



## WELSH-LANGUAGE PUBLISHING GRANTS

### GUIDELINES AND CONDITIONS

#### INDIVIDUAL BOOK PUBLISHING GRANTS

## A GUIDELINES

### 1 AIMS

The aim of the Individual Book Publishing Grants Scheme (together with the Programme Grants Scheme) is to enable publishers to publish a wide range of books of quality, in Welsh, for both children and adults, and including both leisure titles and literary works. This is the only source of funding for titles of more limited appeal.

### 2 ELIGIBILITY

#### 2.1 *Who may apply?*

The scheme is open to publishers:

- who publish regularly in Welsh;
- who have the resources to select, edit, publish and market their output effectively;
- whose titles are available in shops throughout Wales on the usual trade terms.

Applications may be considered from new publishers, but they must demonstrate their ability to meet the above requirements. They must also submit the additional material noted under *How and When to Apply*, below.

Applications cannot be accepted from authors or publishers who wish only, or primarily, to publish their own work (see **Information for Authors**, [www.wbc.org.uk/grant/awduron-authors](http://www.wbc.org.uk/grant/awduron-authors)).

Under exceptional circumstances, applications can be considered by established publishers, from Wales or beyond, that do not regularly publish in Welsh. There would need to be a strong case for the publication and assurances provided that they are using qualified and experienced Welsh language writers and editors.

#### 2.2 **Which books are eligible for support?**

- The scheme supports a wide range of books for adults and children, including leisure titles, factual books, biographies, all kinds of fiction, poetry, plays, books about literature, culture and history.
- **Exceptions.** The scheme does not fund textbooks, formal grammars, research thesis which have not been re-written, fine editions and books of very local interest.
- **Size.** In general, all books, other than books for small children, are expected to contain at least 48 pp. of text. Exceptions to this rule should be discussed in advance with the Publishing Grants Department.
- **Leisure titles.** In the case of leisure books, sales of at least 600 copies within 18 months would be anticipated before an application could be considered for a grant.
- **Literary titles.** With respect to literary titles and other works of narrower appeal, publishers must show that the proposed print-run is adequate to achieve the highest sales possible.

- **Bilingual books.** The Welsh-language parts of bilingual books may be supported, on condition that they constitute a substantial, self-sufficient unit within these publications *or* that the book in question is bilingual throughout.
- **Reprints.** Grants are available for reprints and new editions. However, no grant can be made for the reprint of a title which has already received grant-aid within the preceding year. Priority is given to grant funded titles, but grants may be made for reprints of works originally published without the support of the Welsh Books Council, provided that they conform to the requirements of the scheme.

Where there is uncertainty as to eligibility, publishers are asked to discuss their projects with the Welsh Books Council's Grants Department before submitting their application.

### 3 ASSESSMENT CRITERIA AND PRIORITIES FOR APPLICATIONS

Applications will be assessed according to the following criteria:

- the quality of the contents: each book funded is expected to be good of its kind;
- the quality of the book's production: each title supported is expected to meet professional standards of printing, design, binding, etc.;
- the publisher's ability to edit, publish, market and distribute throughout Wales;
- the publisher's ability to adhere to its publishing schedule;
- the demand for the book: with regard to leisure titles, in particular, consideration is given to whether the book is likely to fill a gap in the market. In the case of titles of more limited appeal, including literary titles, it is important to show that a book is likely to meet its optimum sales potential;
- print-run: sufficient copies must be produced to ensure sufficient stocks for at least one year.

**There will be stiff competition for these grants: it is important that each application argues the case for awarding a grant as fully as possible.**

### 4 THE GRANT

- In general the Welsh Books Council seeks to meet the difference between the costs of publishing a book and the likely income from sales of this title in the first eighteen months. Grants of more than £3000 are rarely awarded, and the right is reserved to make a contribution only in accordance with the wishes of the Panel.
- The purpose of this grant is not to pay for the company's general overheads, however a small contribution can be made towards the cost of publishing, marketing and occasional translation. [See 7 below]
- The Welsh Books Council must be satisfied, before awarding a grant, that the publisher has adequate administrative and financial resources to undertake publication of the titles for which funding is sought.

