



CYNGOR LLYFRAU CYMRU BOOKS COUNCIL of WALES

WLESH LANGUAGE PUBLISHING GRANTS GUIDELINES AND CONDITIONS PAYMENTS TO AUTHORS – SCHEME B

A GUIDELINES

1 AIMS AND BACKGROUND

The aim of the scheme is to enable publishers to offer buying-time grants, commissions and other payments to the authors of Welsh language likely to be in receipt of a publishing grant.

2 ELIGIBILITY

Who may apply?

The scheme is open to publishers who are eligible to receive Books Council of Wales publishing grants.

In each case, the publisher, not the author, will apply for funding. Authors interested in the scheme should first contact a publisher.

Which authors and books are eligible for support?

- Grants are available to support a wide range of books for children and adults. Grants are only available for books which are able to apply for a publishing grant from the Books Council of Wales.
- Scheme B funding can be used to offer commissions of up to £3,000 to pay authors, series editors and translators for a broad range of books that are eligible to receive a publishing grant.
- If an author has been awarded a bursary from another source, the Books Council of Wales should be consulted before offering him/her a Scheme B commission for the same piece of work.
- When discussing with the publisher, the Council will consider whether there is a risk of double funding. See Appendix 1 for a list of potential issues and implications.
- The Books Council of Wales wishes to encourage the development of new authors as well as supporting experienced writers.
- Some titles will require collaboration e.g. between a subject specialist and a writer. In such cases, the commission/fee may be divided between both writers.
- A commission cannot be awarded under Scheme B for an author to write a biography of a living person if that person does not wish the author to write the book and is unwilling to cooperate with the author on the work.

3 THE GRANT

- Grants of up to £3,000 from Scheme B are offered towards commission payments and also to fund payments for unsolicited work. Generally, no more than £3,000 can be paid for work on one book under this scheme, however up to £4,000 may be offered to the subject of an autobiography.
- Programme publishers receive an annual budget for this scheme, to be spent on any programme publication of their choice which is not in receipt of Scheme A payments.
- Any publisher wishing to apply for an annual budget should do so in the October of each year by completing the bespoke form sent by the Publication Development Department. The applications will be discussed at the Sub-Committee meeting in November and there is an opportunity to change the application between November and the end of January in consultation with the Publishing Development Officer. The final annual budget will be confirmed in an offer letter following the Sub-Committee meeting in March each year.
- Smaller publishers that regularly produce a good number of individual titles – around 8 a year – can apply for Scheme B funding, but this should be discussed in the first instance with the Publishing Development Department.
- It is possible for all publishers to make individual applications for grants under the scheme.

General

- These payments will be in addition to the usual royalties.
- Publishers should consult each author to enquire whether other grant funding applications are to be submitted for the same author. It is possible for an author to be awarded grants to work on more than one grant funded book during the same period, but no author can receive in excess of £15,000 in total author payments during one year.

4 PRIORITIES AND CRITERIA FOR THE ASSESSMENT OF APPLICATIONS

Publishers in receipt of Scheme B monies are free to spend the budget (within the guidelines and conditions of the scheme) on any book within their programme which is not funded from Scheme A.

In the case of other publishers, the Books Council of Wales will consider how the proposed commissions are likely to enhance provision generally. Applicants are invited to contact the Publishing Grants Department in advance to discuss current priorities.

The following are particularly welcome:

- popular autobiographies, and autobiographies that offer a variation on the traditional chronological form, with particular regard to autobiographies by women as well as men of diverse ethnic backgrounds.
- popular books that are representative of the diversity of society and with consideration given to articulating the life experiences of black, Asian and minority ethnic writers, as well as others with the protected characteristics of the Equality Act 2010.

5 APPLICATION PROCEDURE AND TIMETABLE

- Programme Publishers in receipt of an annual budget for Scheme B must send a list of the titles on which they propose to spend funds to the Sub-Committee meeting held in November. No outlines or information leaflets (AIs) are needed, but brief descriptions on the table provided by the Publishing Development Department should be supplied to enable the Sub-Committee to decide whether any title is not eligible for support, e.g. a book which could not then qualify for a publication grant.
- A publisher not in receipt of an annual budget may submit an individual application for Scheme B funding to any meeting of the Sub-Committee, which must be submitted on the application form available from the address at the end of this document. A description of what is intended must be submitted, along with an outline of the work. A short sample is also welcome.

In exceptional cases applications between meetings may be considered and confirmed at the following formal meeting.

All grants are offered in accordance with the general conditions (see Section B below), as well as any specific conditions which might be applied to individual applications for Scheme B funding. **All applicants must agree to accept these conditions when submitting an application.**

There will be stiff competition for these grants: it is important that each application argues the case for awarding a grant as fully as possible.

