



INFORMATION ON THE CALL FOR APPLICATIONS FOR  
SUBSIDIES FOR THE PROMOTION OF TRANSLATION INTO FOREIGN LANGUAGES

2015

**Important notice .- Documents must be provided in Spanish or, whenever appropriate, a certified translation provided. These and other aspects are analyzed below:**

**Type of subsidy:**

Subsidy for publishing companies in order to fund the cost of the translation of literary or scientific works originally published in Spanish or in any of the co-official languages of the Spanish regions.

The text of the call for applications can be obtained by clicking [here](#).

**Beneficiaries:**

These subsidies may be requested by private entities in the publishing sector and entities engaged in editorial activities, whether Spanish or foreign private individuals or bodies corporate, as well as foreign publicly-funded entities, provided they are legally incorporated and show that they have engaged in this work for an uninterrupted term of at least two years as of the date of publication of the invitation to submit applications.

**Organizing body:**

Ministry of Education, Culture and Sport.  
Office of the Secretary of State for Culture  
Directorate General for Policies on Cultural Industries and Books.

**Management unit:**

Subdirectorato General for the Promotion of Spanish Books, Reading and Letters.  
Foreign Promotion Service.

Telephone:                   +(34) 91-536 88 05                   e-mail:                   [promocion.exterior@mecc.es](mailto:promocion.exterior@mecc.es)  
  +(34) 91-536 88 74  
  +(34) 91-536 88 08  
Fax:                               +(34) 91-536 88 29

**Maximum number of applications submitted**

Each publishing company may submit a maximum of 5 applications.

**How to submit applications**

Applications may be submitted, among other possible methods, as follows:

**1       By postal mail addressed to:**

**Registro General del Ministerio de Educación, Cultura y Deporte**  
Secretaría de Estado de Cultura  
Dirección General de Política e Industrias Culturales y del Libro  
Plaza del Rey, 1



28004 Madrid (Spain)

## 2 By postal mail or in person at:

### The diplomatic or consular representations of Spain

You can consult the address of the one corresponding to your country of origin by clicking [here](#):

Remember that the applications must:

- \* Indicate on the envelope “Subvenciones a la Traducción a lenguas extranjeras” (subsidies for translation into foreign languages).
- \* Be addressed to the “Dirección General de Política e Industrias Culturales y del Libro” (the Directorate General for Policies on Cultural Industries and Books).

### Deadline:

The term for the receipt of applications closes a month after the date of publication of the resolution, i.e. on **March 30, 2015**.

If the application is submitted:

- \* By postal mail to the General Registry: **the date of receipt will be deemed to be the date of its registration as incoming correspondence.**
- \* By postal mail or personal delivery to the diplomatic or consular representations of Spain: **the date of receipt will be deemed to be the date of its registration as incoming correspondence.**

### Documentation to be submitted:

#### 1. Application forms I to VIII.

You can obtain these application forms by clicking [here](#).

#### 2. Administrative documentation.

Nº	DOCUMENT	COMMENTS
1	<b>Memorandum of Incorporation or another document accrediting the status of the publisher in accordance with the requirements of the legislation in force in the country of origin</b>	All applicants <b>Spaniards:</b> original or certified copy. <b>Foreigners:</b> it is necessary to submit a certified translation in Spanish. You may send the original or a certified copy.
2	<b>Tax identification card</b>	Only Spanish publishing companies. Original or certified copy.
3	<b>Powers of attorney granted before a Notary Public or other document accrediting the powers of the legal representative</b>	All applicants <b>Spaniards:</b> original or certified copy. <b>Foreigners:</b> it is necessary to submit a certified translation in Spanish. You may send the original or a certified copy.
4	<b>Application form VI</b>	Only non-Spanish entities or publishing houses



	<b>Tax Residence Certificate</b>	This certificate, dated 2015 and signed by a tax authority, or another similar certificate issued by the competent authority, must be submitted in the event of being shortlisted when the amount of the financial assistance proposed is greater than € 3,000.00.
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### 3. Technical documentation

