

# WELSH BOOKS COUNCIL

## WELSH-LANGUAGE PUBLISHING GRANTS SUPPORTED POSTS PROGRAMME 2017-20 GUIDELINES AND TERMS AND CONDITIONS

### 1 AIMS

The scheme aims to enable publishers to employ creative editors to help them produce a variety of quality books.

### 2 ELIGIBILITY

#### *Who may apply?*

The scheme is open to publishers who are eligible to receive Welsh Books Council publishing grants. Priority is given to applications from programme publishers, since the majority of books supported with publishing grants are published by those publishers, but other publishers who publish an annual average of seven or more books are also eligible to apply.

#### *Which posts are eligible for support?*

- The grant will support posts which are currently supported, but posts that would exist without grants will not be supported, nor posts held by owners or part-owners of publishing houses.
- The Council is eager to support full-time posts, but part-time posts and regular freelance contractual agreements are also supported, i.e. where the editor is given a contract to work for a certain number of days a year or to work on a certain number of books a year. The Council would usually wish to see the posts that are supported being for at least two days a week, or the equivalent in freelance work. The scheme does not allow for the provision of editing grants per book on an occasional basis.
- The emphasis is definitely on supporting creative editor posts. Main duties will include the commissioning of new material, dealing with writers, and handling manuscripts, including creative editing and seeing manuscripts through the press. The post-holders will have a key role in developing publishers' programmes and ensuring that titles appear promptly. A great deal of emphasis is placed on developing balanced programmes that lead to a healthy sales average for the whole programme.
- Creative editors are not expected to be copy editors, since creative editing and copy editing ask for different skills. However, creative editors are expected to do some of the initial copy editing work and to give directions to the copy editor regarding language levels, use of dialect forms etc., i.e. what the copy editing policy should be. The Council will wish to cooperate with the publishers to provide appropriate training, as necessary. (In some exceptional instances supporting a copy editor's post may be considered.)

- Creative editors will naturally be expected to contribute to some extent towards marketing work such as writing blurbs etc., but matters relating to marketing and financial control should not be prominent among the editor's responsibilities.
- These grants are directed at work on leisure titles funded by the Books Council. If a publisher receives funding from another public body (e.g. in the education sector) towards the publication of a title, alternative arrangements must be made to oversee its passage through the press.

### **3 ASSESSMENT CRITERIA AND PRIORITIES**

Applications from current recipients will be assessed on:

- the basic quality of the material published;
- the quality of the finished product as regards creative editing; copy editing; the care taken with illustrations, indexing etc.; the design and production of the books;
- the number of new authors published and the quality of their work;
- the balance of the list and its potential to appeal to different audiences and to reach average sales targets.

New applicants will be assessed on:

- the basic quality of their present output;
- the design and production standards of their present output;
- the nature of the applicant's proposed list if an editorial post is supported;
- the expected outcomes if an editorial post is supported;
- their ability to prove the need for support.

### **4 THE GRANT**

- Funding is offered for set periods of up to three years, subject to the continuation of the Welsh Assembly Government's support for the scheme.
- The grant pays 72.5% of the costs of employment (salary, national insurance and pension contributions), up to a maximum grant of £25,000 per year for a full-time post and the equivalent for part-time posts.

### **5 APPLICATION PROCEDURE AND TIMETABLE**

- Applications should be presented on the appropriate form by 19 July 2016. The publishers can expect a provisional offer before the end of September 2016, which will be confirmed once the WBC's funding for 2017/18 is confirmed by Welsh Government.
- Every publisher is welcome to provide a concise overview of how this programme and the application(s) presented contribute to their vision for the continuation and development of their publication programme over the next period.
- The application should be based on the average number of books published over the last tender period, 2013-17.

- All grants are offered in accordance with general conditions (below), **which applicants must agree to accept when submitting an application**, as well as any specific conditions which might be applied to individual applications.

## **6 PAYMENT OF GRANTS**

The grants will be paid in equal instalments at the beginning of each quarter. In the case of freelance editors the total number of hours worked over the year will be checked in February and any variance will be reconciled.

## **7 MONITORING AND EVALUATION OF WORK FUNDED**

Early in April every year an appraisal questionnaire will be sent out to the publishers for each supported post, asking about the work undertaken during the previous financial year. It is expected that the editors complete these forms and return them promptly.

Application forms and further advice can be obtained from:

Arwel Jones, Publishing Grants Department, Welsh Books Council, Castell Brychan,  
Aberystwyth, Ceredigion, SY23 2JB

Tel: 01970 624151 fax: 01970 625385 e-mail: [arwel.jones@cllc.org.uk](mailto:arwel.jones@cllc.org.uk)

## GENERAL CONDITIONS

- 1 The offer of grant is made on the basis of the information contained in the application and in any supplementary correspondence. The Welsh Books Council reserves the right to reconsider or revoke the grant awarded if details given on the application form or otherwise agreed are altered without prior agreement.
- 2 The support is for work on leisure titles supported by the Books Council.
- 3 The grant recipient shall comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter.
- 4 Grants are not payable during any period when the post falls vacant, although the Books Council may allow a very brief period of grace at its discretion. Such discretionary payments cannot be agreed retrospectively, and payments are not routinely made to cover the period of a recruitment process.
- 5 Any changes to the staffing structure, job description or persons holding the post must be agreed in advance with the Books Council.
- 6 Any new posts supported under the scheme must be advertised openly. Adverts for such posts must acknowledge the Books Council's support for the post.
- 7 A copy of the job description and copies of the applications of those who will be interviewed must be forwarded to the Books Council before the interviews are held.
- 8 The Council reserves the right to attend interviews and any new appointments must be approved by the Council.
- 9 Signed copies of each and every new contract between an individual in a supported post and the publisher must be forwarded to the Books Council as soon as they are signed (i.e. first contract and any renewal contracts which may be issued).
- 10 The publisher should inform the Books Council of lengthy periods of sick leave (of more than two weeks) as soon as the publisher is aware of the problem.
- 11 Funding for these grants is subject to continued Welsh Government funding, and grants cannot be guaranteed for more than 12 months at a time and there is no guarantee of renewal of grant after the funding period has come to an end.