

Translation Project Fellowships

GRANT PROGRAM DETAILS

Table of Contents

Click a heading below to jump directly to that section

Translation Project Fellowships
Program Description3
We Do Not Fund
Application Calendar4
Award Information5
Award Amounts5
Period of Performance5
Eligibility6
Permission to Translate
How to Apply9
Step 1: Register with Login.gov and Grants.gov
Step 2: Go to the Grant Opportunity Package11
Step 3: Follow the Application Instructions 11
Step 4: Submit Your Application to Grants.gov12
Application Review13
Review Criteria13
Review Criteria
What Happens to Your Application13
What Happens to Your Application
What Happens to Your Application
What Happens to Your Application 13 Award Administration 14 Award Notices 14 Banking Information & Tax Liability 14
What Happens to Your Application 13 Award Administration 14 Award Notices 14 Banking Information & Tax Liability 14 Copyright Information 14
What Happens to Your Application 13 Award Administration 14 Award Notices 14 Banking Information & Tax Liability 14 Copyright Information 14 General Terms & Conditions 14
What Happens to Your Application13Award Administration14Award Notices14Banking Information & Tax Liability14Copyright Information14General Terms & Conditions14Legal Requirements14
What Happens to Your Application13Award Administration14Award Notices14Banking Information & Tax Liability14Copyright Information14General Terms & Conditions14Legal Requirements14Assurance of Compliance15
What Happens to Your Application13Award Administration14Award Notices14Banking Information & Tax Liability14Copyright Information14General Terms & Conditions14Legal Requirements14Assurance of Compliance15Standards for Service16
What Happens to Your Application13Award Administration14Award Notices14Banking Information & Tax Liability14Copyright Information14General Terms & Conditions14Legal Requirements14Assurance of Compliance15Standards for Service16Freedom of Information Act (FOIA)16
What Happens to Your Application13Award Administration14Award Notices14Banking Information & Tax Liability14Copyright Information14General Terms & Conditions14Legal Requirements14Assurance of Compliance15Standards for Service16Freedom of Information Act (FOIA)16Privacy Act16

Con		
С	Other Questions	21
С	Collaborations	20
С	Copyright Information	19
E	ligibility	19

CFDA No. 45.024 OMB No. 3135-0112 Expires 10/31/25

Access for individuals with disabilities:

Individuals who need assistance accessing this document may contact the Office of Accessibility at <u>accessibility@arts.gov</u> or 202-682-5532, or the Office of Civil Rights at <u>civilrights@arts.gov</u> or 202-682-5454.

Translation Project Fellowships

Program Description

Through fellowships to published translators, the National Endowment for the Arts (NEA) supports projects for the translation of specific works of **prose**, **poetry**, or **drama** from other languages into English. Translation projects should be of interest for their literary excellence and merit. We encourage projects that feature languages, perspectives, and writers that are not well represented in English, as well as work that has not previously been translated into English. This program seeks to strengthen the literary arts ecosystem by supporting translators at various stages of their careers and broadening the scope of global literature available in English. The NEA is committed to diversity, equity, inclusion, and fostering mutual support for the diverse beliefs and values of all individuals and groups.

Competition for fellowships is rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

We Do Not Fund

- Individuals who previously have received *three or more* literature fellowships from the NEA (any combination of Creative Writing Fellowships (in prose or poetry) and/or Translation Project Fellowships)
- Individuals who have received *any* Creative Writing Literature Fellowship (in prose or poetry) from the NEA since January 1, 2020 or any Translation Fellowship from the NEA since January 1, 2022
- Applicants applying with the same translation project for more than three consecutive years
- Scholarly writing (Writers who are engaged in scholarly work may wish to contact the <u>National Endowment for the Humanities</u>)
- Work toward academic degrees

Application Calendar

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application **no later than 11:59 p.m., Eastern Time, on January 16, 2025**. See <u>How to Apply</u> for further information.

Late applications will not be accepted.

	Important Dates
Guidelines Posted	Late July 2024
Application Deadline	January 16, 2025
Panel Review	Spring/Summer 2025
National Council on the Arts Meeting	Late October 2025
Notifications	December 2025
Earliest project start date	January 1, 2026

In the event of an emergency (e.g., a hurricane or a SAM, Grants.gov, or NEA systems technological failure), the National Endowment for the Arts Chair may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on the <u>NEA's website</u>.