Nº	DOCUMENT	COMMENTS
5	<b>Catalogue of the publishing company</b>	Only publishing companies that do not have a copy published on their web site and do not indicate it in Appendix I
6	<b>Translation contract signed by the publishing company and the translator setting out the total amount to be paid for the translation</b>	All applicants <b>Spaniards:</b> original or certified copy. <b>Foreigners:</b> if not originally signed in Spanish, a translation must be provided. You may send the original or a certified copy.
7	<b>Curriculum of the translator</b>	All applicants. In Spanish
8	<b>Documentation accrediting the ability to market and distribute the translation</b>	Only for applications where the foreign language into which it is proposed to translate the work is not part of their linguistic region or cultural reference. You may send the original or a certified copy in Spanish.
9	<b>Application form VIII</b> <b>Documentation accrediting the agreement of the copyright holder</b> (pursuant to the Spanish Intellectual Property Act, RDL 1 dated April 12th, 1996).	All applicants. <b>Spaniards:</b> original or certified copy. <b>Foreigners:</b> if not originally signed in Spanish, a translation must be provided. You may send the original or a certified copy.

Please remember that, if the application is incomplete, the Ministry will advise you immediately through:

- \* A list of missing documents on the web site.
- \* An e-mail.

### [Informative guide for certified translations and certified copies](#)

#### 1. Translation

Spanish regulations require all documents issued abroad to be accompanied by a **certified translation** into Spanish for them to be effective in Spain.

**Which documents do I need to have translated by an official interpreter to apply for financial assistance?**

All those indicated in the notice for applications only as “Administrative documentation”.



Such translation by an official interpreter may be done:

- a) **By an official interpreter in your country of origin duly authorized and registered in Spain** (you can consult a list [here](#))
  
- b) **By any diplomatic or consular representation of Spain abroad.**

Spanish embassies and consulates do not normally offer translation services. More commonly, they certify the “correctness” of translations produced by other means by affixing a stamp to the document.

In order to carry out this kind of translation, you must contact the Spanish embassy or consulate in order to receive information on the steps to be taken.

- c) **By the diplomatic or consular representation in Spain of the country of which the applicant is a citizen or, if appropriate, the country of origin of the document.**

## 2. Certified Copies

A certified copy is one that has been compared with the original document and stamped to attest its accuracy.

For the purposes of this notice for applications, certified copies must be stamped by a public servant at the Spanish Embassy or Consulate.

### Tips:

**Retain all original documents in case you need to use the translation again in future.** Certified translations of public documents by an official interpreter render them valid for any other steps needed vis-à-vis the Public Administration in Spain. It is, therefore, recommendable that you send only **certified copies** to Spain. Such certified copies can be made through a proxy at the embassies and consular representations of Spain in your country.

**Whenever possible, sign the contract with the author or publisher, the contract with the translator and the receipt for payment directly in Spanish.** This will avoid the need to incur the cost of having them translated by an official interpreter.

### Justification of the subsidy received by the Publisher:


1. **The publishing company has a term of 2 years** counted from the date of publication in Spain’s Official State Gazette (“Boletín Oficial del Estado”) of the resolution granting the award **for the publication of the work**. The publishing company may request an extension of one year if there are reasonable grounds.

2. Once the book has been published, the publishing company must send the “Subdirección General de Promoción del Libro, Lectura y Letras Españolas” (Subdirector General for the Promotion of Spanish Books, Reading and Letters, Calle Santiago Rusiñol 8, in 28040 Madrid) the following documentation in Spanish (draft forms will be available from the web site)

- \* A brief report on the actions implemented, containing a description of the publishing project.
- \* A document accrediting that the publishing company has paid the translator for the cost of the translation using either the corresponding receipt or another document with sufficient value as proof.



- \* A signed declaration by the beneficiary setting out any other possible income or subsidies that have funded the activity, with an indication of the amount and origin of the same.
- \* Two copies of the work as published, which must contain the following texts expressly on the book's credit pages:
  - › TITLE of the work and its AUTHOR in Spanish .
  - › Name of the translator(s).
  - › Logo of the Ministry together with the following text in the language in which the work is published:

 <p>GOBIERNO DE ESPAÑA</p>	<p>MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE</p>	<p>“This work has been published with a subsidy from the Ministry of Education, Culture and Sport of Spain”</p>
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**If you wish to consult an informative leaflet, please click [here](#).**

*The present document is merely informative in nature and does not give rise in any case to any binding legal effect whatsoever for the Ministry of Education, Culture and Sport.*