

BOOKS COUNCIL OF WALES
PUBLISHING GRANTS DEPARTMENT

ENGLISH-LANGUAGE PUBLISHING GRANTS

GENERAL TERMS AND CONDITIONS FOR INDIVIDUAL LITERARY BOOK GRANTS

- 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 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 number of copies printed must be indicated on the claim form. The grant recipient should notify and seek the consent of the Publishing Grants Department of any changes to the proposed print run in advance. The Welsh Books Council reserves the right to reduce the grant if the print run is altered.
- 4 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. 28).
- 5 All grant-aided books are required to display a 13 digit ISBN number and corresponding bar code on the cover of each publication.
- 6 Timely bibliographical data (including ISBN, title, author, publisher, price, publication date, category and a short description) should reach the Books Council's Information Officer 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*.
- 7 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 Department a minimum of three months before publication. The cover will then be displayed on *gwales.com*.
- 8 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.
- 9 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.

- 10 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. Any grants that are unclaimed 12 months after the publication date noted on the form will be automatically cancelled.
- 11 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.
- 12 In the case of reprints or new editions, the year of publication of the reprint or new edition must be displayed clearly.
- 13 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. Royalties or fees should conform to the usual trade practice, but the Books Council usually awards grants on the basis of a royalty of 10% of the cover price (gross) for books which receive Individual Literary Book Grant, a Literary Commission Grant or a book included in a Revenue Publishing Programme. However, where there is a discount to the trade in excess of 55% then the publisher may negotiate a different royalty for books sold at the higher discount (e.g. a percentage of net receipts). 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.
- 14 The publisher must complete a claim form and provide four complimentary copies of the published work to the Welsh Books Council when claiming the grant (alternatively the publisher may notify the Publishing Grants Department that the title is available at the Welsh Books Council's Distribution Centre and instruct them to take four complimentary copies from stock).
- 15 It is a condition that books funded under this scheme must be distributed within Wales by the Welsh Books Council's Distribution Centre. Publishers from outside Wales must, in addition to the actions in clause 14 above, send an agreed amount of copies to the Welsh Book's Council's Distribution Centre before payment of the grant can be released.
- 16 All non-printing publishers are required to retain invoices for the printing and binding work undertaken. The Welsh Books Council reserves the right to request these or any other relevant evidence of expenditure. Publishers are also required to seek a minimum of three quotes to establish the most competitive prices for typesetting and printing at least every 3 years, although more frequent comparisons are recommended.
- 17 Printer-publishers should keep a record of the prices charged in-house for printing books and these should reflect the prices charged to other customers for similar services. The WBC reserves the right to request these or any other relevant evidence of expenditure.

- 18 In the case of any grant-aided book, the Books Council should be informed of any financial support received towards the publication of the book from any source other than the Welsh Books Council.
- 19 The standard of the editing work undertaken and the book's general quality of design and production will be taken into consideration in determining the grant offered and the final grant paid. In cases where the editing or the general design or production is deemed to be substandard, the grant may be reduced. Such substandard editing, design or production may also be taken into account when considering future grants.
- 20 All books which are in receipt of a grant 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).
- 21 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.
- 22 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 19 and 20.
- 23 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.
- 24 All grant-aided books should be in print and continuously available in the Books Council's Distribution Centre for at least one year after publication. In the event that sale of rights is secured within the initial twelve months after publication that a grant-supported title must be kept in print, the publisher should seek approval and guidance from the Books Council's Grants Department, or face the possibility of having to repay a portion of grant. If a book is unavailable or out of stock during the first year of publication, the Books Council may claim a refund of grant of £1,000 per title. International co-editions and seasonal books, for instance some books published for Christmas, are excepted. Care must be taken that availability is not affected by, for instance, problems with binding, or inadequate print runs. It is the publisher's responsibility to ensure that books reach the Distribution Centre in good time to meet this condition.
- 25 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.)
- 26 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.
- 27 All grant recipients are required to provide sales figures for all titles 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.

- 28 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.
- 29 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.