Do not seek information on the status of your application before the notifications date listed above.

If you have questions:

Email: <u>litfellowships@arts.gov</u> Call: 202-682-5034

Award Information

Award Amounts

Award amounts range from \$10,000 to \$25,000. Award amounts are determined by the National Endowment for the Arts.

Period of Performance

Our support for a project may begin any time between January 1, 2026, and January 1, 2027, and may extend for up to two years.

Eligibility

Individual translators who meet the publication requirements listed below are eligible to apply.

Applicants must be citizens or permanent residents of the United States. See <u>How to Apply</u> for the documentation required to demonstrate eligibility. The NEA will reject ineligible applications without panel review.

An individual may submit only one application for FY 2026 Literature Fellowships funding. You may not apply for both a Translation Project Fellowship at this deadline (January 16, 2025) and a Creative Writing Fellowship in Prose at the March 2025 deadline. See <u>Creative Writing</u> Fellowships for more information.

You may not apply:

- If you have received three or more fellowships (in poetry, prose, or for translation) from the NEA
- If you have received any NEA Creative Writing Fellowship (in prose or poetry) on or after January 1, 2020 or any NEA Translation Project Fellowship on or after January 1, 2022.
- With the same project for more than three consecutive years

Previous recipients must have submitted acceptable Final Report packages by the due date(s) for all previously received NEA award(s).

Publication Requirements

You are eligible to apply if you, alone or in collaboration, have:

- Published a total of at least 20 pages of translations of creative literature into English in curated digital or print formats such as literary magazines, anthologies, or books; *or*
- Published a translation into English of a novel or a volume of at least 20 pages of fiction, poetry, drama, or *belles-lettres* (creative nonfiction, criticism, and essays); *or*
- Had published, presented, or produced by a professional theater company at least one full-length play that you translated into English.

This publication or production must have taken place between **January 1, 2010**, and **January 16, 2025**. To qualify, work must have been originally published with an eligible publisher (as defined below) between these dates, not just reprinted or reissued in another format during this period. Eligible publishers are publishers with a competitive selection process and who offer professional service or services to their writers, such as: editing and proofreading; formatting and design; and/or promotion, marketing, and distribution. Student-led publications and publications that primarily print work by persons who are affiliated with a particular academic institution do not meet the definition of an eligible publisher.

You may use digital, audio, or online publications to establish eligibility, provided that such publications have competitive selection processes and offer professional services as described above. If the online publication or website no longer exists, you must provide, upon request, sufficient evidence that your work once appeared online. If you cannot provide sufficient evidence, the online publication cannot be used to establish your eligibility.

The following content may not be used to establish eligibility:

- Pre-publication material, such as galleys, proofs, and advance reader's copies
- Work that has appeared in a publication for which you are the editor, publisher, or staff
- Scholarly writing
- Instructional writing
- News reporting
- Book reviews
- Editorials/letters to the editor
- Interviews

Eligibility is determined by the NEA based on your complete and properly submitted documentation. Your application may not receive panel review if incorrect or insufficient information is provided. This includes, but is not limited to: missing or blank attachments; manuscripts that are not typescript; and publications in the "Summary of Applicant Publications/Productions" (Attachment 3) that cannot be verified. Our decision on eligibility cannot be appealed and is final. For more information, see <u>How to Apply</u>.

Permission to Translate

You must include **one** of the following with your application:

- Written permission, license, release, waiver, consent, and/or privilege (hereafter "permission") from the copyright holder that grants you the right to translate the work specified in your application. Note: We do not require that you secure the right to publish; or
- Written proof that the copyright holder is not willing to provide the right to translate the work specified in the application but does not object to the translation, AND a copy of the NEA's "Acknowledgement of Translation" form (available here) signed by the copyright holder or their authorized representative; or
- If the work resides in the public domain, you should state that and provide a thorough justification in Attachment 4. The justification must include information about how and why the project has lapsed into the public domain. Mere statements, including but not limited to statements that the work is in the public domain because no rights holders exist or all rights holders are deceased, will not be sufficient for these purposes.

