



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

MAE'R DDOGFEN HON HEFYD AR GAEL YN GYMRAEG / A WELSH-LANGUAGE VERSION OF THIS DOCUMENT IS ALSO AVAILABLE

ENGLISH-LANGUAGE PUBLISHING GRANTS  
GUIDELINES  
ADVANCES/FEEES FOR AUTHORS AND ILLUSTRATORS

## 1 AIMS

The Advances/Fees to Authors and Illustrators Scheme enables publishers in Wales to commission books of wide appeal which will help them to increase sales, target new markets and develop their future publishing programmes as a whole. The scheme is designed primarily to provide advances on royalties for writers, but may also be used to provide flat fees for contributors to multiple-authored volumes and to support the commissioning of illustrations. Preference will be given to authors/illustrators with a proven publishing and sales track record, but this does not preclude publishers applying on behalf of new authors/illustrators of particular potential. We welcome applications for books that help to increase diversity in the provision available, in particular work that articulates the life experiences of black, Asian and minority ethnic writers, as well as others with the protected characteristics of the Equality Act 2010.

The Books Council of Wales administers a separate commissions grant scheme for Welsh-language writers, for which guidelines are available.

## 2 ELIGIBILITY

### ***Who may apply?***

This scheme is open to publishers in Wales who have a regular publishing programme, or have viable plans to establish such a programme. Authors may not apply.

### ***Which authors and books can be commissioned?***

A wide range of authors and books can be supported under this scheme. The following list gives the main eligible categories. It is possible that titles in other categories may be funded:

- if they are likely to generate significant revenue which will allow a publisher to invest in its programme of Welsh writing in English *and/or*
  - if they are of significant Welsh interest.
- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Art & architecture             | • History (but not local history) |
| • Biography                      | • Literature                      |
| • Children's books               | • Music, stage and screen         |
| • Comic books and graphic novels | • Photography                     |
| • Cookery                        | • Reference                       |

- Cultural history
- Cultural tourism (but not guidebooks)
- Current affairs
- Fiction
- Religion and spirituality
- Nature
- Sport
- Travel

The following categories are not generally eligible for support:

- Address books, journals, diaries, etc.
- Antiques and collectables – user guides
- Building
- Business
- Do-it-yourself
- Education: teaching methods and materials (except where these directly relate to Welsh writing in English)
- Family
- Finance
- Games and puzzles
- Guidebooks
- Health and fitness
- Holiday
- Home and garden
- Hobbies
- Languages
- Law
- Lifestyle
- Local history
- Maps and guides
- Self-help
- Technical manuals

Neither of the above lists is comprehensive. Where there is uncertainty as to eligibility, publishers are asked to discuss their projects with the Books Council's Publishing Development Department before submitting an application. Contact information can be found at the end of this document.

Please note that to avoid double-funding publishing projects, the Publishing Grants Subcommittee will consider the following questions:

- Has the author received a full-time salary to work on the material that is to be published?
- Has any form of remuneration, such as a period of paid sabbatical leave, grant funding (from a source other than BCW), a scholarship, bursary or financial prize been awarded to work on the material prepared for the publishing project?
- Is a source of funding such as those listed above available for the proposed work?
- Is there a connection between the work to be published and the post held by the author?
- If the author is employed by a university, will the proposed publication be submitted for the REF?
- Has the work been completed outside working hours or in addition to the expected responsibilities relating to a post?
- Without the award of funding is the work likely to be published (at all / in Wales)?
- Does the application present a sufficiently strong need for funding?

If the Publishing Grants Subcommittee believe that the work has or should be funded from a source other than BCW they will consider the following options:

- To provide funding for no more than 50% of the maximum sum allowable by the scheme.
- In cases where the Subcommittee are not convinced that sufficient need has been shown and that the work has received significant funding from another source, the application may be rejected for funding.

### 3 ASSESSMENT CRITERIA AND PRIORITIES

Applications will be assessed according to the following criteria:

#### **Book**

- the book's likely market appeal;
- the likely quality of the book's content and production;
- the sales forecast;

**N.B.** It is expected that titles funded under this scheme will reach a sales target of 2,000 copies within 18 months. Consistent failure by a publisher to meet this target will be considered in future applications.

