

III OPEN CALL FOR THE ACCION CULTURAL ESPAÑOLA (AC/E) PROGRAMME TO SUPPORT THE TRANSLATION AND ILLUSTRATION OF LITERARY WORKS¹

1. General Overview

The Sociedad Mercantil Estatal de Acción Cultural, SA (AC / E) is an entity established in article 166.2 of Law 33/2003 on November 3 as an asset of Public Administration and is governed by the rules contained in Title VII of said regulation, by Law 47/2003, of November 26, General Budgetary, by the Capital Companies Law, approved by Royal Legislative Decree 1/2020, of July 2, by its own Statutes and by the other general rules of the private legal system, except in the matters that the public budgetary, accounting, financial control and contracting regulations apply to it.

AC/E belongs to the state public sector in terms of general budgetary law and, according to its Statutes, its corporate purpose is to pursue a general non-commercial interest dedicated to the planning, organization and execution of exhibitions, events and initiatives for the dissemination and promotion of the cultures of Spain, activities aimed at creating an impact both at home and abroad, especially to commemorate prominent people, works and events. AC/E, therefore, is designed to promote Spanish culture and heritage within its borders and internationally.

Within the scope of its corporate purpose, AC/E administers the PROGRAMME TO SUPPORT THE TRANSLATION AND ILLUSTRATION OF LITERARY WORKS, whose mission is to support the translation of works of classic and contemporary Spanish literature of considerable cultural relevance and to increase the international visibility and recognition of Spanish literature abroad.

Facilitating our creative sector's international presence and promoting the translation of Spanish written cultural heritage through its Department of Literature and Books are central to AC/E's work. In 2022, Spain will be the Guest of Honour at the Frankfurt International Book Fair, the international book gathering at which approximately 80% of global publication rights are negotiated. The Frankfurt Book Fair is the industry's most important in the world and constitutes an excellent opportunity to promote Spanish titles in Germany and other markets of interest that are strategic for the Spanish publishing industry, such as the Anglo, French or Italian markets. We find ourselves, therefore, faced with a unique opportunity to improve the knowledge of Spanish literature abroad. This line of support is intended to take advantage of the Fair's considerable impact and to boost the chances for the internationalization of Spanish literature.

¹ Conditions corrected on October 1, 2021 over those published on June 9, 2021:

In section 4, where it reads:

"Funds may be requested for books that:

Have already been published by a Spanish press in physical book format and with commercial distribution in bookstores when these guidelines are published."

It should read:

"Funds may be requested for books that:

- have already been published by a Spanish press in physical book format and with commercial distribution in bookstores at the time the application is made to AC/E.

This requirement does not apply to applications made for Support for Translation of Samples.

Nor does the aforementioned requirement apply to:

- books published prior to the adoption of ISBN in Spain*
- works being proposed for anthologies*

The original publications can have published in other formats (such as specialized magazines or journals).

If the application does not include the ISBN, an explanation must give in the field provided for this purpose."

To be eligible for grant funds, works must be originally written in Spanish or any of the co-official languages of Spain, and whose author or authors must be EU community citizens or legal residents in our country. The accepted translation languages are German, English, French, Dutch and Italian, and the works must belong to one of the following modalities: narrative (fiction, non-fiction), essay, poetry, drama, children's and young adult literature, picture books, graphic novels or comics.

The following lines of support comprise the programme:

- Support for the translation of a full book:
Funds intended for foreign publishing houses to support the translation of a complete work of Spanish written cultural heritage into other languages.
- Support for the translation of samples:
Funds intended for Spanish agents and editors to arrange sample translations of a full work of Spanish written cultural heritage and create dossiers for promotion outside of Spain.
- Support for the illustration of translated works:
Funds intended for foreign publishing houses to pay the illustrator's fee for acquisition of rights to the illustrations included in a complete illustrated work of Spanish written cultural heritage translated into German, English, French, Italian or Dutch.
- Support for the translation of anthologies:
Funds intended for foreign publishing houses to support the translation of anthologies or selected works of Spanish written cultural heritage (short stories, poetry, drama, etc.) into other languages.

Awarding criteria for grants are governed by principles of public access, transparency, competition, objectivity, equality, and non-discrimination.

2. Award Conditions

Fund amounts granted by AC/E may be combined with other awards for the same activity made to public or private organizations or institutions so long as the amount granted by AC/E, on its own or in combination with other amounts, subsidies, or aid does not surpass 100% of the cost of translating the work. Failure to fulfil this requirement will mean the revocation of the award or return of funds if they have been dispersed.

3. Applicants

The following entities may request grant funds:

Support for the translation of complete works, support for the illustration of translated books, and support for the translation of anthologies

Legally formed **foreign** publishing houses (public or private, non-profit or for-profit) that are legal entities or natural persons registered with the equivalent of the Spanish IAE (economic activities tax) as an individual entrepreneur or independent professional in their country of tax residence may request these funds.