The NEA may evaluate the information you provide for accuracy or consistency with U.S. law and treaty obligations at its discretion. Simply stating the availability of permissions is not the equivalent of securing permission from the rights holder or their authorized representative to translate the work specified in your application.

In cases where a work's public domain status is ambiguous, the NEA will evaluate, at its discretion, all pertinent information available to determine whether the work's public domain status has been sufficiently established for purposes of a particular application. Such a determination is the NEA's alone and is not sufficient in any way to support a claim by the applicant or any third party that a work is conclusively a public domain work under the laws and treaties between the United States and any foreign jurisdiction.

The NEA may, at its discretion, evaluate information provided under this section or ask followup questions about the copyright status of your translation work to inform any holistic assessment of the artistic excellence and artistic merit of your application.

Providing incorrect or insufficient information may render your application ineligible for funding. See <u>How to Apply</u> for details.

For further information on international copyright status, consult the <u>U.S. Department of</u> <u>State's website</u>, which links to a list of U.S. treaties in force.

The National Endowment for the Arts reserves the right, in its sole discretion, to determine whether the permissions provided are satisfactory to it.

The National Endowment for the Arts makes no representations as to who may own copyrights, if any, arising from any translations it funds under this program.

How to Apply

Application Deadline: January 16, 2025

We recommend that you submit your application no later than January 6, 2025, to give yourself ample time to resolve any problems that you might encounter. The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on January 16, 2025. You take a significant risk by waiting until the day of the deadline to submit. Late applications will not be accepted.

These application guidelines provide all of the information you will need to submit an application. Please read both the *Grant Program Details* and *Application Instructions* PDFs for the <u>Translation Project Fellowships</u> in their entirety before you begin the application process. We suggest keeping both files at hand while you complete your application, as they contain links to information you will need.

Electronic application through Grants.gov is mandatory. If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address
- Disability prevents you from submitting your application electronically

Contact the Literary Arts staff at 202-682-5034 or by email at <u>litfellowships@arts.gov</u> for more information on submitting a waiver request. Waiver requests **must be submitted in writing** and must be received by the NEA **at least four (4) weeks before the application deadline**, or no later than 5:30 p.m., Eastern Time, on December 19, 2024.

Step 1: Register with Login.gov and Grants.gov

Before submitting an application to the NEA, you must register or renew your registration with Login.gov and Grants.gov. It is your responsibility to create and maintain these registrations. Registering and maintaining these accounts is always free.

Registration is a one-time process, which can take a day or more to complete. To allow time to resolve any issues that may arise, do not wait until the day of the application deadline to register. You cannot submit your application if you fail to successfully register with Login.gov and Grants.gov.

Login.gov is a secure sign in service used by the public to sign in to government sites like Grants.gov and is used as your single sign in for all NEA activities. You must use a unique-to-you email address when signing up for Login.gov (e.g., jane.doe@email.com). This account should be your personal account and not one that is shared by multiple people or an account affiliated with a particular job (e.g., development@abc.org).

New Applicants:

- 1. Register with Login.gov
 - Go to <u>create an account</u> to set up your Login.gov account. This account will allow you to access many government websites, including Grants.gov.
 - If you already have a Login.gov account, you do not need to set up a new account, you may use your existing account.
- 2. Register with Grants.gov
 - Go to <u>register</u> and click the red button that says "Get Registered Now" at the bottom of the screen.
 - Next, fill out the contact information, choose a Username and Password, and then click "Continue" at the bottom of the screen.
 - Grants.gov will email you a temporary code to verify your email address. Enter this code where instructed on the Registration page.
 - Under the "How would you like to proceed?" heading, be sure to select the Add Individual Applicant Profile option to apply for funding opportunities on your own behalf. See here for more information on adding a profile.
- 3. Link your Login.gov and Grants.gov accounts
 - Click the "Login" button in Grants.gov, you will be prompted to link accounts, this is a one-time action.
 - After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.

Returning Applicants:

- 1. If you have not already created a Login.gov account, go to <u>create an account</u>. If you already have a Login.gov account, you should use your existing account; do not create a new one.
- 2. Link your Login.gov and Grants.gov accounts.
 - Click the "Login" button in Grants.gov, you will be prompted to link accounts, this is a one-time action.
 - After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.