### ***Publisher***

- the strength of the publisher's current list and programme, particularly in the area of Welsh writing in English;
- the degree to which this list is likely to benefit from revenue generated by the proposed project;
- the publisher's willingness to offer competitive discounts;
- the publisher's previous sales record (for books in receipt of similar grants);
- the publisher's track record in keeping to publishing timetables;

**N.B.** In the case of new and emerging publishers without established lists, please contact the Publishing Development department to discuss alternative ways to demonstrate eligibility, which may include proposed programme lists, confirmed titles, relevant sales figures or other examples where appropriate.

### ***Author/Illustrator***

- the author/illustrator's track record (success/sales of previous titles where applicable), appropriateness for proposed commission, standard of work, ability to deliver work on time);
- the projected completion date. If a large sum is awarded, it is normally expected that the work will be completed within a calendar year or less;

### ***Relevance to Wales***

- where all other factors are equal, preference will be given to projects involving Welsh or Wales-resident authors and illustrators, and/or books about Welsh subjects.

## **4 THE GRANT**

- The total annual budget for this scheme is in the region of £50,000.
- The maximum grant will be £10,000 for a single title (though please note that the majority of grants awarded will not reach the maximum sum). The grant may meet 100% of the proposed advance/fee. The fee paid to the author may exceed customary/expected royalties for the first print run.
- The grant will normally be made as an advance against royalties, but publishers may also apply for a flat fee payment for certain projects where appropriate (e.g. multiple-authored volumes or commissioning illustrators).
- The grant can contribute only to an author/illustrator's advance or fee; payments for research or other costs are not eligible, although the author/illustrator may use their advance or fee to cover such costs.
- The publisher will be responsible for drawing up an appropriate contract and paying the author/illustrator whom they commission. The publisher may discuss the application for a grant with the author (and is advised to do so), but should make it clear that the grant is payable to the publisher and that all publisher–author relations should be laid out in the contract according to usual industry practice.
- The publisher should ensure that the contract with the author includes a clear timetable for delivery of the work and a payment schedule. It should also include clear provision for repayment of any advances, should the work not be delivered as agreed.
- It is the publisher's responsibility to reclaim any advances in the event of default on the part of the author. The Books Council will reclaim all and any grants paid to the publisher where a book is not published due to failure to deliver a completed manuscript on the part of the author.

- Books supported by this scheme are **not** normally eligible for support through Revenue Publishing Programme or Individual Literary Book Grant schemes. This is because revenue from sales will be expected to exceed production costs. However, in exceptional circumstances (e.g. when the initial costs of production are very high), it may be possible to apply for help towards production costs in cases where the title also meets the criteria of the Literature Grant.
- Books supported by the scheme are eligible to receive a Marketing Grant; a separate application must be made for this and the level of such a grant will depend on the marketing plans submitted.
- There is no restriction on the number of applications a publisher may submit; however, the Books Council will seek assurance that the publisher has the capacity to undertake any such titles before a grant is awarded. Past performance and similar projects in hand may be factor when considering future applications.

## 5 APPLICATION PROCEDURE AND TIMETABLE

- Applications must be made on the application form [GA AAG (2021)], which may be obtained from the address at the end of this document.
- Applications should include the following supporting documents:
  - a sample of the work of the author(s)/illustrator(s) concerned (either a sample of the work in progress or a short sample of a previously published work);
  - a full list of English-language titles published in the previous financial year and planned for the current financial year, grouped according to whether or not they received any form of BCW grant and including publication dates. A pro forma is available.
  - a detailed profit and loss forecast for the proposed book. A pro forma is available electronically which will automatically calculate profit/loss.
- Applications are considered by the English-language Publishing Grants Subcommittee, which meets four times a year, usually in February, May, July, and October. Deadlines may be obtained from the address at the end of this document, or from the BCW website.
- Grants will not be awarded retrospectively. Publishers should allow sufficient time between a Subcommittee meeting and the planned publication date (six months) to avoid committing to publication before hearing the outcome of their application. Should the publication date be too close to the date of the Subcommittee meeting, the Subcommittee may assume that there is not a genuine need for grant-aid.
- All publishers in receipt of an Advances or Fees to Authors and Illustrators Grant must adhere to the conditions of grant aid for this scheme, see [GT&C AAG (2021)], including the timely supply of bibliographical data and making grant-aided titles available through normal trade channels (including the Books Council's Distribution Centre). Publishers are asked to familiarise themselves with this document before proceeding with an application.

