



# SUBMITTED APPLICATIONS: NEXT STEPS

## 1. OPEN APPLICATIONS

Once an application has been successfully submitted in the system, it will be displayed as an 'open' status application. To view your open applications, simply sign in and, in the dropdown on the landing page (see image below), select 'List Open Applications'.



This will call up a list of the relevant applications.

When an open application is received, it will be reviewed by Literature Ireland staff, who will check all the details and documents submitted. Within two weeks of the deadline, a member of staff will email you to confirm receipt of the application and to request any additional information or documentation that may be needed.

**Translation Grant Application 2/2021. Seamus Murhpy, Memoirs of an Irish Writer.**

Dear Jane,

Thank you for your application to Literature Ireland for a translation grant towards the publication in Swedish of the above work. Your application has been allocated the above reference number. **Please quote this reference number in all future correspondence.**

I would like to take this opportunity to outline the next stages in the application process.

A. Literature Ireland will commission an external report on the sample translation. Please notify me at your earliest convenience if the extract submitted is **not** the final version of the translation. Your application, together with the report, will be considered by the Board of Literature Ireland in **late January/early February 2021**.

B. If the Board approves an award a contract will be issued. Please note that payment of the award shall be conditional upon, but not limited to, the following:

- Compliance, if requested by Literature Ireland, with any or all of the recommendations contained in the translation report(s)
- Publication of the Work in translation in substantially the same form as that supplied to Literature Ireland for the purposes of the agreement
- Acknowledgement of the financial support of Literature Ireland in the published translation of the Work
- Provision of the names and addresses of at least two book shops or outlets via which the published translation will be made available for sale. Such information may be subject to verification by Literature Ireland or one of its agents.

C. Any award will be paid to the publisher subsequent to publication and after receipt by Literature Ireland of the following:

- Eight copies of the Work (supplied free of charge)
- Proof of payment in full to the translator,

and provided that all the other conditions of the contract have been complied with.

*Please note that publishers in receipt of earlier Literature Ireland/Ireland Literature Exchange translation grants are required to submit sales figures on any translations published with financial assistance from Literature Ireland/Ireland Literature Exchange before any further awards will be made.*

**IMPORTANT NOTE:**

**If you have not received an email from Literature Ireland within two weeks of the deadline, please email [online@literatureireland.com](mailto:online@literatureireland.com) to ensure your application has been successfully received.**

Open applications for translation grants are considered by the board of directors of Literature Ireland at a meeting which typically takes place six to eight weeks after the deadline. The approximate date of the meeting will be noted in the acknowledgement email sent by a member of staff (see above).

Literature Ireland aims to issue notification of the decisions within one week of the meeting. However, it may take longer owing to circumstances beyond our control, e.g. a delay in receiving the expert reader's assessment of the translation sample.

There are three possible outcomes that may be recorded for an application:

- **Approved:** The board of directors has instructed that a grant be awarded. In some cases, a copy of the expert reader's report may be shared if the board feels that it contains observations which may be useful to the editor and/or translator.
- **Rejected:** The board of directors has not chosen to award a translation grant.
- **Open:** In rare cases, the board may ask for further action to be taken in relation to an application before it makes its final decision. Such an application will continue to display as an 'open' application and a member of staff will liaise directly with the applicant.

The status of an application changes over time. As stated above, once it has been submitted, an application will have 'open' application status. Should that application be successful, its status will change to 'pending' until the grant has been paid. At that time, it will change again to be listed as a 'closed' application. Applications which are unsuccessful will move directly from 'open' application to 'closed' application status. These processes are explained in more detail below.

## 2. APPROVED/'PENDING' APPLICATIONS

When the board has instructed that an award be made in respect of a given application, a member of staff will enter the details of the award in the system, mark the award as 'approved' and change the status of the application from 'open' to 'pending'.

