SUBMITTING AN APPLICATION

1. PREPARING YOUR APPLICATION

The translation grant application system does not use cookies, 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.

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.

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.

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

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.

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.

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:

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

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.

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).

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.

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.

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.

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.
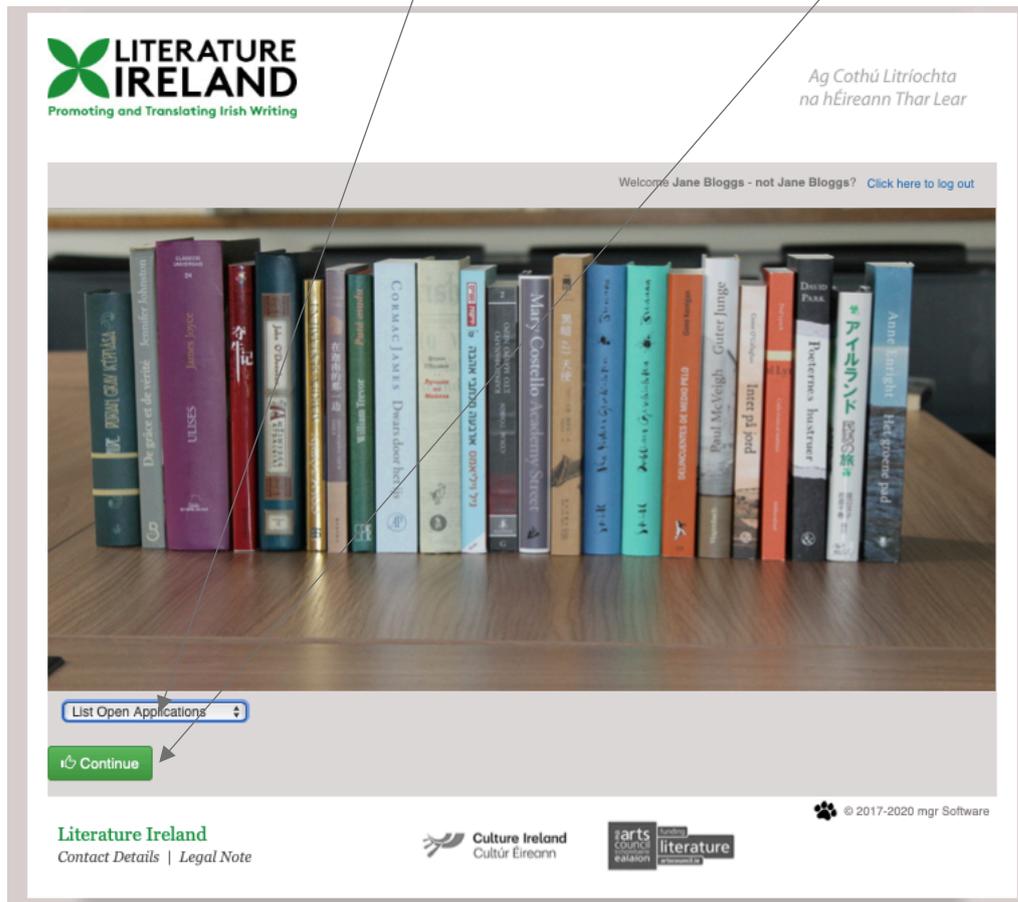

When you are satisfied that all the required information has been entered and all of the required documents have been uploaded, please click on the 'Submit the application' button.
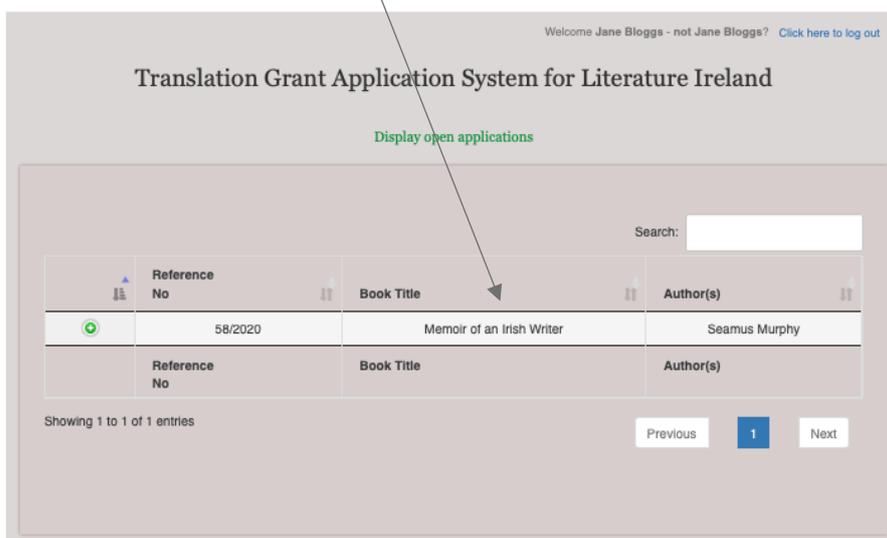
The system will display a success message which will confirm the files uploaded as part of the application.

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 entitles 'UPDATING AN APPLICATION' and 'SUCCESSFUL APPLICATIONS'. If you have any questions, please email info@literatureireland.com.