6 PAYMENT OF GRANTS

In the case of Scheme B payments, publishers should claim payments, using the appropriate claim form, as authors are paid. Programme publishers are expected to submit Scheme B authors agreements and/or invoices from authors/adapters when claiming payments. All publishers, be they programme publishers or otherwise, are expected to pay the author within one month of receiving the payment from the Books Council of Wales.

7 MONITORING AND EVALUATION OF WORK FUNDED

The Books Council of Wales will request sales figures for each title funded through the Publishing Grant in the usual way.

In case of programme publishers, all their grant books will be appraised annually.

These factors will be taken into account when appraising further applications by the same author.

B GENERAL CONDITIONS

- 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 published work does not correspond to the details given on the application form.
- 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 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 of Wales may require the recipient to return all or part of any grant which may have been paid.
- 4 Where a work is commissioned, the author should receive a commissioning contract, stating the terms and schedule for the work and the payments.
- 5 In the case where co-author is responsible for writing the text, it is expected that the co-author's name should appear either on the cover of the book or on the title page.
- 6 All payments from the author fund are in addition to the royalty payments agreed between the author and the publisher in the publishing contract.
- 7 No author can receive a total sum greater than £3,000 for any title from the Scheme B fund (except for the subject of an autobiography object that can receive up to £4,000).
- 8 In the case of Scheme B titles, the author should receive any author's payment claimed from the Books Council of Wales under the scheme within one month of the payment reaching the publisher.
- 9 There usually has to be at least six months between the publication of similar books by the same author. If the author publishes soon with another publisher, the Publication Development Department should be consulted for clarity on this.
- 10 No author can receive a total sum greater than £15,000 in one financial year from the author fund. (Scheme A and Scheme B). If the purposes for which the grant has been offered are not fulfilled, or not in due time, or if the relevant conditions have not been complied with, the Books Council of Wales (through the publishers) may require the recipient to return all or any part of any grant which may have been paid.
- 11 If a book is not published due to the **death** of the author, the Publishing Development Sub-committee will be notified, and the members will be asked to decide whether or not the grant should be repaid.
- 12 If an author is **unable to carry out the work** for whatever reason (including long-term illness, personal circumstances and other requirements), the grant will expire after five years and the publisher will be expected to submit another

application in order to secure a new grant for the book. The Books Council may require the recipient to return all or part of any grant that may have been paid and/or those payments may be transferred to other book(s) owned by the same publisher.

- 13 If a book is not published due to the author's circumstances, the co-author and/or editor will be entitled to be paid for the work they have completed, if applicable.
- 14 If a book is not to be published because an **application for an individual publishing grant** has been rejected by the Publishing Development Sub-committee, and the author has already received an Author A/B grant, the members of the Sub-committee will be asked to decide whether the grant be repaid or not.
- 15 If an author wishes to **change publisher** for whatever reason, the original publisher is expected to notify the Publishing Development Department. The publisher can transfer the Author A grant to the new publisher with the author, but the new publisher is expected to draw up an agreement outlining the publication timetable, and send a copy of the agreement to the Publishing Development Department. If a new publisher is not willing to accept the commission, the author will be expected to repay the money to the Books Council. The agreement between the publishers and the author should provide for this.
- 16 A book aimed at Welsh learners in receipt of a Books Council grant is expected to comply with the language standards of the National Centre for Learning Welsh. Therefore, the books have to go through the Books Council Editorial Team to be edited to those standards, as well as proofreading. By going through this process the book will be able to be branded as part of the Amdani series and promoted through the Centre's network. The publisher should consult the Books Council's Design Team to ensure that the design complies with the series.
- 17 All original Books Council-funded books are expected to be published as an e-book as well as being placed on folio.cymru at the same time as the paper publication or within a maximum of six months.

Appendix 1

In awarding funding under Scheme A and Scheme B the Sub-Committee and the Books Council of Wales will consider the following questions:

- Has the author been in receipt of a full time salary to work on the material to be published?
- Has any form of remuneration, such as sabbatical leave with pay, grant funding (from a source other than the Books Council of Wales), scholarship, bursary or prize money been awarded to work on the material prepared for the proposed publication?
- Are there sources 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 to the Research Excellence Framework (REF)?
- Has the work been completed outside working hours or in addition to expected job-related responsibilities?
- Is the work likely to be published if funding is not awarded?
- Does the application present a strong case for the need for adequate funding?

If the Publishing Development Sub-Committee believes that the work has been funded, or that it should be funded from sources other than the Books Council of Wales, they will consider the following options:

- To provide funding for no more than 50% of the maximum allowed by the scheme*.
- In cases where the Sub-Committee is not satisfied that sufficient need has been demonstrated and that the work has received significant funding from another source then it can refuse the application for funding.

* In the case of Scheme B funding a cap of £3,000 already exists and it was therefore decided not to introduce any further cap.

Application forms and further information may be obtained from:

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