



# SUBMITTING AN APPLICATION

## 1. PREPARING YOUR APPLICATION

The translation grant application system does not use cookies, and you will not be able to save a draft and come back to it (i.e. the application must be submitted in one go) so you are recommended to prepare the required information and documentation in advance of starting your application. This includes details of the original work, the publication details for the translation, the name and CV of the translator, the translation contract, the rights agreement where relevant, a digital copy of the original work and a translation sample.

Note: Before starting your application please ensure that the rights agreement is still valid (including the print reversion period) and that the translator(s)'s name(s) do not appear on the translation sample.

## 2. LOGGING INTO THE SYSTEM

Navigate to the login page and enter your username and password. Click on the 'Login' button.

**LITERATURE IRELAND**  
Promoting and Translating Irish Writing

*Promovendo a literatura irlandesa no estrangeiro*

Translation Grant Application System for Literature Ireland

Sign In [Forgot password ?](#)

Jane.Bloggs2020@gmail.com

.....

Login

Literature Ireland  
Contact Details | Legal Note

Culture Ireland  
Cultúr Éireann

arts council ireland

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You will be directed to the landing page of the online application system. From the dropdown at the bottom of the page, select 'Start New Application' and then click on the 'Continue' button.

**LITERATURE IRELAND**  
Promoting and Translating Irish Writing

*Promuoviamo la letteratura irlandese all'estero*

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Start New Application

Continue

Literature Ireland  
Contact Details | Legal Note

Culture Ireland  
Cultúr Éireann

arts council  
ealaíon

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The next page will feature the terms and conditions for using the system and Literature Ireland's GDPR/privacy policy. To continue with the application, you will need to check both checkboxes to indicate that you have read and agreed to the terms and conditions and the GDPR/privacy policy.

**LITERATURE IRELAND**  
Promoting and Translating Irish Writing

*Difusión internacional de la literatura irlandesa*

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## Translation Grant Application System for Literature Ireland

### Eligibility & Terms and Conditions

**Am I eligible? - Check [HERE](#)**

**Terms and Conditions**  
By clicking on the "Continue" button, you are confirming that you have read and accepted the terms and conditions of use of this system (including disclaimer).

[Read Terms and Conditions](#)

**General Data Protection Regulation**  
It is the responsibility of the applicant to ensure that they have obtained the necessary consent of the translator(s) for his/her/their personal data to be provided as part of this application (in line with General Data Protection Regulation (EU) 2016/679). This data shall include but not necessarily be limited to the translator(s)'s name(s) and such personal data as is provided in the copy of the translator(s)'s CV/résumé (e.g. address, email address, telephone number, education, work experience). No personal data will be shared and the data shall be stored securely by Literature Ireland in line with the organisation's Privacy Policy.

By checking this box, the applicant confirms that the consent of the translator(s) has been obtained

[Read Privacy Policy](#)

**NOTE FOR USERS:**  
This site does not use cookies.  
Please note that any data entered into the system as part of an application that is not submitted will not be saved.  
We recommend that you check you have all of the information and documentation required before beginning the application.

[Continue](#)

When you have checked both checkboxes, a 'Continue' button will appear at the bottom of the page. Please click on this button to continue to the application form.

### 3. SUBMITTING YOUR APPLICATION

Before commencing, please note that many special characters are not permitted in the filenames of files being uploaded to the system (e.g. a comma in a filename will cause the file to be rejected by the system). **Please ensure that your filenames include only letters, numbers, full stop (.), hyphen (-), underscore (\_) and space.**

The first tab of the application form will contain the details you provided during account creation. Please review the details here and update them as necessary.