Support for the translation of samples of complete works

Legally formed **Spanish literary agencies and publishers** (public or private, non-profit or for-profit) that are legal entities or natural persons registered with Spanish IAE (economic activities tax) as an individual entrepreneur or independent professional residence may request these funds.

4. Application requirements and exclusions

Funds may be requested for books that:

- Were originally written in one of Spain's official languages.
- Whose author or authors must be EU community citizens or legal residents in our country.
- Belong to the following genres: prose (fiction or non-fiction), essay, poetry, drama, children's and Young Adult literature, picture books, graphic novel or comic.
- Are to be translated into one of the following languages: German, English, French, Dutch, or Italian.
- Have already been published by a Spanish press in physical book format and with commercial distribution in bookstores at the time the application is made to AC/E. This requirement does not apply to applications made for Support for Translation of Samples. Nor does the aforementioned requirement apply to:
 - books published prior to the adoption of ISBN in Spain
 - works being proposed for anthologies

The original publications can have been published in other formats (such as specialized magazines or journals). If the application does not include the ISBN, an explanation must be given in the field provided for this purpose.”

- Books that are to be published and distributed in a foreign country or countries, in physical book format and with commercial distribution in bookstores (requirement not applicable to the programme of support for translations of samples).
- Whose publication abroad is the result of a contract between a Spanish publisher, or rightsholder of the work in question, and the Publisher or publishers who acquire the rights (requirement not applicable to the programme of support for translations of samples).

Specific requirements for each line of support:

- Support for the translation of complete works, support for the illustration of translated books, and support for the translation of anthologies
 - Publish and send two copies of the translated book to AC/E's offices within a maximum of **18 months** from the time the grant is awarded. This timeframe is established with consideration for the amount of time required to produce, translate and edit a quality publication, and taking into account the momentum Spain's participation as Guest of Honour at the Frankfurt Book Fair 2022 generates for the internationalisation of our literatures.
 - Submit the financial supporting documents within **90 calendar days** of the book's publication. Documentation must be submitted **after January 1, 2022**.
- Support for the translation of samples
 - Submit the translated samples and the financial supporting documentation within **120 calendar days** of the award being granted. Documentation must be submitted **after January 1, 2022**.

Among others, the following are excluded:

- Works that were not originally written and published in one of Spain's official languages.
- Works whose author or authors are not EU community citizens or legal residents in our country.
- Works that, at the time of these guideline's publication, have not been published in paper format and with commercial circulation in bookstores in Spain. Likewise, works that are not going to be published and distributed, in their foreign edition, in printed book format and with commercial distribution in bookstores (except in the case of support for the translation of samples).
- Projects that constitute only partial translation of works (except in the case of support for the translation of samples).
- In the case of Support for the translation of samples, projects that translate the complete work will be excluded.
- For Support for the illustration of translated books, works in which the author of the illustrations is not identified.
- Merchandising products (agendas, calendars, etc.), doctoral theses, school textbooks, exhibition catalogues, unpublished and self-published works, travel guides, research papers, conference proceedings, manuals, works exclusively in digital format and / or print on demand, etc.

5. Amounts to be awarded

The maximum total amount allocated to AC/E's PROGRAMME TO SUPPORT THE TRANSLATION AND ILLUSTRATION OF LITERARY WORKS in 2021 will be **450,000 euros**, plus VAT where appropriate, which will be distributed among the different types of support.

The budget assigned to this call for proposals is limited and in no case may the sum of the amounts awarded in the different lines of support exceed the overall maximum budget of the call.

The following maximum non-final budgets are established for each line of support:

- Line to promote translation of a complete work
Budget: € 350,000
- Line to promote translation of samples
Budget: € 50,000
A maximum amount of € 400 per request is established.
- Line to promote illustration of translated books
Budget: € 40,000
- Line to promote the translation of anthologies
Budget: € 10,000

The budget surpluses of each line may be applied to the rest of the areas, as deemed by the AC/E Programming Directorate. Under no circumstances may the total maximum amount be exceeded (€ 450,000, plus VAT where applicable). The amounts awarded may cover up to 100% of the amount requested, but AC/E is under no obligation to award the same amount as is requested.

AC/E will not accept applications whose awarded amount—after assessment, weighing and budget allocation—is less than € 100, plus the possible applicable VAT.

If it is necessary to increase the budget due to some exceptional circumstance, the AC/E President will request said increase from the company's Board of Directors, after the consulting the opinion of the Management Committee.

