expressly contain the following: title of the work and author in Castilian Spanish, name of the translator(s). Besides, the logo of the *Government of Spain – Ministerio de Cultura– Dirección General del Libro, del Cómic y de la Lectura* or the following text in the language in which the work is being published: "La traducción de esta obra ha recibido una ayuda del Ministerio de Cultura de España a través de la Dirección General Dirección General del Libro, del Cómic y de la Lectura." [The translation of this work was made possible with the financial assistance of the Ministry of Culture of Spain through the Directorate General for Books, Comics and Reading]. Copies must be sent in the publication medium used: printed copies for paper-based publications, electronic files for digital publications.
  - b) Brief explanation of the planned action containing a description of the publishing project in Castilian Spanish. Please use the template that will be available on the webpage.
  - c) Documents in Spanish proving that the publisher has paid the translator the cost of the translation by means of:
    1. Receipt signed by the translator, invoice or other document of equivalent probative value certifying payment.
    2. Bank transfer document in favour of the translator.
- Both documents**
- d) Signed declaration by the beneficiary stating any other possible subsidies or revenue streams financing the activity, if any, indicating the amount and source, in Castilian Spanish.

#### *How are the two copies of the edited work to be sent?*

Two (2) sample copies must be sent to this Subdirectorato General to justify the Translation Grants in foreign languages.

Publishers sending copies from countries outside the European Union must use private courier services, otherwise the copies may be returned to the country of origin due to the impossibility of handling customs duties and taxes.





They should indicate to the courier service that the opening hours of this Subdirectorato General are from 9:00 to 14:30 from Monday to Friday.

In addition, they should always include the following postal address on the shipment:

SERVICIO DE PROMOCION EXTERIOR  
SUBDIRECCION GENERAL DE PROMOCION DEL LIBRO  
CALLE SANTIAGO RUSIÑOL, 8  
28040 MADRID (ESPAÑA)

The publisher applying for the aid must be indicated as the sender.

*Where can I obtain the logo and the text?*

In order to obtain the correct logo, you must submit your request by email to:

[promocion.exterior@cultura.gob.es](mailto:promocion.exterior@cultura.gob.es)

*I have submitted the documentation. What is the next step?*

After the documentation has been submitted, the Ministry will conduct an initial review. If any of the requirements have not been met, an email will be sent indicating the defects you have to remedy.

*Another administration or entity has awarded me financial assistance. Do I have to notify this to the Ministry?*

Yes. When you submit the accrediting documentation for the financial assistance, you will have to state that other financial assistance on the revenue statement.

## 5. QUESTIONS ABOUT THE DOCUMENTATION TO BE PROVIDED

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*Can I send documents by e-mail?*

No. Pursuant to current regulations, the signature on scanned documents is not legally valid. For this reason, no documents sent via email can be considered to be valid.

*Can I submit documents only in a language other than Spanish?*

No. All documentation must be submitted in Castilian Spanish. If the original document is in a different language, then the original documentation must be provided together with its translation into Castilian Spanish.

Madrid, 2024