

Recommendations before completing the application

How do I prepare and submit the application online?

Please note that, once you start to complete application online, you should do everything in one session. That is, you must fill in all the fields of the application, right to the end, attach the requested documents and click on the 'submit application' button, **without leaving the application page**, as an incomplete application will not be saved, and if you close the page, your data will be lost and, when you sit down to complete the application later or on the follow day, **you will have to start all over again**.

To avoid this, **we strongly recommend** that you prepare in advance all the necessary information about the publisher, the translator, the chosen publication and its budget, and have the documents requested ready to upload on your computer.

We recommend that you prepare **in advance** the following information requested:

- a concise introduction of the publisher,
- a list of translations published by the publisher in the last two years,
- a list of channels and partners for distribution of the publication,
- a concise description of activities for marketing the publication,
- a concise justification of the need for the project (relevance of the translation of the publication),
- a brief justification of the translator's professional qualifications and motivation to translate the publication.

We recommend that you prepare **in advance** the following documents which must be attached to the application:

- a copy of the contract or other written agreement with the author(s) or copyright holder(s) of the publication,
- a copy of the contract or other written document with the translator(s) of the publication,
- a free-form description of the translator's professional activities and a list of works translated (unless you provide a link in your application to publicly available free information on the translator's professional activities and a list of translated works),
- a free-form covering letter confirming the accuracy of the information provided in the application and its annexes. The covering letter accompanying the application must be signed by the head of the applicant legal entity or by a person authorised by it, accompanied by a copy of the power of attorney or other document,
- one additional document of your choice, if you consider that the information provided in the application is insufficient.

How much and what kind of costs can be financed?

- Up to 100% of the translation costs of a publication or an illustrated publication may be financed, provided that they do not exceed 70% of the total budget for the publication. For example, if you are going to spend €5,000 on the publication of a

book by a Lithuanian author, you can request a maximum of €3500 for the translation.

- Up to €1,000 can be used to finance the publication of an illustrated edition (in addition to the funding of the translation). This amount can be used to partially reimburse costs for copyright, layout, design and/or printing. As in the case of translation, it may not exceed 70% of the total budget, i.e. the total budget for the publication may not be less than EUR 1,429.

Does the publisher have to undertake to publish the publication at its own expense in the event that it is not allocated funding?

No. If a publisher does not have the financial means to publish the publication without partial funding from the Lithuanian state, we would recommend that a corresponding provision be included in the contracts signed by the publisher with authors, copyright holders and translators prior to the submission of applications.

When can I expect to receive funding for the publication?

If the publication is to be published in the same year as the application, a single-phase funding agreement between the publisher and the LCI will be concluded, whereby the full amount allocated to the project will be transferred to the publisher after the publisher has accounted on time for the full duration of the project and has sent, at its own expense, 6 copies of the publication specified in the funding agreement.

If it is planned to publish the publication published in a year other than the year of the application, a two-phase funding agreement will be concluded, whereby up to 60 % of the funding will be transferred to the publisher after the publisher has accounted on time for the use of the funds in Phase 1, and the remainder will be transferred to the publisher after the publisher has accounted on time for the whole duration of the project and has sent, at its own expense, 6 copies of the publication specified in the funding agreement.

At the time of submitting the application, we recommend that you make a responsible assessment of your capacity to publish the publication (i.e. within one or two years), indicating the timeframe for implementation of the project, as this will also determine the further commitments to be made when the corresponding funding agreement is concluded and signed.

Do documents submitted with the application in languages other than English or Lithuanian, e.g. a contract or a written agreement between the publisher and the translator, have to be accompanied by a translation into English (or Lithuanian)?

Yes. If documents are submitted in a language other than Lithuanian or English, they must be accompanied by a translation into Lithuanian or English. This translation does not require a notarial certificate of accuracy of the translation of the documents from one language to the other.