The NEA does not have access to your Login.gov or Grants.gov accounts. If you have any questions about or need assistance with these sites, you must contact them directly:

- Login.gov Help: Consult the information posted in their <u>Help Center</u>, or use their <u>online</u> form to submit a question.
- **Grants.gov Contact Center**: Call 1-800-518-4726, email <u>support@grants.gov</u>, or consult the information posted on the Grants.gov website at <u>Support</u>. The Grants.gov Contact Center is available 24 hours a day, 7 days a week. Maintain documentation such as screenshots or emails (with dates) of your efforts to register before the deadline.

Step 2: Go to the Grant Opportunity Package

You will use a Grants.gov Workspace to submit your application.

- Access the application package from the <u>Translation Project Fellowships</u> program page by clicking on the link for opportunity number **2025NEA03LFTP** under the *How to Apply* section. This link will take you **directly** to the pre-populated application package in Grants.gov.
- 2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button. <u>If the "Apply" button is grey</u>, or you get <u>a "bad request" error</u>, it's likely that you are either not logged into grants.gov, or that your account does not have the right participant role. In order to create the Workspace application, you must have **added an individual applicant profile to your Grants.gov account.** See more <u>information on</u> <u>adding an individual profile</u>.
- 3. You will be prompted to enter your Login.gov Username and Password.
- 4. After logging in, to create a Workspace application:
 - a. Fill in the Application Filing Name field with your legal name, then
 - b. Click the Create Workspace button.
- 5. Upon a successful creation, you will be directed to the Manage Workspace page, where you can begin working on the application.
- 6. You can access each required form online by clicking "Webform" OR you can download the forms to your computer by clicking "Download".

If you decide to download the forms, you will first need to verify your PDF software. To download the forms, you must have a version of Adobe Reader that is supported by Grants.gov installed on your computer. Go to "Adobe Software Tip Sheet" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. See important information about versions of Adobe Reader DC <u>here</u>.

The required forms are:

- Application for Federal Domestic Assistance Individual Form
- Attachments Form
- 7. Complete the application based on the Application Instructions (Step 3).

Step 3: Follow the Application Instructions

A PDF with step-by-step instructions for assembling and submitting a complete application, including filling out the required *Application for Federal Domestic Assistance—Individual* form (SF-424), and creating additional required application materials, can be found on the <u>Translation Project Fellowships</u> program page under the *Grant Program Details & Instructions* section.

Step 4: Submit Your Application to Grants.gov

Electronically submit the *Application for Federal Domestic Assistance–Individual* form and required attachments through Grants.gov.

- 1. Check the size of your electronic application. The total size should not exceed 10 MB.
- 2. To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage Workspace page. Click the "Sign and Submit" button under the Forms tab.

Be certain that you are satisfied with your application before you click the "Sign and Submit" button. No revisions to your application are possible through Grants.gov once it is submitted. After submission, the only way to update items in your application is to create a new application by repeating steps 2-4. The NEA will only review your most recently submitted application.

- 3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Take a screenshot of this confirmation screen and save it for your records. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
- 4. Verify that your application was validated by the Grants.gov system. Go to <u>Track My</u> <u>Application</u> to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify your validated submission in case you encounter any difficulties. We will not accept late applications.

Note: Acceptance and validation by Grants.gov does not imply that the applicant has uploaded the proper attachments. Before submitting your application, double check that you have attached everything correctly.

For additional help on how to use Grants.gov, see the Grants.gov website at <u>Support</u>. You can also email the Grants.gov Contact Center at <u>support@grants.gov</u> or call them at 800-518-4726, 24 hours a day, 7 days a week.

Application Review

Review Criteria

In reviewing your applications for Translation Projects, advisory panelists consider:

Artistic Excellence

Artistic excellence of the proposed project, which includes the:

- Quality of the applicant's English sample translation
- Quality of the original language sample work to be translated

Artistic Merit

Artistic merit of the proposed project, which includes the:

- Importance of the proposed project
- Extent to which the language, the author, the country, the perspective, the topic and/or the specific work are inadequately represented in English translation
- Applicant's ability to carry out the proposed project as demonstrated by:
 - Proficiency in the language to be translated and familiarity with the culture
 - Knowledge of and/or cooperation with the author(s) or copyright holders of the work to be translated
- Significance of the author(s) and/or the original work(s)
- For collaborative projects, the ability of the collaborator(s) to work together, as exemplified by the sample manuscript that has been submitted

What Happens to Your Application

Applications are evaluated according to the review criteria above.

