

WELSH BOOKS COUNCIL

PUBLISHING GRANTS DEPARTMENT

ENGLISH-LANGUAGE PUBLISHING GRANTS

GENERAL TERMS AND CONDITIONS FOR SUPPORTED POSTS

- 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. Grants are usually provided for three years but may be provided for a shorter period if the Panel feels this is prudent.
- 2 All books worked on by an individual whose post is funded through the supported post scheme are regarded as 'grant-aided books' for the purposes of the conditions that follow.
- 3 The grant recipient (the publishing company) 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 during which 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 individuals holding the post must be agreed in advance with the WBC.
- 6 Copies of adverts for supported posts must include the wording "This post is supported by the Welsh Books Council". Copies of all adverts must be forwarded to the WBC upon publication.
- 7 A copy of the job description and the criteria according to which all applicants will be measured during the whole recruiting process must be forwarded to the WBC with the copies of the adverts. The WBC must agree with the criteria before any short listing is done.
- 8 The publisher must follow good practice and act according to employment law and the Equality Law during the recruitment process.
- 9 The WBC reserves the right to attend interviews. The WBC will be an observer at the interview and will not provide any advice on the recruitment process but if there is doubt as to the legality of the process, the WBC may not approve the appointment and may ask for copies of all relevant documents.
- 10 Signed copies of each and every new contract between an individual in the supported post and the publisher must be forwarded to the WBC as soon as they are signed (i.e. first contract and any renewal contracts which may be issued). Every contract must be legal.
- 11 The publisher should inform the WBC of lengthy periods of sick leave (of more than two weeks) as soon as the publisher is aware of the problem.
- 12 Funding for these grants is subject to continued Welsh Assembly 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.

- 13 The following acknowledgment must be printed on the title verso page in all books which have been awarded a grant or which have been worked on by staff whose posts are supported by grant aid: "The publisher acknowledges the financial support of the Welsh Books Council." In addition, where the logos of other funders/sponsors/supporters appear on the title verso page, cover or elsewhere in the book, the publisher must include the Welsh Books Council logo in addition to the wording given above. The financial support of the WBC should also be acknowledged at all public events aimed at promoting or marketing supported titles. Failure to include a proper acknowledgement may result in a reduction of up to 10% of the grant payable. 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. 30).
- 14 All grant-aided books are required to display a 13 digit ISBN number and corresponding bar code on the cover of each publication.
- 15 Timely bibliographical data (including ISBN, title, author, publisher, price, publication date, category and a short description) should reach the Books Council's Information Services Department a minimum of six months before publication or within two weeks of the publisher receiving an offer of grant, whichever is the shorter period. This information will then be displayed on *gwales.com*.
- 16 An image of the book cover (a good draft rather than the final version is acceptable in the first instance) should reach the Books Council's Information Services Department a minimum of three months before publication. The cover will then be displayed on *gwales.com*.
- 17 The grant recipient should use the online proforma to submit all bibliographical information and cover images. Access to the online proforma is via a password, which can be obtained by contacting the Information Services Department. Where this is not possible the grant recipient should discuss this with the Information Services Department and the Publishing Grants Department.
- 18 The publisher must update immediately all information about the title held on *gwales.com* (bibliographical information, short description and cover image) as and when any changes occur before and after publication, until the book is out of print. The grant recipient should make any necessary changes via the online pro-forma (or as advised by the Information Services Department). Additional publisher information may be submitted electronically at the publisher's discretion, including a table of contents, author biography, quotations from reviews and details of prizes won.
- 19 In addition to managing the flow of accurate information to the book trade, the grant recipient should inform the Publishing Grants Department of any delays to the publishing date (or other particulars, e.g. change of title) in good time and a minimum of three months in advance of the original publication date. If the book is not published within three months of the publication date supplied to the Publishing Grants Department, the grant may be automatically revoked.
- 20 Grant-aided books must not be published during December and no grant will be awarded to any title scheduled for publication in December. Copies of any November titles must reach the Welsh Books Council's Distribution Centre by the last Wednesday in November. Books published in December, or November titles which arrive at the Distribution Centre after this date, will be subject to a reduction of £200 in the grant payable.
- 21 In the case of reprints or new editions, the year of publication of the reprint or new edition must be displayed clearly.

- 22 The author must receive and sign a contract before the book is published and at the same time as the publisher commits to publish. Royalties must be paid regularly. The author should receive a financial statement and payment if applicable at least once a year and the author's contract should state when such royalty statements and payments may be expected.
- 23 All books worked on by staff whose posts are supported under this scheme are required to be available through the Welsh Books Council's Distribution Centre on the Books Council's terms (usually a minimum order of 60 copies of each title, but often higher, on a sale or return basis so that they can be made available to retailers on the usual commercial terms.)
- 24 It is a condition that grant-aided books are delivered to the Books Council's Distribution Centre before or at the same time as they are available by other means to any distributor or retailer, or are available at a launch or other event. The publisher is responsible for the carriage and timely delivery of books.
- 25 If a book is available in both English and Welsh 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 23 and 24.
- 26 If a publisher receives core funding from the Books Council, e.g. support for posts, then it is a condition of that funding that all titles published by the publisher, whether in receipt of individual grant-aid or not, must be continuously available through the Books Council's Distribution Centre for a period of 12 months. Titles published to tie-in with specific events such as Christmas or the World Cup, for example, are not subject to this requirement.
- 27 In the case of grant-aided books, the selling price should not be substantially reduced (as in a half-price sale) for a period of eighteen months after publication. (This does not prevent publishers from having 'special offers' or other price reductions which are part of promotional strategies but does prohibit the virtual remaindering of grant-supported titles within this period).
- 28 The UK rights of grant-aided titles must not be sold without the prior agreement of the Books Council within the first two years of publication.
- 29 All grant recipients are required to provide sales figures for all titles worked on by an employee/freelancer whose post is supported by this scheme for a period of up to two years from the publication date. The Books Council will request such figures as necessary. The Books Council reserves the right to request other, reasonable information about the performance of a grant-aided book in the course of evaluating the effectiveness of grant-aid and monitoring value for money.
- 30 If the purposes for which the grant has been offered are not fulfilled in due time, or if the relevant conditions have not been complied with, the Books Council may require the recipient to return all or part of any grant which may have been paid.
- 31 A checklist of duties for supported posts will be sent to publishers on the award of this grant. Publishers should ensure that the post holders are given reasonable scope to perform the duties listed in this document.
- 32 The publisher for himself (and others) covenants with the Welsh Books Council and their successors in title that 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 of the laws of England and Wales.