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### Translation Grant Application System for Literature Ireland

Contact Details Book Details Publication Details Translator Details Rights Agreement Original Work & Sample Translation

Prensa de literatura extranjera 2860

**Address1** 1 Plaza del Rey ✓ **Post code** 28000 ✓ **City** Madrid ✓

**Address2** Centro ✓ **Country** Spain ✓

**Address3** Address3 **Country Code**

**Address4** Address4 **Telephone** 00341234567 ✓

**Fax number**

**Email** Jane.Bloggs2020@gmail.com ✓ **Website** http://www.prensalitext.com ✓

Sign up to newsletters

**Additional contact information (where applicable)**  
Imprint of Prensa Literaria

Navigate to the second tab called 'Book Details'. This tab requests information on the original work (i.e. the source text/the work being translated). Please note that it is possible to apply for works which have multiple authors. In this case, you should click on the 'Add more authors' button to add the names of the second, third, etc., authors. If you are publishing multiple works, however, a separate application should be submitted for each work.

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### Translation Grant Application System for Literature Ireland

Contact Details | **Book Details** | Publication Details | Translator Details | Rights Agreement | Original Work & Sample Translation

#### Book Details

**Author**

Seamus ✓ | Murphy ✓ | [Add more authors](#)

**Title**: Memoir of an Irish Writer ✓

**Publisher (of the original work)**: The Book Publisher Inc. ✓

**Publication year**: 2018 ✓

**Genre**: Non-fiction 🔍

**Language (of the original)**: English ✓

**Country of publication**: Ireland ✓

**Series**: Series

**Page extent (of the original)**: 280 ✓

**Notes**

Notes

Note: text boxes featuring the magnifying glass symbol ( 🔍 ) are filter boxes, so as you type the first letters, a list of matching items will appear. For example:

**Genre**

fic 🔍

- Science fiction
- Fiction
- Fiction & Poetry
- Non-fiction
- Crime Fiction

The third tab in the application form, 'Publication Details', is where you will enter the planned publication details for the translation.

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### Translation Grant Application System for Literature Ireland

Contact Details Book Details **Publication Details** Translator Details Rights Agreement Original Work & Sample Translation

#### Publication Details

**Proposed date of publication**  
09/11/2020

**Planned page extent (published translation)**  
320 ✓

**Proposed print run**  
3000 ✓

**Translation title**  
Memorias de un escritor irlandés ✓

**Target language(s)**  
Spanish, ✓

**Bilingual edition**

Note 1: If you are preparing a bilingual edition, please ensure that you have checked this 'Bilingual edition' checkbox.

Note 2: The first box, 'Proposed date of publication', features a date selector. If you know the month and year of publication but not the day, please select any date in that month.

**Proposed date of publication**

DD/MM/YYYY

Jun 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Note 3: If you do not yet know the final page extent (i.e. length) of the translated edition, please submit a best estimate.

The 'Translator Details' tab requires details of the fee being paid to the translator(s) and details of how this fee is calculated (i.e. the rate per word/standard page/etc.). You will also need to enter the name(s) of the translator(s) and upload the translator(s)'s CV(s) and your company's contract(s) with the translator(s).

Translation Grant Application System for Literature Ireland

Contact Details Book Details Publication Details **Translator Details** Rights Agreement Original Work & Sample Translation

### Translator Details

Translator(s)'s fee € 3200 ✓

Break-down of translator(s)'s fee €10 per page ✓

Translator Juan Pérez ✓

upload documents for Juan Pérez 📄

OR add more translators

Once you enter the translator's name, this button will appear. Click on it to display an upload function for the CV and contract. If there is more than one translator, before you click on the 'upload documents [.]' button, first click on the 'OR add more translators' button to list the other translator(s)'s name(s). Then upload the CVs and contracts for all translators.

Translator Juan Pérez ✓

upload documents for Juan Pérez 📄

OR add more translators

Juan Pérez

Upload a copy of Juan Pérez's CV: this should include a list of previous published literary translations

Select file 📄 Juan Pérez CV.docx

Upload a copy of the contract with Juan Pérez

Select file 📄 Translation Contract.pr

The penultimate tab in the application form relates to the rights agreement for the work. If the work you are translating is out of copyright, please skip this step.

If the work is not out of copyright, in order to apply, you must provide evidence that you have acquired the appropriate rights to publish the work in the target language and in your territory. In this tab, you must upload a copy of the rights agreement which has been signed by all parties. You must also enter the name of the rightsholder (i.e. the author's literary agency) into the text box.