After processing by our staff to determine eligibility and completeness, applications are reviewed, in closed session, by advisory panelists in the field of literary translation. Each panel comprises a diverse group of translation experts and at least one knowledgeable layperson. Panel membership rotates regularly.

Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chair of the National Endowment for the Arts. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Award Administration

Award Notices

Announcements are expected in December 2025.

Banking Information & Tax Liability

In order to receive award funds, recipients must provide the NEA with banking information for a United States bank account; we cannot issue award funds to a foreign bank account.

The Internal Revenue Code provides that the full amount of a fellowship award is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Copyright Information

In awarding these fellowships, National Endowment for the Arts makes no representations as to who may own copyrights, if any, arising from translations funded under this program.

General Terms & Conditions

Federal government-wide and agency-specific requirements that relate to NEA grants are included in the <u>General Terms & Conditions (GTCs)</u>. Applicants should read this document carefully to understand the responsibilities of accepting an NEA Award. The GTCs also include information on reporting requirements and lobbying prohibitions.

NOTE: OMB issued new <u>2 CFR Part 200 Guidance</u> in April 2024. Awards made after October 1, 2024, will be subject to the new guidance. The NEA will provide General Terms and Conditions incorporating the new guidance to recipients prior to issuing awards.

Legal Requirements

NOTE: This list highlights some of the significant legal requirements that may apply to an applicant or recipient; however, it is not exhaustive. More information regarding these and other legal requirements may be found in the <u>General Terms & Conditions (GTCs</u>), which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award. There may be other legal requirements that apply to your Award that are not listed here.

- **Compliance with the federal requirements** that are outlined in the Assurance of Compliance below.
- <u>Debarment and Suspension procedures</u>. The applicant must comply with requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR Part 3254. Failure to comply may result in the debarment or suspension of the recipient and the National Endowment for the Arts suspending, terminating and/or

recovering funds. More information on Debarment and Suspension procedures can be found in the GTCs.

- Federal Debt Status (<u>OMB Circular A-129</u>). Processing of applications will be suspended when applicants are delinquent on federal tax or non-tax federal debts, including judgment liens against property for a debt to the federal government. New awards will not be made if an applicant is still in debt status as of September 1 of the calendar year the application is submitted.
- Labor Standards (<u>29 CFR Part 505</u>). Recipients must comply with the standards set out in Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.
- <u>The Drug-Free Workplace Act of 1988</u> (41 U.S.C. 8101 et seq. and 2 CFR Part 3256). The recipient is required to publish a statement regarding its drug-free workplace program as well as comply with other requirements.

Assurance of Compliance

By signing and submitting its application form on Grants.gov, the applicant certifies that it is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.

We may conduct a review to ensure compliance with these statutes. If the NEA determines that a recipient has failed to comply with these statutes, it may suspend or terminate the award, and/or recover funds. This assurance is subject to judicial enforcement.

The applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the National Endowment for the Arts at 45 CFR 1110.
- Solely on the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), implemented by the National Endowment for the Arts at 45 CFR 1151, and the Americans with Disabilities Act of 1990 ("ADA"), as amended, (42 U.S.C. 12101 et seq.).
- On the basis of age, in accordance with the **Age Discrimination Act of 1975**, as amended (42 U.S.C. 6101 et seq.), implemented by the National Endowment for the Arts at 45 CFR 1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681 et seq.).

The applicant will inform the public that persons who believe they have been discriminated against on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the National Endowment for the Arts.

The applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, Office of Civil Rights <u>civilrights@arts.gov</u>

The applicant shall maintain records of its compliance and submission for three (3) years. The Applicant will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives.

The United States has the right to seek judicial or administrative enforcement of this assurance.

