

Support for Foreign Publishers Publishing Latvian literature. Guidelines for Grant Program for foreign publishers

1. General Provisions

1.1. “**Support for Foreign Publishers Publishing Latvian Literature**” is a program that has been developed by the International Writers’ and Translators’ House (hereafter referred to as IWTH) and is financed by the Ministry of Culture of the Republic of Latvia. It is administered by the IWTH.

1.2. The aim of the program “Support for Foreign Publishers Publishing Latvian Literature” (hereafter referred to as the Program) is to ensure that the best of Latvian literature is accessible and known beyond the borders of Latvia.

1.3. To achieve the aim of the Program, IWTH organizes a Grant Program for foreign publishers to provide financial support to foreign publishers publishing Latvian prose, poetry, drama, non-fiction (essays and memoirs), journalism, literature for children and young adults, comics and graphic novels, classic literature, as well as culturally and historically significant publications to Latvia in the context of current global events. This initiative aims to foster foreign publishers' interest in Latvian book publishing, literature, and its translations into various languages.

1.4. The Guidelines of the Grant Program are drawn up by the IWTH and the Grant Program is to be announced by the IWTH.

1.5. Any foreign publisher who is a legal entity and has experience in working with foreign authors has the right to take part in the Grant Program.

1.6. The Grant Program applicant can apply for financial support for the costs of publishing a book (hereafter referred to as the Project). The maximum support per Application is **2 000 euros**.

1.7. In exceptional cases, a Committee of experts may decide on allocating a greater amount of funding for one book if the Project is considered remarkable for its artistic qualities and has special potential from the perspective of promoting Latvian literature.

1.8. The Project should be completed no later than **23th of November, 2026**. **Final report and 4 copies of the printed book must be sent in by the date indicated in the Grant Agreement.**

1.9. **Only previously unpublished translations will be supported.**

1.10. The Grant Program does not provide support for eBooks, projects involving re-publication of the books or the additional print runs from previously published books.

2. How to submit Grant Program applications

2.1. Applications for the Grant Program are accepted through the IWTH website (www.latvianliterature.lv) by submitting documents (see Point 3.2.) in a special section of the website GRANTS.

2.2. The Guidelines of the Grant Program, the application form, and information on the Program procedures are available on the IWTH website at www.latvianliterature.lv.

2.3. The Grant Program takes place twice a year. Applications are accepted following the deadlines set by the IWTH. Applications submitted after the deadline set by IWTH, are not considered.

3. Drafting of and content of Grant Program applications

- 3.1. The Grant Program application must be filled out in English and uploaded on the IWTH's website: www.latvianliterature.lv. Please download the application form on the IWTH's website section GRANTS.
- 3.2. The application must include the following:
 - 3.2.1. A completed application form and budget for publishing the book in euros with the specified co-financing amount (in case there is co-financing) and total costs.
 - 3.2.2. Edited excerpt of the translation together with an appropriate fragment of the original text (for poetry from 50 to 200 lines, and prose approximately 10 000 characters with spaces);
 - 3.2.3. A resume of the translator (CV);
 - 3.2.4. A copy of the publisher's agreement with the copyright holder;
 - 3.2.5. A copy of the contract with the translator.
- 3.3. The inclusion of the publisher's catalogue or list of books it has published over the last 2 years (or a website link that shows this information) is encouraged.
- 3.4. All documents requiring a signature (3.2.1, 3.2.4. and 3.2.5) must be scanned.

4. Evaluation criteria for Grant Program application

- 4.1. Submission of all the necessary documents for the Grant Program application.
- 4.2. Translation language, its distribution area, and the number of users.
- 4.3. The status of the publisher (catalogue, specialist field, marketing efforts, special interest in translation, editorial rigour, etc.)
- 4.4. Accuracy of the budget, compliance with the market situation, etc.
- 4.5. The literary quality of the original work in Latvian.
- 4.6. Cultural context.
- 4.7. Quality of translation (the translation must be faithful to the original text in terms of style, spirit and content).

5. Eligible and ineligible costs

- 5.1. Eligible costs within the framework of this Grant Program are:
 - 5.1.1. Fee for the authors' rights / licence;
 - 5.1.2. printing costs (shipping costs and print on demand costs are not supported)
- 5.2. The Grant Program does not cover costs that has been already covered by any other source of public funds so far e.g. The State Culture Capital Foundation, The Ministry of Culture of the Republic of Latvia, and others;
- 5.3. The eligible costs are only those costs paid after the final results are announced and costs that are occurring until the deadline indicated in the Grant Agreement.

6. Evaluation process

- 6.1. The IWTH does not accept for consideration and does not support applications that do not match the aim of the Grant Program, are not submitted on time, or are not drafted in line with the requirements.
- 6.2. During the evaluation process, applications are first checked to ensure they meet the Grant Program guidelines. This includes submitting the application on time, providing all

required documents, and ensuring the estimated costs are accurate.