### 5 APPLICATION PROCEDURE AND TIMETABLE

- Applications must be made on the application form which may be obtained from the address at the end of this document.
- The completed form must be accompanied by the typescript of the book. (It need not have been edited.) Manuscripts are not accepted.
- In the case of translations, a copy of the original work should be submitted, together with a sample of the translation, with the application.
- In the case of reprints and new editions, publishers should supply a copy of the latest edition, with the application.

- Novice publishers must submit two applications, including complete typescripts, and firm plans for at least one further title.
- Applications are considered by the Welsh-language Publishing Grants Panel, which meets three times a year. Exact closing dates for submissions will be announced in advance on the Council's website.

## 6 COMPLETING THE FORM

The following points relate to the completion of the application form.

- **Publication date** A realistic publication date should be supplied. If the publication date is changed, it is the publisher's responsibility to pass on the relevant information to the Grants Department as soon as possible.
- **Selling price** A book's selling price should be the highest price possible which does not adversely affect sales. If an application proposes too low a price, any grant offered may be based on a higher price. In the case of a translation, it is important to bear in mind the price of the English-language version when setting the price of the Welsh-language edition.
- **Other funding** Funding from sources other than the Welsh Books Council should be secured wherever possible. This is especially important where production costs are high, as there is an upper limit to the grant which can be awarded to any application.
- **Description and reasons for publishing** Applicants should state the target readership for the book, and estimate the likely demand. More information is invited on a separate sheet.
- **Production and design costs** These costs should be set out clearly, with as much detail as possible. The Welsh Books Council cannot approve costs not clearly itemised. Remember to note the number of illustrations and photographs, the number of colours, how many colour pages are needed, etc.
- **Author costs** When calculating the grant, allow for royalties on three-quarters of the complete print-run.
- **Basic publication costs** £200 is allowed per title towards basic publication costs and £400 towards basic marketing costs. This applies only to new books and new editions, not to reprints.
- **Income** Publishers are asked to estimate sales over eighteen months by all means (direct sales, through the Welsh Books Council's Distribution Centre, etc.)

## 7 AWARDING GRANTS

- A grant must be awarded before the book is published.
- Typescripts are sent to readers, for a report. Applications are then presented to the Panel, together with the report.
- In preparing papers for the Panel, the Council will scrutinise the publisher's financial estimates and adjust them as it considers appropriate.
- The Panel may take one of six possible courses of action:
  - approve the grant unconditionally (in full, or in part),
  - approve the grant conditionally,
  - approve the grant with recommendations,
  - postpone the application,
  - reject the application,
  - or direct the application to another funder.
- If an application is rejected on the basis of a report, the publisher has the right to request a second report; if the second report is unfavourable, no grant is awarded.
- The Council may consider an application in principle, on receipt of a description of the book (with a sample of the contents, if possible) together with a rough estimate of

costs. Acceptance of an application in principle does not bind the Panel to support the application when it is ultimately submitted: it merely indicates that there is no objection in principle to the application provided that the finished work is of sufficient quality.

- Publishers who are not themselves printers are asked to submit at least **two** estimates for printing and binding with each application for grant-aid.
- All grants are offered in accordance with general conditions, (Section B below), as well as any specific conditions which might be applied to individual applications. **All applicants are expected to agree to accept these conditions when applying for a grant.**

## **8 PAYMENT OF GRANTS**

No grant can be paid before publication. Publishers should claim grants through sending the claim form, together with four copies of the published book, to the Publishing Grants Department. All changes made since submitting the original application should be entered on the claim form. Any change may affect the amount of the grant.

