Tender

“Support to Publishers for Production of Publications Promoting the Latvian Cultural Heritage in the English Language”

REGULATIONS

**1. General provisions**

1.1. The programme “Support to Publishers for Production of Publications Promoting the Latvian Cultural Heritage in the English Language” is a programme developed and implemented by the Latvian Publishers’ Association (hereinafter – “LPA”) financed by the Republic of Latvia Ministry of Culture (hereinafter – “MC”). This program is part of a common framework of activities financed by the Republic of Latvia Ministry of Culture in cooperation with the International Writers' and Translators' House (*SRTM*), the Latvian Writers’ Union (LWU) and the Latvian Publishers’ Association (LPA). The latter three organisations have concluded a Memorandum of Cooperation enabling cooperation for the implementation of programmes.

1.2. The objective of the two-year programme “Support to Publishers for Production of Publications Promoting the Latvian Cultural Heritage in the English Language” (hereinafter – “Programme”) is to translate and publish in the English language the publications promoting the Latvian culture and its achievements and values in order to raise global awareness about Latvia and particularly about its cultural heritage and identity building processes.

1.3. In order to reach the objective of Programme LPA manages, coordinates and organises activities aimed at achieving that objective within the scope of different professional, high-quality cooperation projects in the field of translation and publishing, as well as arranges for a tender of publisher projects for the production of publications promoting the Latvian cultural heritage in the English language at the publishing houses represented by them.

1.4. The objective of the project tender undertaken within Programme (hereinafter – “Tender”) is to financially support both Latvian and foreign publishers or the partnership initiatives between Latvian and foreign publishers for the production of publications promoting and representing the Latvian cultural heritage in the English language.

1.5. The Tender regulations shall be developed and approved by the Programme Board of Experts.

1.6. Tender shall be announced by LPA.

1.7. Any publisher which is a legal entity shall be eligible for participation in Tender on the condition that this publisher has been active in the publishing business for not less than three years. For the publishers based in Latvia, publishing of books in the English language for the English speaking book-readers shall be considered an advantage.

1.8. Project applicants can apply for financial support to cover their book publishing, including translation, costs. Maximum amount of support per book shall be EUR 10,000, to be discharged in instalments in 2016 and 2017.

1.9. In exceptional cases the Programme Board of Experts may decide on granting a greater amount of funding, provided that the project submitted for Tender is remarkable in terms of its artistic qualities and has special potential from the perspective of promoting the Latvian cultural heritage, and if the publication estimate prepared for the production of the publication is substantiated.

1.10. If during the first phase of selection a sufficient number of supportable concepts for publications is not submitted, a repeated Tender shall be announced. The terms and conditions of Tender remain unchanged and they correspond to the requirements of these Regulations.

1.11. The date of signing the funding agreement shall be considered as the project opening date, while the deadline for submission of the final publication shall be 15 December 2017 latest, and besides the publisher shall no later than by 30 November 2017 present a ready-for-printing dummy copy of the publication.

**2. Submission of project applications**

2.1. Project applications for Tender shall be submitted via the folllowing LPA website: [www.gramatizdeveji.lv](http://www.gramatizdeveji.lv), in a section specially designed for this purpose.

2.2. Tender regulations, project application form and other information on the Tender process has been published on the LPA website [www.gramatizdeveji.lv](http://www.gramatizdeveji.lv) in the Latvian and English languages.

**3. Project application format and content**

3.1. The relevant project application documents shall be enclosed with the project application in an electronic format and uploaded to the LPA website: [www.gramatizdeveji.lv](http://www.gramatizdeveji.lv) .

3.2. The following documents shall be included in the project application:

3.2.1. a completed application form (Annex 1);

3.2.2. an excerpt of the translation (approximately 10 000 characters);

3.2.3. a model of the interior design of the book. If a book is submitted for Tender with its original Latvian edition already published, one copy of the book shall be submitted;

3.2.4. resume of the translator;

3.2.5. resume of the editor;

3.2.6. resume of the book artist;

3.2.7. resume of the book designer;

3.2.8. information on the copyright of the work for publication – publisher’s agreement with the author or his representative (a copy);

3.2.9. a copy of the contract with the translator;

3.2.10. a copy of the contract with the editor;

3.2.11. project estimate (in EUR), specifying the technical design of the expected publication, indicating full costs of the project, the amount of publisher’s own contribution as well as of co-financing (if any) (Annex 2);

3.2.12. a written confirmation that none of the cost items of the estimate applied for in a LPA Tender has been previously funded from other Latvian public sources of financing;

3.2.13. enclosure of a publisher's catalogue for the last 2 years (or a website link to it) is encouraged;

3.2.14. a written confirmation issued by the State Revenue Service or the tax administration authority of the host country of the publisher’s registered office of the fact that the publisher does not have any tax debts, in Latvia or in any other country, in excess of EUR 150;

3.2.15. a written statement confirming that the applicant has not been declared insolvent, is not undergoing a liquidation process or that its business activities are not suspended or terminated and that no legal action has been initiated for the cessation of applicant’s business activities, insolvency or bankruptcy. (This paragraph and paragraphs 3.2.16 and 3.2.17 are included in Annex 3);

3.2.16. a written statement confirming that no financial irregularities have been identified in the conversion of any public financing granted to the applicant so far (Annex 3);

3.2.17. a written statement confirming that the applicant has not received and is not intending to apply for funding from any other Latvian public sources of finance in the making of this publication (Annex 3).