6. Allowable expenses

The following expenses related to the translation of the work may be charged, solely and exclusively, for each of the types of support:

- Support for translation of complete works and Support for translation of anthologies:
 - Fees paid to the translator of the work, which must be accredited by means of an invoice issued by the translator to the foreign publishing house receiving the grant.
 - Invoices comprising the financial report (those from the translator to the winning publisher) may date prior to the award, but not those issued to AC/E by the grantees, which must necessarily be dated later.
- Support for translation of samples:
 - Fees paid to the translator of the sample fragments and general information about the book and its author (synopsis, biography, etc.). These expenses must be accredited by an invoice issued by the translation professional to the publisher or literary agency awarded the grant.
 - No invoice dated prior to the award (either from the translator to the publisher nor from the publisher/agent to AC/E) will be accepted.
- Support for the illustration of translated books:
 - Solely and exclusively allowable are expenses corresponding to the illustrator's fees for the acquisition of rights.
 - Invoices comprising the financial report may be dated prior to the award, while those issued by the foreign publishers to AC/E must necessarily be dated later.

7. Deadlines and Timeframes

Applications may be submitted continuously **from June 9, 2021 at 00.00 (GMT + 1) until 24.00 (GMT + 1) on December 31 of the same year**. During this period, the call will remain open and there will be two decision periods, according to the following deadlines:

- The first closing date for evaluations of applications will be September 30, 2021, and the applications received to date will be evaluated.
- The second closing will take place on December 31, 2021. In this phase, applications received between October 1 and December 31, 2021 will be evaluated.

No later than **one month** after each closure, AC/E will publish the provisional list of applications admitted for processing on its website.

If the application does not meet the requirements of this call or if the applicant does not provide the documentation required in the guidelines, the applicant will be required to correct the faults or, in the case of exclusion, present an appeal, within a maximum period of **5 business days** from

the list's publication. If this is not done, it will be understood that the applicant shall consider their request rejected.

At the end of the correction period, the definitive list of applications accepted for processing will be published on the AC/E website.

Once the proposals have been evaluated, the lists of successful and unsuccessful applicants for that particular call for applications will be published on the AC / E website. The list of the first group of awardees will be published in **November / December 2021** for projects submitted between June 9 and September 30, 2021. The list of the second group of awardees will be published in **February / March 2022** for projects submitted between October 1 and December 31, 2021.

Applicants will be able to consult the results on the AC/E website and the successful applicants will also be notified by email.

Awardees will have a maximum period of 5 business days from the publication of the list to present any claims they deem appropriate. It shall be understood that the awardee accepts the amount of the award and therefore commits to accepting these guidelines if said claim is not received within the aforementioned period, after which the final resolution will be published on the AC/E website.

If the awardee wishes to waive the amount awarded, AC/E must be notified in writing at the following address: traduccion@accioncultural.es

In the event that a successful awardee refuses their award, AC/E could, with no need for any additional process, grant the funds to the next applicant or applicants in the order determined by score, and as long as there is sufficient credit for it. In the case of the first decision period, AC/E could add the amount that an awardee has refused to the allocated budget for the second round of decisions.

In consideration of the fact that the main objective is to promote the internationalization of Spanish literature through the sale of rights and the translation of works, and taking advantage of the momentum generated by Spain's participation in Frankfurt 2022, and given the time required to produce a quality translation and editing of a book, the book for which grant funds have been received must be published within no more than 18 months from the award date (requirement not applicable to the Support of translation of samples).

8. Application process

Grant applications will be made by submitting an online form. Application forms will be made available on the AC/E website. In order to access the online form, the applicant must log in as a registered user (via email and password).

Application forms must be completed in Spanish or English. Applications made in other languages will be automatically discarded.

Required copies of original documents shall be submitted in the language in which they were originally written; if the document is written in a language other than English or Spanish, a translation into one of these two languages must also be submitted. Applicants assume responsibility for the translation's accuracy.

The number of applications accepted will vary by support programme:

- Support for the translation of complete works, support for the illustration of translated books, and support for the translation of anthologies

- Each foreign publisher may submit a maximum of **two applications** per line of support.
- Support for translation of samples
- Each publisher or literary agency may submit a maximum of **ten applications**.

In the event that the same applicant exceeds these limits, only the first requests received shall be considered and the rest automatically discarded.

Additional information and clarification of any doubts regarding this call for proposals may be obtained by writing to the following:

- Technical questions about the application: convocatoriaspice@accioncultural.es
- Questions regarding the content of the call for proposals: traduccion@accioncultural.es

9. Required documentation

The following required documentation must be attached to the online application, depending on the type of support selected:

- General documentation for all funding programmes:
- Contract for the transfer of copyright or a document that certifies that the copyright holder authorizes the applicant to carry out the translation or illustration of the work for which funds are being requested (access to downloadable models, depending on the line of support, here: [Complete works](#); [Anthologies](#); [Illustration](#); [Samples](#)). In the event that the work has more than one author, a document certifying the transfer of rights will be required for each of them.
- If the documentation is written in a language other than English or Spanish, it must be accompanied by a brief translation into Spanish or English of the general terms included in the contract. Applicants must take responsibility for the accuracy of said translation.
- If the work is free of rights in the country of destination, this information must be specified in the form.
- Distribution and publicity plan for the translated book (not required for Support of the translation of samples line).
- Documentation regarding ecological sustainability the applicant wishes to be taken into account (not required for Support of the translation of samples line).
- If declaring that the book in question has a certificate guaranteeing sustainably forested origins, the corresponding certificate or declaration signed by the legal representative of the organization or company must be attached (access to the downloadable model <https://www.accioncultural.es/media/2021/Docs/Anexo/Declaration.docx>). Not required for the Support of the translation of samples line.
- Individuals submitting applications must provide a copy of the applicant's registration in the Spanish *Impuesto sobre Actividades Económicas* (IAE) or document certifying their tax registration in the country of residence.
- Support for translation of complete works and Support for translation of anthologies:
- A scanned copy of the contract or written agreement with the translator (in the original language), signed by both the translator and publishing house representative. The contract

must include the amount to be paid to the translator. In the event that the work has more than one translator, a copy of the contract or agreement will be required for each of them.

- If the document is not written in English or Spanish, it must be accompanied by a short Spanish or English translation of the general terms of the contract. The publisher making the application assumes responsibility for the veracity of the translation.
- Translator's C.V.
- Image of the original Spanish book cover (not required for Support for translation of anthologies).

➤ Support for translation of samples:

- Dossier with the extracts to be translated and information about the author to be translated.

➤ Support for illustration of translated works:

- A scanned copy of the contract or written agreement with the translator (in the original language), signed by both the translator and publishing house representative. The contract must include the amount to be paid to the translator. In the event that the work has more than one translator, a copy of the contract or agreement will be required for each of them.
- Illustrator's C.V.
- Mock-up of the work.
- Image of the original Spanish book cover.

10. General Evaluation Criteria

Support for translation of complete works and Support for translation of anthologies:

Merits of the proposal as it relates to Spain's role as Guest of Honour at the 2022 Frankfurt Book Fair.

Maximum score: 40 points.

In no case will awards be granted to proposals that earn less than 20 points under this criterion. These works will be automatically rejected.

Said evaluation shall consider the author's professional career and the trajectory of his or her work, relevance, contribution to the literary genre in which he or she writes and impact on the field.

Assessment will also include the work's relationship to the editorial catalogue and its contribution to the goal of spreading awareness of Spanish cultural heritage, including contributions to commemorations and important cultural events in our country.

In addition to the work's intrinsic value, its value relative to the group of projects presented, the balance among different literary genres, as well as the programme's available budget will be taken into consideration.

The strategic value of the translation language as regards the objectives of Spain's participation in Frankfurt 2022

Maximum score: 10 points.

Proposals will be assessed according to the following scale: German/English: 10 points; French: 8 points; Italian: 6 points; Dutch: 4 points.
Catalogue and professional history of the publishing house requesting funds. Maximum score: 20 points. In no case will awards be granted to proposals that earn less than 10 points under this criterion. These works will be automatically rejected.
The publishing house's history, prestige, quality of its publications and contribution of its catalogue to the internationalization of Spanish literature will be taken into account. Likewise, the contract terms offered to the translator and the requested budget's capacity to carry out the proposal will also be assessed.
Translator's C.V. Maximum score: 15 points.
Value will be placed on the professional career of the translator, their experience translating Spanish literary works, awards and recognitions.
Distribution and marketing plan for the translated work. Maximum score: 10 points.
Environmental sustainability criteria Maximum score: 5 points
The implementation of sustainable publishing practices, through actions such as the use of chlorine-free paper, the elimination of shrink wrapping and the promotion of certification systems that guarantee environmentally responsible forest origins (stamps such as FSC, PEFC or Ecolabel), shall also be taken into consideration.

Support for translation of samples:

The merits of the proposal are they relate to the objectives of Spain's participation as Guest of Honour in Frankfurt 2022. Maximum score: 50 points. In no case will funds be awarded to works that do not receive a minimum score of 25 points under this criterion. These works will be automatically rejected.
Said evaluation shall consider the author's professional career and the trajectory of his or her work, as well as their relevance, contribution to the literary genre in which he or she writes and impact on the field. Assessment will also include the work's relationship to the catalogue of the editorial or literary agency, and its contribution to the goal of spreading awareness of Spanish cultural heritage, including contributions to commemorations and important cultural events in our country. In addition to the work's intrinsic value, its value relative to the group of projects presented, the balance among different literary genres, as well as the programme's available budget will be taken into consideration.

The strategic value of the translation language as regards the objectives of Spain's participation in Frankfurt 2022
Maximum score: 10 points.

Proposals will be assessed according to the following scale: German/English: 10 points; French: 8 points; Italian: 6 points; Dutch: 4 points.

Catalogue and professional history of the publishing house or literary agency requesting funds.
Maximum score: 40 points.

In no case will awards be granted to proposals that earn less than 20 points under this criterion. These works will be automatically rejected.

The publishing house or literary agency's history, prestige, quality of its publications and contribution of its catalogue to Spanish literature will be taken into account.