## 6 PAYMENT OF GRANTS

The Books Council will release the grant to the publisher in the stages outlined below. Authors/illustrators will receive their payment from their publisher according to the payment schedule given in their contract, which should mirror this timeline. A completed claim form must be submitted at each stage, accompanied by the appropriate documentation. Claim forms are available from the address below.

- **Payment 1:** on signing a contract  
The Books Council will issue payment on receipt of a claim form [GC AAG (2021)], together with a copy of the contract signed by both parties. The contract must include a clear timetable for the delivery of the work and note the sums payable at each stage. **A copy of the contract must be received within three months of the publisher receiving a grant offer letter. Failure to**

**provide a signed contract within this time-frame may result in a reduction of the grant. If the contract has not been received within 6 months of the offer of grant, the grant will be cancelled.**

- **Payment 2:** on delivery of a completed manuscript  
The Books Council will issue payment on receipt of a claim form [GC AAG (2021)] testifying that the publisher has received the completed manuscript (at the publisher's discretion this payment may be claimed prior to the final edit being completed). At this stage the publisher should complete the part of the claim form which confirms the publication timetable, intended format and print run. A signed copy of the publication contract should also be included if applicable.
- **Payment 3:** on publication  
The Books Council will issue payment on receipt of a claim form [GC AAG (2021)], and four complimentary copies of the title will be ordered from the Distribution Centre.

## **7 CHANGES TO THE ORIGINAL APPLICATION**

The Books Council reserves the right to alter the amount of the grant payable if the details on the claim form differ significantly from information presented in the original application or if the publisher fails to adhere to the conditions of grant aid [GT&C AAG (2021)]. The publisher must note any changes to the original application on the relevant claim forms, and should discuss any significant changes (e.g. content, proposed contributors, print run) with the Publishing Development Department **in advance**.

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

The Books Council will ask publishers to provide regular updates of sales figures and sales revenue for titles supported under this scheme and may also require copies of reviews to help monitor quality. In the longer term, consideration will also be given to the benefits of profits to the publishers' programme of Welsh writing in English.

## NOTES ON COMPLETING THE APPLICATION FORM (as referred to on the form)

1. **Category** Please insert the Category of book you intend to publish. The Book Industry Communication (BIC) Standard Subject Categories & Qualifiers scheme is the standard classification scheme for the UK book trade and other English-language markets, and a full list of categories can be found at [www.bic.org.uk/productinfo-subjectcat.html](http://www.bic.org.uk/productinfo-subjectcat.html). The main relevant category headings are as follows, but please see the full list for more detail:

A	The Arts	G	Reference, Information & Interdisciplinary Studies
B	Biography & True Stories	H	Humanities (History, Archaeology, Philosophy, Religion)
C	Language	J	Society & Social Sciences
D	Literature & Literary Studies	W	Lifestyle, Sport & Leisure
F	Fiction & Related Items	Y	Children's, Young Adult & Educational

2. **Format** The format of the book you intend to publish should be appropriate for the category of book and follow industry norms, e.g. 'A format', normally a trimmed page size of 178 x 111 mm (unsewn), is the usual format of mass market paperbacks; 'B format', normally a trimmed page size of 198 x 126 mm (unsewn), is the usual format for paperbacks favoured for non-fiction and literary fiction. If in doubt, please consult the Books Council. Grants will not be awarded for books which have inappropriate formats or poor production standards.
3. **Publication Date** Please give a full publication date. You may amend this if necessary at a later date as long as adequate notice is given (see the General Terms and Conditions of Grant). Where only a month and year are given, the default date of the 15<sup>th</sup> of the month will be used by the Books Council.
4. **Profit and Loss Forecast** The aim of this scheme is to help publishers commission titles which have the potential to generate substantial sales income. A detailed profit and loss forecast for each title should therefore be completed so that the publisher, as well as the Publishing Grants Panel, may gauge how profitable the given title will be. A pro forma designed as an Excel document and including the automatic calculation of profit margins is available. In addition, the summary information should be inserted in the appropriate place on the application form.
5. **Previous Performance** The aim is to demonstrate the good sales potential of the proposed book by drawing on evidence of past sales of similar titles or titles by the same author.
6. **Target Audience/Market** It is important to demonstrate a good knowledge of the market for the type of book you are attempting to promote, and this is the market that you must show you will reach by undertaking the activities described in your marketing plan.
7. **Additionality** It is important that the publisher is able to demonstrate additionality to support the case for the awarding of a grant. For the purpose of this scheme, additionality can be defined as improving sales figures (give sales forecast with and without a grant), extending the print run (give print runs with and without this grant), significantly enhancing the public profile of the book/author/series (how will this be measured?), or similar outcomes. Please ensure that you provide specific detail to support each aspect of additionality described.