The screenshot shows the 'Rights Agreement' tab in the 'Translation Grant Application System for Literature Ireland'. The navigation bar includes 'Contact Details', 'Book Details', 'Publication Details', 'Translator Details', 'Rights Agreement', and 'Original Work & Sample Translation'. The 'Rights Agreement' section contains the following elements:

- A header: 'Rights Agreement'
- A prompt: 'Upload a copy of the agreement with the translation rights holder(s)'. Below it is a 'Select file' button and a text input field containing 'Translation Rights Agr'.
- A label: 'Translation rights holder'. Below it is a text input field containing 'ABC Rights' with a green checkmark, and a button labeled 'Add more Translation rights holders'.
- A prompt: 'Upload a copy of the addendum to the rights agreement'. Below it is a 'Select file' button and an empty text input field.

If the original rights agreement has expired and you have negotiated an extension – or if any other details of the original agreement have changed – you may upload an addendum to the agreement or other evidentiary documentation here.

Note: Where there are agreements with multiple rightsholders (e.g. in the case of a poetry anthology), you are requested to compile all of the agreements into one document for upload. There is a button which will open a dialog box allowing you to enter the names of further rightsholders.

The dialog box is titled 'add more Translation rights holder' and contains the following elements:

- A list of rights holders:
  - 1. Rights holder: ABC Rights
  - 2. Rights holder: XYZ Agency
- A button at the bottom left: 'Add additional rights holders'
- A button at the bottom right: 'Done'



In the final tab of the application form, you will be asked to upload a PDF of the full original work. However, if this is not available to you, a scan of the pages relating to the translation sample may be accepted. You will also need to upload a translation sample. This must consist of 10–12 pages of prose or six poems.

In cases where there is more than one translator, the translation sample must include full samples for each of the translators involved. Please prepare these in one document and label them ‘Sample 1, ‘Sample 2’, etc., in the same order as the translators are listed in the fourth tab (‘Translator Details’). The name(s) of the translator(s) must not appear anywhere on the translation sample. Samples featuring the translator(s)’s name(s) will not be accepted.

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## Translation Grant Application System for Literature Ireland

Contact Details Book Details Publication Details Translator Details Rights Agreement Original Work & Sample Translation