Support for illustration of translated works:

Merits of the proposal as it relates to Spain's role as Guest of Honour at the 2022 Frankfurt Book Fair.

Maximum score: 40 points.

In no case will awards be granted to proposals that earn less than 20 points under this criterion. These works will be automatically rejected.

Said evaluation shall consider the author's professional career and the trajectory of his or her work, as well as his or her relevance, contribution to the literary genre in which he or she writes and impact on the field.

Assessment will also include the work's relationship to the editorial catalogue and its contribution to the goal of spreading awareness of Spanish cultural heritage, including contributions to commemorations and important cultural events in our country.

In addition to the work's intrinsic value, its value relative to the group of projects presented, the balance among different literary genres, as well as the programme's available budget will be taken into consideration.

The strategic value of the translation language as regards the objectives of Spain's participation in Frankfurt 2022

Maximum score: 10 points.

Proposals will be assessed according to the following scale: German/English: 10 points; French: 8 points; Italian: 6 points; Dutch: 4 points.

Catalogue and professional history of the publishing house requesting funds.
Maximum score: 20 points.

In no case will awards be granted to proposals that earn less than 10 points under this criterion. These works will be automatically rejected.

The publishing house's history, prestige, quality of its publications and contribution of its catalogue to the internationalization of Spanish literature will be taken into account. Likewise, the contract terms offered to the translator and illustrator, and the requested budget's capacity to carry out the proposal will also be assessed.

Illustrator's C.V. Maximum score: 15 points.
Value will be placed on the professional career of the illustrator, his or her experience illustrating Spanish literary works, awards and recognitions.
Distribution and marketing plan for the translated work. Maximum score: 10 points.
Environmental sustainability criteria Maximum score: 5 points
The implementation of sustainable publishing practices, through actions such as the use of chlorine-free paper, the elimination of shrink wrapping and the promotion of certification systems that guarantee environmentally responsible forest origins (stamps such as FSC, PEFC or Ecolabel), shall also be taken into consideration.

11. Evaluation of applications and selection of proposals

AC/E will undertake the evaluation of proposals admitted for processing, together with an external evaluation Committee comprised of:

- An expert proposed by the General Directorate of the Book and Promotion of Reading.
- An expert proposed by the Spanish Association of Writers - Translators Section.
- An expert proposed by the Federation of Publishers Guilds of Spain.
- One person proposed by the Federation of Professional Illustrators Associations (FADIP).
- Up to two experts proposed by AC/E.
- A representative of AC/E.

In accordance with the criteria established in these guidelines, the Assessment Commission will assess the applications and collect, if necessary, additional information from the interested parties. The Evaluation Committee will prepare a report with the evaluation of the projects presented.

Proposals that do not exceed the threshold of 50 points will not be selected.

However, a score greater than 50 points does not necessarily imply an award of any amount, as the amount depends available funds.

Once the applications have been evaluated, the Commission will select the projects with the highest overall score until the available funds are exhausted. The award amounts will be proposed by the Evaluation Committee and will correlate to the score obtained by each application.

In the event that two or more applicants have the same score, the tiebreaker will be decided based on the number of points obtained in the criterion of cultural interest. If they also have the same score in this criterion, the following criteria will be considered, in this order: the catalogue and history of the requesting publisher/agency and, secondly, the strategic value of the translation language of the work.

The award amount proposed by the Committee may never exceed the amount requested by the publisher or literary agency.

The Evaluation Committee will prepare an opinion in which each one of the presented proposals will be evaluated. The evaluation and selection will be carried out based on the criteria included in these guidelines, qualitatively evaluating and weighing their score with the points established in the call for proposals. The opinion will be sent to the Programming Directorate, who will in turn submit a reasoned proposal to the AC/E presidency to issue an award decision.

12. Invoice and payment procedure

The amounts awarded will be dispersed following the completion of the work, the fulfilment of the requirements and the delivery and validation of the required financial documentation.

The amount awarded is considered a “provision of services,” therefore, an invoice shall be requested to justify and pay the expense, which is not considered a subsidy or donation. The awardee provides a service for AC/E, acting as an “intermediary on its own behalf” that assumes the approved expenses, manages them and invoices them to AC/E with prior justification.

Compensation is the economic contribution made by AC/E for the advancement and promotion of Spanish Culture, an activity integral to its corporate purpose that pursues a general interest, under its status as a commercial company of the State and with a relationship of a nature legal-private with the successful applicants. AC/E is a public entity, wholly owned by the Spanish Ministry of Finance, subject to public regulations, tax resident in Spain and subject to VAT in the exercise of its business activity.

For all types of support, the general documentation must consist of an invoice, financial report, proof of payment, and signed statement. In addition to this documentation, depending on the type of support requested, specific documentation (consult section 12.2) will also be required.

12.1. General documentation:

12.1.1 Invoice

Invoice from the awardee to AC/E for the amount awarded or for the amount of justified expenses; the invoice shall include the details of the invoice issuer and recipient, and the requirements detailed below.