**Application forms and further advice can be obtained from:**

**Publishing Grants Department, Books Council of Wales**  
**Castell Brychan, Aberystwyth, Ceredigion, SY23 2JB**  
**e-mail: [english.grants@books.wales](mailto:english.grants@books.wales)**



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## ENGLISH-LANGUAGE PUBLISHING GRANTS

### GENERAL TERMS AND CONDITIONS ADVANCES OR FEES TO AUTHORS AND ILLUSTRATORS

The offer of grant is made on the basis of the information contained in the application and in any supplementary correspondence. 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.

- 1 It is the responsibility of the publisher to agree with the author/ editor/ illustrator comprehensive and detailed contract(s) in line with industry standards, covering terms of commission and publication and payment.
- 2 Authors should receive payment promptly in line with the payment schedule in the contract. After publication of the work, 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.
- 3 A copy of the contract signed by all parties must be submitted to the Books Council of Wales as proof of commission, **within three months of the offer of grant** by the Books Council. The Books Council is not responsible for the terms of these contracts. Receipt of the contract and a completed claim form will trigger the first payment of the grant. If a claim for the first payment has still not been received within six months, the grant will be cancelled, though the publisher may reapply for a grant if the title later becomes viable.
- 4 It is the responsibility of the publisher to ensure that work is completed by the author/illustrator on time. A realistic timetable of work and corresponding payment schedule must be entered on the application form and the author's contract must include the same delivery dates and payment triggers. The contract should also include a reasonable timeline for the author to make any necessary revisions.
- 5 The author's contract must include a clear agreement for the repayment of any initial advances should the author fail to meet the agreed deadlines. It is the responsibility of the publisher to reclaim any royalty payments made should the author default on the agreement.
- 6 The grant recipient will normally be required to return to BCW the full sum received in grant aid should the author fail to deliver the manuscript **within 18 months of the manuscript delivery date** originally included in the application (except in exceptional circumstances). The publisher should also ensure that the claim for the second payment of grant aid (on delivery of the complete manuscript) is made within this timeframe.

- 7 The grant recipient must comply with the conditions of any other scheme under which individual titles have received support and must also comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter.

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 of Wales 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 Council undertakes or accepts responsibility to third parties for the grant recipient's debts or obligations (see no. 26).

Normally in the case of grant aid towards ghost writers or translators, the name of the ghostwriter or translator should appear on the title page. The publisher should consult with the Books Council Publishing Development Department in cases where there is a question.

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 nine 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 four 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 Information Officer). 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.

- 8 The publisher must notify the Publishing Development Department when the title is available at the Books Council's Distribution Centre so that the department may take the four required complimentary copies directly from stock.

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 Books Council.

Grant recipients are required to provide regular updates of sales figures for titles supported under this scheme, and the income and profit they generate. The Books Council will request these figures at appropriate intervals. 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.

All books which are in receipt of a grant 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 21 and 22.

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 Publishing Development 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.

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.

Titles supported under this scheme are expected to meet an average 18-month sales target of 2,000. Consistent failure by publishers to meet this target will be considered by the Grants Panel when awarding funding.

- 9 To avoid instances of double funding of Author Advance titles, the Publishing Development Subcommittee will consider the following questions: has the author received a full-time salary in order to work on the material that is to be published? Has a form of remuneration of any kind, such as a period of paid sabbatical leave, grant funding (from a source other than the BCW), a scholarship, bursary or financial prize been awarded to work on the material prepared for the publishing project? Is a source of funding such as those listed above available for the proposed

work? Is there a connection between the work to be published and the post held by the author? If the author is employed by a university, will the proposed publication be submitted for the REF? Has the work been completed outside working hours or in addition to the expected responsibilities relating to a post? Without the award of funding is the work likely to be published (at all / in Wales)? Does the application present a sufficiently strong need for funding? If the Publishing Development Subcommittee believe that the work has or should be funded from a source other than BCW, they will consider the following options: To provide funding for no more than 50% of the maximum sum allowable by the scheme; in cases where the Panel are not convinced that sufficient need has been shown and that the work has received significant funding from another source, the application may be rejected for funding.

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