### Original Work & Sample Translation

**Upload electronic copy of original work**  
Select file Memoirs of an Irish Wr

**Upload copy of translation sample\*\*  
(10 to 12 pages of prose or six poems)**  
Select file Translation Sample.do

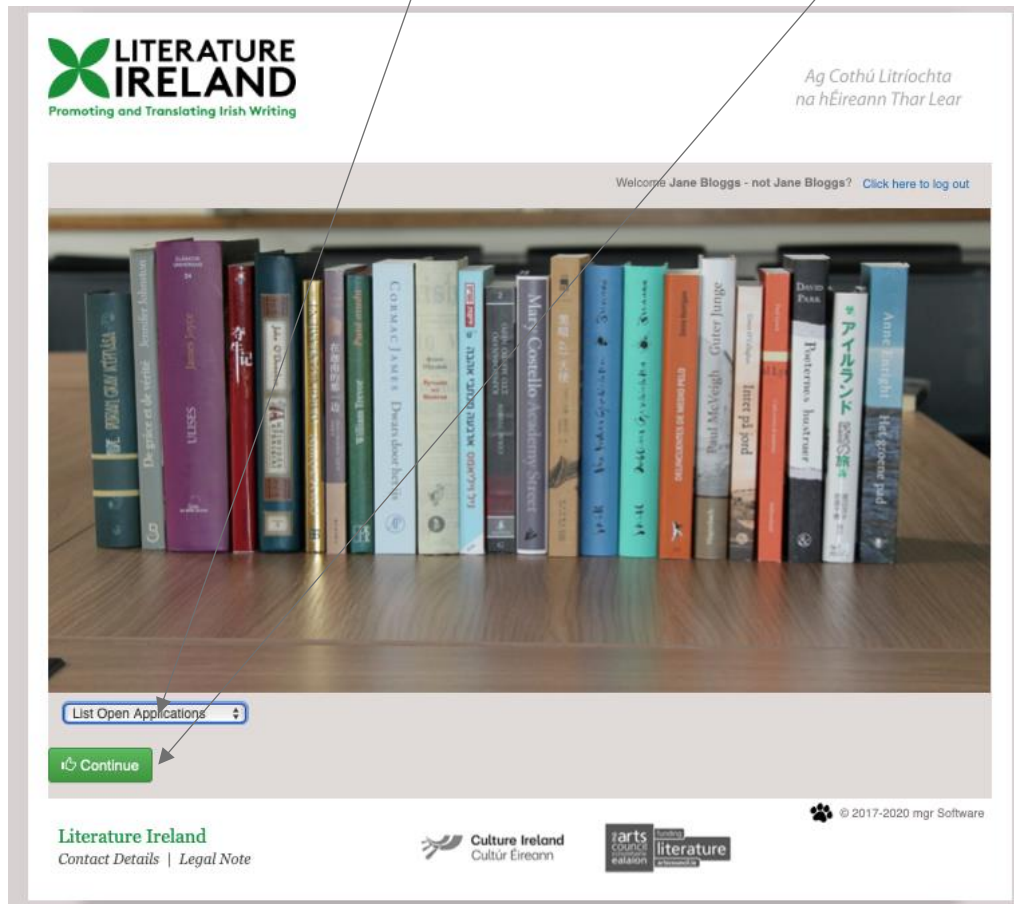
**Submit the application**

When you are satisfied that all the required information has been entered and all of the required documents have been uploaded, please click on the ‘Submit the application’ button.

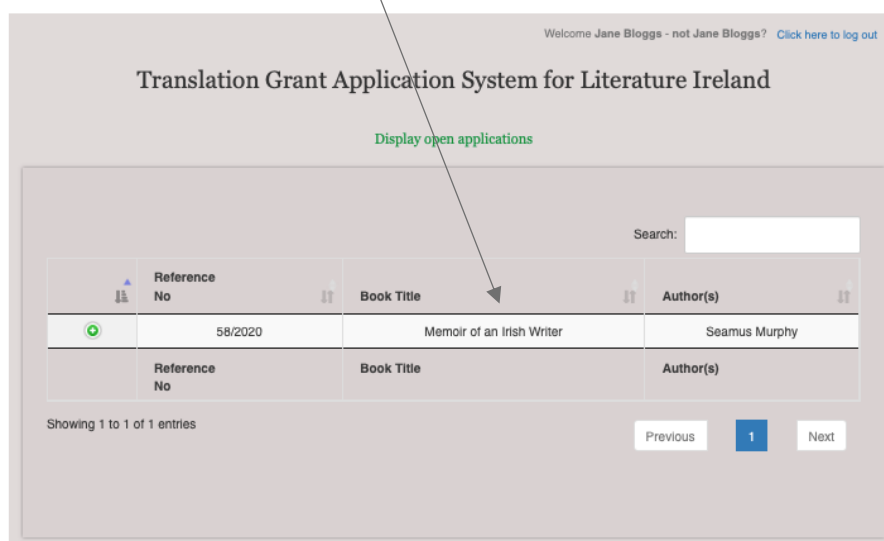
The system will display a success message which will confirm the files uploaded as part of the application.

There will also be a link to ‘Return to Previous page’. This will return you to the landing page of the grant application system.

On the landing page, select 'List Open Applications' and click on the 'Continue' button.



You will see that the application you have just submitted is now listed as an 'open application', which means it is visible to Literature Ireland staff, who will review the application and contact you if any further information or documentation is needed.



For further information on the next steps, please read the user guides entitled 'UPDATING AN APPLICATION' and 'SUCCESSFUL APPLICATIONS'. If you have any questions, please email [info@literatureireland.com](mailto:info@literatureireland.com).