Any invoice from the awardee to AC/E dated prior to the award will not be accepted. Similarly, no invoice dated prior to January 1, 2022 will be accepted.

Awardees with tax residence in Spain:

Recipient information:

Sociedad Mercantil Estatal de Acción Cultural S.A.
C / José Abascal, 4-Planta 4
28003 Madrid
NIF: A81553521

Issuer details:

Name or company name, address and NIF
Complete bank details: IBAN and Swift code.

The amount awarded is VAT excluded; as it is considered a provision of services subject to VAT, the corresponding VAT shall be charged on the invoice. However, if the issuer of the invoice considers that the operation is exempt or not subject to VAT, it will include a note on the invoice referencing the article of the applicable VAT Law.

If, due to its fiscal status, the awardee does not have the obligation to issue an invoice, it will issue a certificate or letter signed by the corresponding person in charge in which the payment of the amount awarded will be requested; the aforementioned recipient and issuer details shall be included and the issuer will declare that it is not obliged to issue an invoice, providing legal justification and referencing the article and the applicable law.

Awardees with tax residence in the European Union (EU):

Recipient information:

Sociedad Mercantil Estatal de Acción Cultural S.A.
C / José Abascal, 4-Planta 4
28003 Madrid
Intracommunity VAT number: ESA81553521

Issuer details:

Invoices must include the awardee's intracommunity VAT number as registered in the VIES (VAT Information Exchange System), as well as its name or company name and address. The invoices must contain the complete bank details of the issuer, the IBAN and the Swift code.

The "reverse charge" is considered applicable. The amount awarded is VAT excluded, the issuer of the invoice does not have to charge AC/E VAT in their country, the service is subject to VAT in the recipient's country. The recipient-receiver of the service (AC/E) is the taxpayer. It is an "intra-community acquisition of services."

The issuer will include a note on the invoice indicating that the operation is "VAT not subject to reverse charge" and mentioning the article and the applicable VAT Law in your country.

AC/E will declare these operations in the Spanish Tax Agency, form 349 "Summary declaration of intra-community operations."

If the awardee considers that "reverse charge" is not applicable, has no obligation in its country to be registered in the VIES and therefore does not have an Intracommunity VAT number, is not a VAT-taxable person, does not carry out business or professional activity, or represents any other fiscal situation, it will include a note to this effect on the invoice, indicating "not subject to VAT" or "VAT exempt" and referencing the specific article and VAT Law or the corresponding law applicable in your country.

If, due to its fiscal status and legislation in its country, the awardee does not have the obligation to issue an invoice, it will issue a certificate or letter signed by the corresponding person in charge in which the payment of the amount awarded will be requested; the aforementioned recipient and issuer details shall be included and the issuer will declare that it is not obliged to issue an invoice, providing legal justification and referencing the article and the applicable law in your country.

Awardees with tax residence outside the European Union

Recipient information:

Sociedad Mercantil Estatal de Acción Cultural S.A.
C / José Abascal, 4-Planta 4

28003 Madrid
NIF and Intracommunity VAT number: ESA81553521

Issuer details:

The invoices must include the issuer's complete information (name or company name), address and NIF (tax identification number) and bank details: Swift code, account number, account holder and name of the bank, and ensure that their bank accepts transfers in euros.

The amount awarded is considered VAT (or tax in the awardee's country) included.

If, due to its fiscal status and legislation in its country, the awardee does not have the obligation to issue an invoice, it will issue a certificate or letter signed by the corresponding person in charge in which the payment of the amount awarded will be requested; the aforementioned recipient and issuer details shall be included and the issuer will declare that it is not obliged to issue an invoice, providing legal justification and referencing the article and the applicable law in your country.

In addition to all of the above, individual entrepreneurs or independent professionals must also submit:

Awardees with tax residence in Spain:

If the award carries out business or professional activity in Spain, he or she must be registered in the Economic Activities Tax (IAE).

The invoice will have personal income tax withholding (IRPF) if the awardee is registered in a professional activity of the IAE (if the registration is in a business activity, IRPF will not be withheld, and in this case the awardee will be asked to indicate in which section of the IAE you are registered).

Awardees with tax residence in the European Union (EU):

If the awardee performs business or professional activity in an EU country, they must be registered in their country's equivalent to the IAE, if so required by their country's legislation.

The awardee will be asked for a "Certificate of tax residence issued by the tax authorities of your country for the purposes of the Double Taxation Agreement between Spain and *country of tax residence*" since AC/E must have the document certifying your tax residence in order to either proceed or not proceed with tax withholdings on the amount awarded.

Awardees with tax residence outside the European Union (EU):

If the awardee performs business or professional activity in an EU country, they must be registered in their country's equivalent to the IAE, if so required by their country's legislation.