For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202-682-5454 or <u>civilrights@arts.gov</u>. For inquiries about limited English proficiency, go to <u>http://www.lep.gov</u>, the <u>FOIA Reading Room</u>, or contact the Office of Civil Rights at <u>civilrights@arts.gov</u> or 202-682-5454.

Standards for Service

The National Endowment for the arts has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Email: webmgr@arts.gov, attention: Standards for Service.

For questions about these guidelines or your application, contact the Literary Arts staff at 202-682-5034 or <u>litfellowships@arts.gov</u>.

Freedom of Information Act (FOIA)

Disclosure Notice: The NEA may share a copy of awarded applications and/or related materials submitted to the NEA by the applicants, with the public or other third parties, where required or permitted by law.

Privacy Act

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is primarily used for the purpose of application review. Personal data, such as home address or personal cell phone number may not be released, either in entirety or in part, as exempt from disclosure under FOIA exemption (b)(6). Failure to provide the requested information could result in rejection of your application.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 12 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

OMB No. 3135-0112 Expires 10/31/2025

Frequently Asked Questions

The Application Package | Eligibility | Copyright Information | Collaborations | Other

The Application Package

How do I access the required forms for my application?

Once you have created a Grants.gov Workspace, you will see both required forms listed—the Application for Federal Domestic Assistance (Individual) and the Attachments Form. For instructions on how to create a Workspace, click <u>here</u> or watch this <u>video</u>.

You can either fill out the required forms online by using the Webforms or you can download them to your computer, fill them out, and upload them to your Workspace.

To fill these forms out online, click the button that says "Webform." Be sure to hit the "save" button at the bottom of each form once it is completed.

If you choose to download the forms, be sure your version of Adobe Reader is compatible with the Grants.gov system. You can find a list of supported versions of Adobe Reader <u>here</u>, or contact Grants.gov directly to check if your version is compatible. You can also try using the Webforms, which allow you to complete the forms online without downloading and do not require you to have Adobe Reader.

How do I determine my congressional district? What if I'm an American living abroad?

Visit the House of Representatives website at <u>www.house.gov</u> and use the "Find Your Representative" tool. Enter the ZIP code that corresponds to your permanent address to locate your congressional district. If the address on your application is outside the United States, enter 00-000 for your congressional district.

My ZIP/postal code is in red after I type it on the application package. Does this mean there's a problem?

Yes. The form requires the full 9-digit ZIP code (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full ZIP code, you may look it up at <u>https://tools.usps.com/zip-code-lookup.htm</u>.

Will I be able to update my application after the deadline?

No. No changes or additions to the application or manuscript will be accepted once your application has been submitted. If you discover an error in your application prior to the deadline, you may correct the error by submitting a new application. Only your most recently submitted application will be reviewed.

How do I determine my project's start and end dates?

The start and end dates refer to the official beginning and ending dates of the fellowship (known as the Period of Performance). If selected for a fellowship, the NEA will only award funds to support fellowship activity within these dates, even though some aspects of your overall project may take place before or after the Period of Performance.

Eligibility

May I submit translations of my own writing to establish eligibility?

Yes, you may include in your Summary of Applicant Publications/Productions a list of translations (into English) of your own writing (poetry, prose, drama).

Can book galleys count toward meeting the eligibility requirements?

No. In order to count toward eligibility, a particular sample must have been published by the application deadline date. Reader advance copies, galleys, uncorrected proofs, and commitments for future publication or production do not fulfill the requirements. No exceptions are made to the eligibility requirements.

Do scholarly articles count toward establishing eligibility?

No. Eligibility must be established through translations of creative writing, such as fiction, poetry, drama, or *belles-lettres* (creative nonfiction, criticism, and essays). Articles written in English that contain translated passages do not count toward eligibility.

Do blogs count as eligible publications?

In general, no; they are considered self-publication. However, certain curated blogs may be eligible publication sources. Contact the Literary Arts staff for a specific determination of eligibility.

I'm self-published. Am I eligible for a fellowship?

For determining eligibility, we do not accept any publication by presses that publish work without competitive selection or professional services. If you feel your publication falls outside of these parameters, contact the Literary Arts staff for guidance.

I have published more than the required number of pages to establish eligibility. Which publications should I include?

