



CYNGOR LLYFRAU CYMRU BOOKS COUNCIL of WALES

MAE'R DDOGFEN HON HEFYD AR GAEL YN SAESNEG / AN ENGLISH-LANGUAGE VERSION OF THIS DOCUMENT IS ALSO AVAILABLE

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ENGLISH-LANGUAGE PUBLISHING GRANTS GUIDELINES SUPPORTED POSTS

1 AIMS

Grants are available for Editorial and Marketing posts to help publishers produce high-quality books and to promote these books.

The maximum grant available for a single, full-time post is £15,000 or 75% of costs (including the salary and employer NI contributions), whichever is the smaller. While the Books Council encourages the creation of full-time posts for full employees, part-time posts and regular ongoing freelance contractual agreements are acceptable. This scheme does not support the use of multiple freelancers.

A separate scheme for Supported Posts for Welsh-language publishers is administered by the Books Council of Wales.

2 ELIGIBILITY

Who may apply?

Publishers in Wales with an ongoing, high-quality publishing programme of Welsh writing in English which is of literary or cultural merit.

3 ASSESSMENT CRITERIA AND PRIORITIES

Publishers of high-quality books of literary or cultural merit will be prioritised for support under this scheme.

Current recipients will be assessed on:

- the quality of the work done by individuals whose posts are supported by this scheme;
- the value of the individual post within the company;
- the editorial quality of the publisher's relevant list, in the case of supported editors;
- the sales figures and profile of the publisher's relevant list, in the case of supported marketing posts.

New applicants will be assessed on:

- commitment to high-quality Welsh writing in English;

- the production and design standards of existing publications;
- the job description for the supported post;
- a list of anticipated outcomes against which the success of the post may be judged;
- their demonstration of a need for funding.

4 THE GRANT

The total annual budget for this scheme is in the region of £100,000.

The maximum grant available for a single, full-time post is £15,000 or 75% of costs (including the salary and employer NI contributions), whichever is the smaller.

5 APPLICATION PROCEDURE AND TIMETABLE

Grants are normally awarded for a three-year period. The next application deadline, as well as details regarding the funding period and estimated time of decision is available on the Books Council's website.

New applicants are invited to request further information on eligibility and the application procedure from the address below.

6 PAYMENT OF GRANTS

Grants are usually paid quarterly, in advance.

7 MONITORING AND EVALUATION OF WORK FUNDED

The Books Council will ask publishers to provide lists of the titles worked on by staff supported by this scheme and will, from time to time, assess the quality of output and/or the sales of relevant titles.

Application forms and further advice can be obtained from:

**Publishing Development Department, Books Council of Wales
Castell Brychan, Aberystwyth, Ceredigion, SY23 2JB
Email: english.grants@books.wales**



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ENGLISH-LANGUAGE PUBLISHING GRANTS

GENERAL TERMS AND CONDITIONS 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 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 Publishing Development Subcommittee 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 BCW.
- 6 Copies of adverts for supported posts must include the wording "This post is supported by the Books Council of Wales". Copies of all adverts must be forwarded to the BCW upon publication.
- 7 A copy of the job description and the criteria according to which all applicants will be measured during the recruiting process must be forwarded to the BCW with the copies of the adverts. The BCW must agree with the criteria before any shortlisting 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 BCW reserves the right to attend interviews. The BCW 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 BCW 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 BCW 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 BCW of lengthy periods of sick leave (of more than two weeks) that may require bringing in external staff coverage as soon as the publisher is aware of the problem.
- 12 Funding for these grants is subject to continued Welsh Government funding. 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.

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 Books Council of Wales." 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 Books Council logo in addition to the wording given above. The financial support of the BCW 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 Books Council undertakes or accepts responsibility to third parties for the grant recipient's debts or obligations (see no. 30).

All grant-aided books are required to display a 13-digit ISBN number and corresponding bar code on the cover of each publication.

Timely bibliographical data (including ISBN, title, author, publisher, price, publication date, category and a short description) should reach the Books Council's Sales and Information 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*.

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 Sales and Information Department a minimum of three months before publication. The cover will then be displayed on *gwales.com*.

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 Sales and Information Department. Where this is not possible the grant recipient should discuss this with the Sales and Information Department and the Publishing Development Department.

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 Sales and Information 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.

In addition to managing the flow of accurate information to the book trade, the grant recipient should inform the Publishing Development 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 Development Department, the grant may be automatically revoked.

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 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.

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. 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.

All books worked on by staff whose posts are supported under this scheme are required to be available through the 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.)

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.

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.

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.

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).

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.

All grant recipients are required to provide sales figures for all titles worked on by an employee 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.

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.

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.

The publisher for themselves (and others) covenants with the Books Council and their successors in title that the publisher will at all times hereafter save harmless and keep indemnified the 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.