



# CYNGOR LLYFRAU CYMRU BOOKS COUNCIL of WALES

## WELSH LANGUAGE PUBLISHING GRANTS

### GUIDELINES AND CONDITIONS

#### **PAYMENTS TO AUTHORS – SCHEME A**

## **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 books 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 A funding can be used to offer commissions of between £4,000 and up to £12,000 mainly for original works. Scheme A funding cannot be given for a translation. Publishers wishing to apply for translation funding should consult the Grant guidelines for Scheme B (Authors).
- The scheme's emphasis is on books for adults, and longer books for older children and young adults.
- If an author has been awarded a bursary from another source, then that author cannot also receive a Scheme A commission from the Books Council of Wales for the same piece of work.
- When awarding grants, the Sub-Committee 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. However, in the majority of cases, it is considered that Scheme B funding is most appropriate for new 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.
- Individuals are not supported to write autobiographies under Scheme A funding except where the subject is assisted by a co-author/ghostwriter. In such cases, the book's subject can receive up to £4,000 from this fund.

- A commission cannot be awarded under Scheme A 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 between £4,000 and £12,000 are offered towards buying the author's time, commissioning and offering other payments to authors.
- The emphasis within Scheme A is mainly on commissioning original material for a wide market, be that fiction or factual material.
- All grants will be awarded by the Publishing Development Sub-Committee through a competitive application process.

#### **Scheme A (Literary)**

- There is a small fund available within Scheme A (Authors) for factual, critical or interpretive books which need substantial research and may not be as popular.
- £6,000 may be offered to buy author's time
- The fund will not consider applications to rewrite thesis.
- A grant will not be offered if another source of funding is available to the author, e.g. university lecturers can be given sabbaticals etc. to write.

#### **General**

- These payments will be in addition to the usual royalties.
- Receiving the grant commission does not prevent an author from receiving any award that may result from publishing the final work. However, if an author intends competing, they should respect the rules of the competition and, if so required, refrain from accepting any editorial advice.
- 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**

The main priority of Scheme A is allowing the commissioning of material which is aimed at a wide market, mainly:

- novels for adults and young adults, where it is hoped to maintain and develop the number and variety of the products
- popular co-authored autobiographies, especially those 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.
- popular factual material
- a number of 'gift books' which are ambitious in production and format.

These are only examples, the Council will be happy to consider other types of material that may be popular.

Applications are also assessed according to the following criteria:

- the author's record, with regard to quality of work, adhering to schedules, sales of previous publications; previous applications for Scheme A (Authors) funding;
- length of the book;
- the time the author is expected to spend completing the work;
- the publisher's production standard;
- how quickly the work will be finished.

## 5 APPLICATION PROCEDURE AND TIMETABLE

- Applications must be made on the application form which may be obtained from the address at the end of this document.
- Publishers should send a description of the intended work, together with a 1-3 pp outline and the reasons for commissioning the book; they should also state how the book will meet the above criteria and define the intended readership. A short sample (approx. 10pp.) is also expected of the intended work.
- The timetable for the proposed work should be discussed in detail with the author, and a realistic timetable should be offered in the application. The Council is aware that the situation may change by the time the application is discussed, therefore in the case of successful applications an opportunity is given to offer an amended timetable in the contract. It is important that every effort is made to keep to that timetable. [Note Point 6 below regarding the implications of failure to adhere to the schedule.]
- Scheme A applications can be considered by the Publishing Development Sub-Committee at any of their meetings. Meetings are held regularly. Publishers are notified of exact dates in advance and information is also posted on the web. (In exceptional cases applications between meetings may be considered and confirmed at the following formal meeting.)

Due to the variety in publication schedule of different titles the available budget will vary from meeting to meeting.

All grants are offered in accordance with general conditions, as well as any specific conditions which might be applied to individual applications. **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

The Council will release payments to publishers in stages; publishers should follow the same procedure in paying authors. A contract of commission between publisher and author will be required before any money can be released.

- **Payment 1:** after the Council receives a claim form from the publisher, together with a copy of the contract of commission, signed by both sides, noting terms and the schedule for payments and completion of work.
- **Payment 2:** after the Council receives a claim form from the publisher, confirming receipt of half the commissioned work and that they are satisfied with its quality.
- **Payment 3:**  
*either* after the Council receives a claim form from the publisher, confirming receipt of the whole commissioned work and a report stating that it is of satisfactory quality  
*or* on publication (again, with claim form and report).

The Council reserves the right to deduct £500 off the final payment to an author if they present the completed work more than six months later than the date in the contract.

If an author fails to complete their work after receiving Payment 1 or Payment 2 the publisher should discuss with the Council how the grant should be repaid.

## 7 MONITORING AND EVALUATION OF WORK FUNDED

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

This will be taken into account when appraising future 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.

The following acknowledgement should be included in every book that has been awarded a grant: "The publisher acknowledges the financial support of the Books Council of Wales". The Council's official logo may also be used which is available by asking the Council's design staff. If the Council is not acknowledged in an appropriate manner, the Council reserves the right to withhold up to 10% of the grant.

As a condition of grant, a rights holder who has been in receipt of a grant from the Books Council of Wales is required to ensure that every contract for a translation or adaptation of their book includes a clause which stipulates that the wording above is

included in acknowledgement of the investment involved in the creation and production of the original book. This applies irrespective of whether the translation rights are held by the author or the publisher, and also whether that book is published by the original publisher or if the rights are sold to another publisher.

3. 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 publisher) 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. The publisher must submit a signed copy of the contract when claiming the first payment.
5. All payments from the author fund are in addition to the royalty payments agreed between the author and the publisher in the publishing contract.
6. No author can receive a total sum greater than £15,000 in one financial year from the author fund. (Scheme A and Scheme B)
7. The author should receive any author payment claimed from the Books Council under the scheme within one month of the payment reaching the publisher.
8. There usually has to be at least six months between the publication of similar books by the same author. If the author publishes soon after with another publisher, the Publishing Development Department should be consulted for clarity on this matter.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. All original Books Council-funded books are expected to be published as an e-book as well as being placed on ffolio.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.

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

**Dr Lynne Williams  
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Books Council of Wales  
Castell Brychan  
Aberystwyth  
Ceredigion, SY23 2JB  
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