You will receive an automated email informing you of the outcome of the application. When you next log in, you will notice that the application is now listed under 'pending' applications:

Search:

	Reference No	Book Title	Author(s)
+	2/2021	Memoir of an Irish Writer	Seamus Murphy
	Reference No	Book Title	Author(s)

Showing 1 to 1 of 1 entries

Previous 1 Next

You can open the application record by clicking on the + symbol. You will notice that the record now contains a new tab called 'Drawdown Requirements'.

The screenshot shows a web application window titled "Finalize application 2/2021". At the top, there is a navigation bar with several tabs: "Contact Details", "Book Details", "Publication Details", "Translator's Details", "Rights Agreement", "Drawdown Requirements" (which is highlighted in blue and has an arrow pointing to it from the text above), and "Original Work & Sample Translation". Below the navigation bar, the main content area is titled "Drawdown Requirements". It contains several input fields and buttons: a "Select book cover" section with a "Browse" button; two fields for "ISBN" and "ISSN", each with a barcode icon and the text "undefined"; a "Proof of Payment to the translator" section with a "Select file" button; a "Completed bank details form" section with a "Select file" button; a "Signed Literature Ireland contract" section with a "Select file" button; an "Amount Approved" section with a "€ 2000" field; and an "Upload coverage cuttings" button.

This tab is where you will upload all the documentation and information needed to finalise the application and draw down payment of the grant. This information/documentation includes:

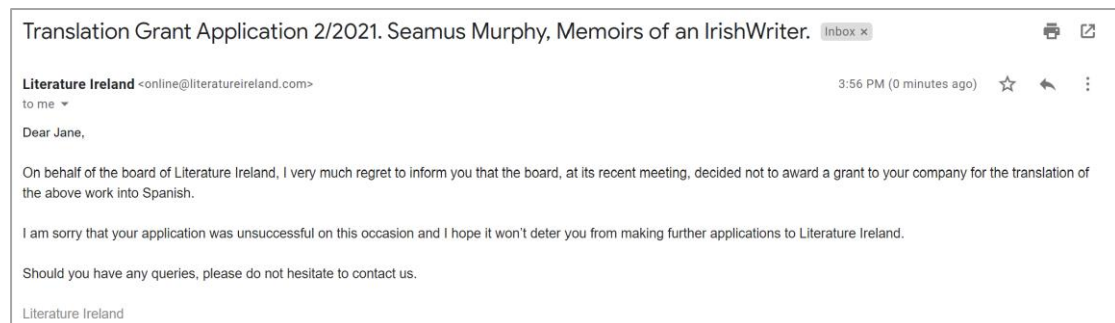
- An image of the front jacket cover of your edition.
- The ISBN (or, occasionally, ISSN) of your edition.
- The proof of payment to the translator (typically a copy of the bank transfer confirmation).
- A completed bank details form (a template may be requested via email to [online@literatureireland.com](mailto:online@literatureireland.com)).
- A scanned copy of the Literature Ireland grant agreement which has been countersigned by an appropriate representative of your company.
- There is also a button which you can use to upload copies of any press coverage of your edition (you may be asked to update this periodically).

Once all the above has been received and reviewed, a member of staff will email you to confirm. Grants are payable within three months of the date of this confirmation. When your grant has been paid, the record in the system will be updated and you will receive an email notifying you that the payment has occurred. Your grant's status will also be changed to 'closed'.

### 3. UNSUCCESSFUL APPLICATIONS

All applications to the translation grant programme are judged on a competitive basis and many criteria are considered by the board of directors in arriving at its decision. These include but are not limited to the independent reader's expert assessment of the translation sample, the number and quality of other applications being considered in the same round, and the budget available to the board in that round. As such, it is not possible for the board to award a grant in respect of all applications.

Should your application to the board be unsuccessful, the system will be updated and you will receive an automated email with notification of that outcome.



The status of the application in the system will change from 'open' to 'closed'.

Emails seeking further information regarding unsuccessful applications may be directed to [online@literatureireland.com](mailto:online@literatureireland.com).