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

The Welsh Books Council will request two sets of sales figures for each funded title after it has been in print for up to 6 months and up to 18 months. These figures will be requested annually in September.

## **B 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 Council reserves the right to reconsider the grant awarded in cases where the published work does not correspond to the details given on the application form or otherwise agreed.
- 2 The grant recipient shall comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter.
- 3 The following acknowledgment should be made in all books which have been awarded a grant: "Mae'r cyhoeddwr yn cydnabod cymorth ariannol Cyngor Llyfrau Cymru". ["The publisher acknowledges the financial support of the Welsh Books Council".] If not acknowledged in the appropriate manner, the Council reserves the right to withhold up to 10% of the grant.
- 4 Acknowledgement of this grant and any other references to the Council must not be used in any way to imply that the Council undertakes or accepts responsibility to third parties for the grant recipient's debts or obligations (see no. 21).
- 5 All grant-aided books are required to display a 13 digit ISBN number and bar code on the cover of each publication.
- 6 The advance bibliographical information about any grant-aided book should reach the Welsh Books Council's Information Officer at least three months before publication, in accordance with the guidelines set down by the Welsh Books Council.
- 7 All information about grant-aided titles on Gwales should be updated regularly by the publisher, before and after publication of the book. Any changes in price or availability should be fed to the Council regularly, until the book is out of print and the publisher has decided not to reprint.
- 8 In the case of reprints or new editions, the year of publication of the reprint or new edition must be displayed clearly.
- 9 The author must receive and sign a contract with the publisher. Royalties should conform to trade norms (as a rule, 10% of the cover price) and should be paid regularly. The author should also be sent regular statements at least once a year.
- 10 The number of copies published must be indicated on the claim form.
- 11 Four complimentary copies of the published work must be forwarded to the Welsh Books Council when claiming the grant.
- 12 In the case of books produced by non-printing publishers, the Welsh Books Council reserves the right to request that publishers produce invoices for the printing and binding work undertaken, as well as any other relevant evidence.
- 13 The standard of editing and design will be taken into consideration in determining the final grant. In cases where the editing or design is deemed to be defective, the grant may be reduced.
- 14 If the relevant conditions have not been complied with, the Welsh Books Council may require the recipient to return all or part of any grant which may have been paid.
- 15 The publisher should inform the Welsh Books Council of any financial support received from other sources towards the publication of the book; this should be done either in the application form or in the claim form.

- 16 All books which are in receipt of a grant are required to be available through the Distribution Centre and on the Welsh Books Council's terms. The books should be available to retailers on the usual commercial terms (i.e. a minimum discount of 33.3%) unless otherwise agreed.
- 17 It is a condition that grant-aided books be delivered to the Welsh Books Council's Distribution Centre before or at the same time as they are available by other means to any distributor or retailer.
- 18 If a book is available in both Welsh and English versions, and one of those versions has received grant support, then both versions must be available through the Distribution Centre in accordance with the terms specified in conditions 16 and 17.
- 19 All grant-aided books should be in print and continuously available in the Welsh Books Council's Distribution Centre for at least one year after publication. International conditions and seasonal books, for instance some books published for Christmas, are expected. Otherwise, if a book goes out of print within a year, and the publisher is unwilling to reprint, the Welsh Books Council may claim a refund of grant of £1,000 per title.
- 20 In the case of grant funded books, it is a condition that the price of the book is not reduced substantially (e.g. in a half-price sale) for a period of eighteen months after publication. (This does not prevent the publisher from having 'special offers' or other reductions to promote books.)
- 21 All publishers are required to provide sales figures for all titles for a period of up to eighteen months from the publication date.
- 22 The publisher for himself (and others) covenants with the Welsh Books Council and their successors in title that he the Publisher will at all times hereafter save harmless and keep indemnified the Welsh Books Council from all proceedings costs claims and demands in respect of any act that might result in the breach of any law.

Application forms and further information 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)