The awardee will be asked for a "Certificate of tax residence issued by the tax authorities of your country for the purposes of the Double Taxation Agreement between Spain and *country of tax residence*" since AC/E must have the document certifying your tax residence in order to either proceed or not proceed with tax withholdings on the amount awarded.

12.1.2. Financial reporting

A report will be presented with copies of the supporting invoices up to the total amount awarded.

The template for the presentation of the Financial Report to be used by awardees may be downloaded from the [following link](#). This template must be submitted in Excel format for review by AC/E's Finance Department and as a PDF with the signature of the awardee's legal representative.

Please recall that invoices comprising the economic report for Support for **translation of samples may not have been dated prior to the award**.

Attention: If the VAT paid on these invoices is deductible for the awardee, the taxable base of the invoice issued to AC/E will only include the taxable amount; if VAT is not deductible, then the invoice will include the total amount of each invoice (VAT included). This criterion is applicable to any other tax or similar charge.

For conversion into euros when appropriate, information published by the Bank of Spain for currencies listed with European Central Bank shall be used (<https://www.bde.es/webbde/es/estadis/infoest/tipos/tipos>)

12.1.3. Proof of Payment

Documents proving that the publisher / agency has paid the professional (translator, illustrator) their fees (proof of transfer received, or other documents that prove payment).

12.1.4. Declaration of Other Possible Income

Declaration signed by the awardee stating other possible income, aid or subsidies that have financed the translation or illustration activity, indicating the amount and origin of funds (in Spanish or English).

12.2. Specific documentation:

Depending on the type of support requested and in addition to the previous documentation (invoice, financial report, documents that prove payment and signed declaration), the awardees must send the following to AC/E within the established timeframe:

- Support for translation of complete works, Support for translation of anthologies and Support for illustration of translated books:
 - Two physical copies of the translated book, which must be received by AC/E within a maximum period of **18 months from the award**. Send to the attention of:

Ainhoa Sánchez Mateo
Calle José Abascal, 4, 4 planta
28003 Madrid
Spain
 - Awardees must submit the proof of expenses electronically to traduccion@accioncultural.es and in digital format within a maximum period of **90 calendar days** from the book's publication.
- Support for translation of samples:
 - The awardees must submit electronically (traduccion@accioncultural.es) and in digital format, the translated samples and proof of expenses, within a maximum period of **120 calendar days** from their award.

Only when the awardee has submitted the aforementioned documentation, and once it has been reviewed and approved by AC/E's Financial Department, will the awarded amount be paid in a single payment by bank transfer within a maximum period of thirty (30) calendar days from the invoice issue date.

Payment will be made only to the awarded entity and into accounts at financial institutions in the awardee's country. Payments will not be accepted at financial institutions in countries other than the awardee's own.

13. Awardee obligations

- General obligations for all types of support
 - Accept the content of these guidelines and comply with the obligations derived from them, as well as the jurisdiction of the Spanish courts.
 - Assume responsibility for the veracity of the information included in your request.
 - Notify AC/E if you obtain other funds, subsidies or aid (whether public or private, from any national or international entity or administration) for the same purpose.
 - Awardees authorise AC/E to exhibit copies of all works in translation solely for grant promotion purposes in the press, social media, events for publishing professionals in which AC/E may take part, etc., as well as Spain's 2022 Guest of Honour pavilion.
 - In the event that after the awardee has accepted the award amount, there are duly justified changes to the approved terms of the project, these changes must be communicated to traduccion@accioncultural.es as soon as possible, so that AC/E may confirm its decision to keep the award amount given the proposed change. AC/E commits to notifying the awardee in writing of its acceptance of the changes as soon as possible.

In addition to the general obligations, depending on the type of support requested, awardees commit to:

- Support for the translation of complete works and Support of the translation of anthologies
 - On the translation's copyright page and in the language of the translation, the publisher will include the AC/E logo and the names of its partners, if any, as well as the following mention in the language of translation: "Support for the translation of this book was provided by Acción Cultural Española, AC/E."
 - The title page will also include the following line: "Translated from Spanish (or co-official language) by _____ (name of translator)."
 - Prior to the book being printed, awardees must send proofs of the credit pages containing the aforementioned statements in advance traduccion@accioncultural.es with time for approval.
 - The book must be published within a maximum period of **18 months** from the date of the award and two physical copies sent to AC/E by that date to the attention of:
Ainhoa Sánchez Mateo
Calle José Abascal, 4, 4 planta
28003 Madrid
Spain

- Supporting financial documentation/proof of expenses must be submitted within a maximum period of **90 calendar days** from the book's publication.