3.2.18. Any project documents requiring a signature shall be scanned.

**4. Most significant evaluation criteria for project application evaluation**

4.1. Substantive quality of the original work.

4.2. Quality of the artistic design of the book.

4.3. Relevance of the original work for the promotion of the Latvian cultural values.

4.4. Relevance of the original work for the promotion of the Latvian image abroad.

4.5. Quality of the translation.

4.6. Potential of the book in foreign markets.

4.7. Marketing and distribution activities planned by the publisher for the sales promotion of the book in Latvia and abroad.

4.8. Consistency of the project estimate to the market situation and capacity.

4.9. Ability of the applicant to raise any co-financing for the publication, if necessary.

4.10. Applicant’s book publishing experience.

**5. Eligible and non-eligible project estimate costs**

5.1. The eligible project costs are as follows:

5.1.1. book translation costs, including the fees to translator, editor, research editor or consultant, copyright fees for the use of photography and artwork reproductions, if any;

5.1.2. costs for preparing the dummy copy, designer and artist fees;

5.1.3. printing costs.

5.2. The financing made available as a result of the Tender process shall not be used to cover the remuneration costs for the project coordinator or any other administrative costs.

**6. Procedure for the examination of project applications**

6.1. LPA shall not accept for examination and shall not support any project applications that do not correspond to the Tender objective, are not submitted on time or are not presented in accordance with the requirements.

6.2. Upon accepting for examination the projects submitted within Tender, proper assurance shall be obtained as to their compliance with the requirements set out in these Regulations.

6.3. The projects submitted shall be evaluated, and the decision as to their compliance with the set evaluation criteria and the amount financing to be granted shall be taken by the Programme Board of Experts consisting of five persons.

6.4. Following a mutual consultation, the Programme Board of Experts shall be set up by LPA, LWU, “International Writers' and Translators' House” SIA and the Republic of Latvia Ministry of Culture, and shall be approved by the Board of Memorandum.

6.5. The chairman of the Board of Experts is elected by a simple majority of vote from the Board members.

6.6. Board of Experts shall evaluate the projects according to their substantive quality and compliance to the Programme priorities set forward (see paragraphs 4 and 5).

6.7. Board of Experts shall take decisions by open ballot and by majority of vote. If the votes are distributed equally, the opinion of the chairman of the Board shall be decisive.

6.8. The Board of Memorandum shall be notified of the decision taken by the Board of Experts one day before the approval of the results.

**7. Announcement of the Tender results and conclusion of the funding agreement**

7.1. Any replies concerning the results shall be sent to the project applicants electronically to the address indicated in the application within one month following the deadline for the submission of applications.

7.2. The list of the projects having received the support shall be published on the LPA website [www.gramatizdeveji.lv](http://www.gramatizdeveji.lv) within a week from the date of approval of the results.

7.3. An agreement shall be concluded with the beneficiary on granting the financial support for the publication of the book. The agreement is signed in two original copies. If necessary, a finalised project estimate may be requested by LPA prior to the conclusion of the agreement.

7.4. Depending on the amount of financing and the timing of the project implementation, LPA may apply various models of financing, which shall be stipulated in the funding agreement.

**8. Reporting**

8.1. For each project supported within the Programme the project implementing publisher shall submit to LPA both financial and substantive reports. The forms of the reports can be found on the LPA website in the Latvian and English languages: [www.gramatizdeveji.lv](http://www.gramatizdeveji.lv).

8.2. The reporting period, as well as the timing for the interim report and/or final report shall be laid down in the funding agreement.

8.3. The financial report shall include copies of any payment orders / invoices (with the translation in the Latvian language enclosed, if necessary).

8.4. The substantive report includes the submission of a copy of the book or the dummy copy of the book (in the case of the interim report). The number of copies of the book shall be laid down in the funding agreement, however, it shall not be less than 500 copies. 15 copies of the book shall be transferred to the disposal of LPA for presentation needs.

**9. Miscellaneous**

9.1. In the case of non-compliance with the deadlines by the project implementing publisher, the project may be extended or cancelled. In case of cancellation the funds shall be returned to LPA.

9.2. Any decisions on the extension of the project implementation term or cancellation of the project shall be taken by the Programme Board of Experts.