



Books Council of Wales

Publishing Development Department

GUIDELINES CULTURAL PERIODICALS

GENERAL TERMS AND CONDITIONS OF GRANT AID FOR: ENGLISH-LANGUAGE CULTURAL PERIODICALS

- 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 of Wales reserves the right to reconsider the grant awarded in cases where the work funded does not correspond to the schedule or other details given on the application form or otherwise agreed.
- 2 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.
- 3 The grant recipient shall comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter. The Publisher should refer to individual funding agreements/reports.
- 4 If the magazine is available in print format, the publisher must provide four complimentary copies of the published work to the Books Council upon publication (alternatively the publisher may notify the Publishing Development Department that the title is available at the Books Council's Distribution Centre and instruct them to take four complimentary copies from stock). In the case of digital magazines, a free digital copy must be made available to the Books Council and the Publishing Development Department must be notified when this becomes available.
- 5 The following acknowledgment must be prominently displayed in all magazines 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 print publications this acknowledgement should be printed on the title verso page. In digital publications it should appear prominently in a location agreed in advance with the Publishing Development Department. In addition, where the logos of other funders/sponsors/supporters appear in the magazine, the publisher must include the Books Council of Wales logo in addition to the wording given above. The financial support of the Books Council 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. 13).

- 6 The Books Council of Wales reserves the right to request evidence of expenditure. All non-printing publishers of print magazines are required to retain invoices for the printing and binding work undertaken, and the Books Council reserves the right to request sight of these. 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.
- 7 Printer-publishers of print magazines should keep a record of the prices charged in-house for printing magazines and these should reflect the prices charged to other customers for similar services. The Books Council reserves the right to request these or any other relevant evidence of expenditure.
- 8 In the case of all funded magazines, the Books Council should be informed of any financial support received towards the publication of the magazine from any source other than the Books Council of Wales.
- 9 The standard of the editing work undertaken and the magazine'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.
- 10 All print magazines are required to be available through the Books Council of Wales's Distribution Centre according to the Books Council's usual trade terms. All e-pub versions are required to be available for purchase on gwales.com via Gardeners.
- 11 It is a condition that print magazines 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 (excluding subscription mailouts). The publisher is responsible for the carriage and timely delivery of magazines.
- 12 The Publisher for themselves (and others) covenants with the Publishing Development Panel and their successors in title that the Publisher will at all times hereafter save harmless and keep indemnified the Panel 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.

[Mae fersiwn Gymraeg o'r canllawiau hyn ar gael.](#)
[A Welsh-language version of these guidelines is available.](#)