



## ***Support for the Publication of Czech Literature in Translation***

### **Frequently Asked Questions (FAQ)**

#### **1. Is it possible to apply for a grant if the publication is co-financed by another entity?**

Yes, co-financing is permitted. However, the same individual expenditure must not be financed or claimed from both sources. Each expenditure may be reported as covered by only one source of public funding or grant support.

#### **2. What are the eligible purposes for grant funding?**

Grant funding may be requested for the publication of a translation of a complete book (or a thematic issue of a magazine) or for the preparation of an extract ranging from 10 to 25 standard pages (or 10–15% of the total volume of the work in the case of poetry).

#### **3. What mandatory attachments must be submitted with the book grant application?**

Along with the duly completed and signed application form, the applicant is obliged to submit the following mandatory attachments:

- **Contract with the copyright holder** (licensing agreement);
- **Contract with the translator;**
- **Curriculum Vitae and professional qualifications of the translator** (highest level of education attained, list of previously published translations);
- **The publishing plan for this year and next year;**
- **Short cover letter about the submitted project** (from a publisher or translator);

It is recommended to submit the application and all attachments in a single PDF file (up to a maximum total size of 15 MB).

#### **4. Is it possible to request an extension of the project implementation period into the following calendar year?**

No. The project must be fully implemented and completed within the calendar year for which the call for grant applications was issued.

#### **5. What is the binding deadline for submitting the financial settlement and mandatory copies?**

The grant recipient is required to submit the financial settlement together with the mandatory copies no later than 30 November of the calendar year in which the grant award decision was issued.



**6. What is the required number of mandatory copies and to which address should they be sent?**

The grant recipient is required to send 6 copies of the book to the following address: *Ministry of Culture of the Czech Republic, Maltézské náměstí 1, 118 00 Prague 1, Czech Republic*

**7. How should the financial support provided by the Ministry of Culture be acknowledged in the publication?**

The recipient is required to include the following acknowledgment inside the publication: *"This publication has been supported by the Ministry of Culture of the Czech Republic"*, accompanied by the current logo of the Ministry of Culture (available for download here: <https://www.mk.gov.cz/logo-jednotny-vizualni-styl>).

**8. Where can the specification of documentation required for the financial settlement be found?**

Following the publication of the grant award results on the website, the recipient will receive a notification letter (decision) outlining the exact eligible cost categories and the list of required documentation for the financial settlement.

**9. What document serves as proof of payment of the translator's remuneration?**

The grant recipient shall submit documentation confirming the full settlement of financial obligations toward the translator (a written confirmation of payment signed by the translator).

**10. What components are required as part of the financial settlement?**

The financial settlement must include accounting records substantiating the expenditure incurred within each supported category, a final report, and a settlement form (financial table). Both the final report form and the settlement form are available for download on the website.

For more detailed information, please direct your inquiries to the email: [denisa.rausch@mk.gov.cz](mailto:denisa.rausch@mk.gov.cz)