The Program does not support projects that have already been implemented or the implementation of which is expected before the results of the tender are to be announced.

6.3. In case the submitted CV of the translator, or publisher experience is not convincing to the Committee of experts, the Committee may request additional expertise.

6.4. The candidates for the Committee of experts are nominated and approved by the IWTH.

6.5. The working term of one Committee member lasts two years. Participation in the Expert Committee is permissible no more often than once every two years.

6.6. The Committee of experts includes 5 (five) representatives, bearing in mind the following conditions:

6.6.1. The Committee of experts can include at least one editor and/or literary scholar, and/or literary critic;

6.6.2. The Committee of experts can include at least one publisher's representative;

6.6.3. The Committee of experts can include translators having experience with foreign grant programs;

6.6.4. The Committee of experts can include at least one IWTH representative;

6.7. If an Application is submitted to the Grant Program in which the author or the publisher's representative is a member of the Committee of experts, the expert shall not participate in the evaluation of that application and shall not vote;

6.8. Before starting their work, the members of the Committee of experts shall sign a declaration of no conflict of interest in relation to the applications submitted to the Grant Program.

6.9. The Chairperson of the Committee of experts shall be nominated from the Committee of experts and confirmed by vote at the first meeting of the Committee of experts.

6.10. The Committee's decisions are valid if there are no fewer than three members present. In this case, if one of the experts cannot participate in the Committee of experts meeting, he or she can send his/her vote electronically. The Committee chairperson is selected from the members and approved by a majority vote.

6.11. The Committee makes decisions by an open majority vote. If there is no majority the chairperson's vote is the decisive one.

6.12. Decisions of the Committee of experts are recorded in minutes of meetings and confirmed with a signature by the Committee of experts and the IWTH Board Member.

6.13. The Committee evaluates the Applications based on their tangible quality and compliance with the Program's priorities (see Points 4 and 5).

7. Results of the Grant Program and signing the agreement

7.1. The results of the Grant Program will be announced to the applicants via email and published on the website www.latvianliterature.lv.

7.2. The reasons underlying the decisions will not be disclosed to the applicants.

7.3. Successful applicants will receive the agreement of the grant. The Applicant must sign the agreement and return it no later than 60 days after announcement of the results otherwise the Recipient of the Grant shall no longer be entitled to the Grant.

7.4. Grant payment is paid out after the receipt of the Final report for Grant along with Publisher's request on the invoice basis.

7.5. Additional questions or requests must be submitted via email to the Program coordinator and will be answered within 10 days. Communication between all parties must be coordinated by the Program coordinator.

8. Reports

- 8.1. For each Application supported within the framework of this Program, the Publisher must submit to the IWTH a final report. Forms of the report can be found on the website of the IWTH www.latvianliterature.lv.
- 8.2. The report deadline is set in the grant agreement. The report must be submitted by the deadline set in the grant agreement with the IWTH. By not meeting this deadline, the Grant is considered as cancelled.
- 8.3. The financial report must contain payment orders and agreement/invoice copies. All these documents, including bank statements, invoices, and other Project-related documents (those of languages other than English) must contain English translation. All payments carried out during the Project and included in the financial report, but are not carried out in the EUR currency, must be converted into the EUR currency. Conversion exchange rate date, rate, and source must be indicated. **All transactions must be made via bank.**
- 8.4. The final report obliges the publisher to deliver **4 copies** of the published book in translation to the Latvian Literature office (Ģertrūdes iela 101a, Rīga, LV1009). All postage costs must be covered by the Publisher.
- 8.5. The final report must include proof of the payment for the copyrights of the published book in translation, even if it was not granted by the expenses of the grant.
- 8.6. **The final report must contain a jpeg format picture of the book cover.**

9. Other obligations

- 9.1. In the case that the financing of the Program that has been allocated is spent in its entirety before the end of the year, the IWTH has the right to suspend the implementation of the Grant Program temporarily.
- 9.2. If during the implementation of the Project, the Publisher does not fulfil his or her obligations in the given period of time, the Project may be cancelled.
- 9.3. The IWTH does not accept for consideration applications of Publishers who have not fulfilled their previous obligations in the framework of other Projects and/or have not submitted reports concerning the Projects.
- 9.4. The support from the Grant Program must be mentioned in the publication in English or in the target language of the translation in the following wording: "This book was published with the support of the Latvian Literature platform".
- 9.5. Usage of the logo of the platform Latvian Literature is recommended.
- 9.6. Once the book is published and released in the market, the Publisher is obliged to inform the Grant Program Coordinator via email about the fact, adding a jpeg format of the book cover. All publisher's marketing activities (including social media channels) shall refer to (tag) platform Latvian Literature, indicating the following social media accounts (where applicable Facebook @latvianliterature, Instagram @latvianliterature).