- Support for the illustration of translated books
 - On the translation's credits page and in the language of the translation, the publisher will include the AC/E logo and the names of its partners, if any, as well as the following mention in the language of translation: "Support for the illustration of this book was provided by Acción Cultural Española, AC/E."
 - The title page will also specify the name of the illustrator.
 - Prior to the book being printed, awardees must send proofs of the credit pages containing the aforementioned statements in advance to traduccion@accioncultural.es with time for approval.
 - The book must be published within a maximum period of **18 months** from the date of the award and two physical copies sent to AC/E by that date to the attention of:
Ainhoa Sánchez Mateo
Calle José Abascal, 4, 4 planta
28003 Madrid Spain
 - Supporting financial documentation/proof of expenses must be submitted within a maximum period of **90 calendar days** from the book's publication.

- Support for the translation of samples:
 - Send the supporting economic documentation and the translated samples to traduccion@accioncultural.es within a maximum period of **120 calendar days** from the date of the award.

14. Regulation of refunds and revocations of the award amounts

Grants will be revoked if the recipient fails to meet these terms and conditions by:

- Providing false or inaccurate information to secure the award.
- Altering the conditions on which the project is based, failing to fully or partially fulfil the goal, activity, or project concerned, or failing to act as required by the terms and conditions governing the award.
- Failing to provide supporting documents or providing insufficient supporting documents, as established in these terms and conditions.
- Resisting, refusing, obstructing or hindering the financial verification and controls described in these terms and conditions, or failing to meet accounting, registration or document retention obligations, should that render it impossible to verify the use given to the funds awarded, the fulfilment of the goal, or the completion and lawfulness of the activities for which funding is provided, or simultaneously receiving other funds without compensation, grants, income, resources, or aid intended for the same purposes, from any authorities or public or private institutions, be they national, EU, or international.
- Failure to provide supporting documents within the established timeframe.

In the event of a refund, interest for late payment will apply. Recipients found guilty of any cause listed above must refund all or part of the amount received and pay interest for late payment, as applicable. This obligation is independent of all such penalties as may apply. In the case of corporations or institutions that have been dissolved or liquidated, their members or shareholders will be held jointly and severally liable for any outstanding payments, up to the limit of the liquidation percentage assigned to them.

A refund may be claimed within five years from the due date for submitting the required supporting documentation. Calculation of that period may be interrupted:

- By any action taken by AC/E with the formal acknowledgement of the recipient intended to determine that a cause for refund exists.
- By any legal action taken, a referral to the criminal courts or the lodging of a complaint before the Prosecutor's Office, or by actions carried out with the formal acknowledgement of the recipient while said actions are occurring.
- By any credible action taken by the recipient to pay the award or make a refund and generally, any action acknowledging the obligation to refund.

However, once the given timeframe has elapsed, a refund may be claimed pursuant to a court or administrative decision or the request of a monitoring and financial control body, provided that the 5-year limitation under civil regulations still applies.

15. Data protection

15.1. Compliance

The parties commit to complying with current regulations in relation to the protection of personal data, specifically with Regulation 2016/679 of the European Parliament and of the Council from April 27, 2016, regarding the protection of individuals as regards the processing of personal data and the free circulation of these data (hereinafter, RGPD), and commit to adopting all the security measures required by said regulation and by any other that carries it out or complements it.

Specifically, AC/E will process the personal data of awardees and their staff for the sole purpose of managing the contractual relationship. AC/E may process identification data, contact data, commercial information and data related to transactions of goods and services for this purpose, being the legitimate basis needed for the execution of the contract. Said data will be kept for as long as the contractual relationship lasts and, once it has ended, for as long as it is bound by legal requirements.

15.2. Personal Data

AC/E may communicate the personal data of awardees or their staff, even to a third country or international organization, when necessary for its execution. Apart from the aforementioned purpose, AC/E will only communicate personal data to third parties when it is necessary for the fulfilment of a legal obligation, for the fulfilment of a mission carried out while exercising of public powers or for to satisfy legitimate interests, provided that the interests or rights and freedoms of the awardees or their personnel do not prevail.

15.3. Awardee Rights of Access

Awardees or their staff may exercise their rights to access, rectification, deletion (including the right to be forgotten), opposition, limitation of treatment, portability and not to be the subject of

automated decisions through a means that leaves the request recorded. Likewise, awardees and their staff can request the protection of the Spanish Agency for Data Protection.

15.4. Confidentiality

Likewise, awardees are obliged to treat information confidentially and will not reproduce, publish or disseminate any commercial, financial or technical information that they may learn as a result of their relationship. Awardees assume the obligation to maintain strict professional secrecy regarding all matters related to AC/E. In no instance may documents or information be used for purposes other than those provided for in these guidelines. Awardees agree to transfer this obligation to their staff and especially to those who move to the AC/E facilities and answer to its compliance.

15.5. Disclosure

AC/E agrees not to disclose information awardees have designated as confidential; in particular, technical or commercial secrets and confidential aspects of applications. In no case will the principle of confidentiality be absolute, and the rest of the principles of public procurement and other AC/E application regulations must be respected.

16. Spanish Jurisdiction

These terms and conditions will be governed by the laws of Spain. Any interpretation, conflict, or disagreements controversies that may arise will be subjected to Spanish courts.