List publications you feel confident meet our publication eligibility requirements. If you can establish eligibility with one book, just list that book. If you're unsure a publication meets our eligibility requirements, you may list additional books or journal publications. The Summary of Applicant Publications document will not be reviewed by panelists; it is only used for internal NEA staff review to establish eligibility.

Copyright Information

If the publisher verifies that the English-language translation rights are available, is that sufficient approval to meet copyright requirements?

No. Simply stating the availability of English-language translation rights to a work does not demonstrate that you have the permission to translate a work required for a translation project. Although we do not require applicants to secure publishing rights, we will not fund work that does not meet our eligibility requirement for permission to translate and therefore would not have a chance of eventual publication. You must demonstrate, in writing, that the

author/rights holder(s) will allow you to undertake, or not object to you undertaking, a translation of the work specified in your application, or that the work resides in public domain.

What should I do if the copyright holder does not want to or is unable to provide a right to translate?

With your application, you may submit an alternative via the NEA's own <u>Acknowledgement of</u> <u>Translation form</u>. This form must be accompanied by written evidence that the publisher is not otherwise willing to provide rights. This is the only form of documentation we will accept, and it cannot be modified or annotated.

The NEA may contact you for further documentation of rights clearance, or for credentials/accuracy of any translation of a legal document you have provided at any time.

My project is a translation of an anthology that includes works by multiple authors. What copyright information do I need to provide?

If you propose to translate an anthology, appropriate permission must be secured from the rights holder(s) of each respective work that would appear in the proposed translation. Combine all permission statements from copyright holders into a single PDF document for your NEA application.

The work I'm translating is in the public domain. What copyright information do I need to provide?

If a work is in the public domain, you do not have to secure permission to translate it. However, you must provide a statement that the project is in the public domain along with an accurate and thorough justification of your statement. The NEA evaluates this justification, along with other pertinent information, and determines at its sole discretion whether or not that justification is sufficient.

The written permission I received from the copyright holder is in a language other than English. What should I do?

If written permission from the copyright holder is in a foreign language, you must provide an English translation.

Collaborations

Will you accept joint applications?

No. We recognize and encourage collaborations, but a fellowship award for a specific translation project is awarded to only one person. If you are applying to work on a collaborative project, you will submit a statement that outlines the role(s) of the collaborator(s) and how you will recognize the collaborator(s) if you receive a fellowship. In addition, the manuscript sample must be by the collaborative team.

The collaborator(s) are not required to meet the eligibility requirements, as they are not applicants for funding; conversely, works that collaborators have translated independently may

not be used to establish eligibility for the applicant. Only works by the applicant and/or the collaborative team may be used to establish eligibility.

Because collaborators are not considered fellowship award recipients, they may apply the following year to the NEA for a fellowship to translate another work; in other words, they do not need to wait the mandatory four years to reapply as fellows/award recipients must.

Other Questions

Will the NEA fund translations into languages other than English?

No. Projects must be for translations of literary material from any language into English only.

May I submit a letter of recommendation?

No. In previous years, we allowed students to submit letters of recommendation; such letters are no longer accepted. If a letter is included with an application, it will not be reviewed by the panel.

Do I have to submit my application in English?

Yes, all application material must be submitted in English with only one exception for those portions of the original work which your sample translation renders.

I'm on faculty at a university. May the fellowship award funds go directly to my university so that I may buy time off from teaching to complete my project?

No. Fellowships are individual awards; all award funds are dispersed only to the fellow/recipient. However, once our fellows receive funds, it is up to them how they wish to spend it (as long as it relates to their translation project). A fellow could pay his/her university directly in order to receive time off.

What if my project has begun before the allowable start date?

If this is the case, contact the NEA's Literary Arts staff for guidance before applying. Most often this is not a problem, as long as the bulk of the work on the project occurs during the fellowship/grant's period of performance.

What if I need more time to finish my project beyond the period of performance?

In the event of unforeseen delays, grantees may submit a Change Request for an extension to the period of performance end date by submitting a Change Request through REACH (the NEA's grants management system) at least 30 days prior to the end of your approved period of performance. All change requests are reviewed by the NEA's Office of Grants Management and are considered on a case-by-case basis; approval is not guaranteed.

Are translations from visual languages, like American Sign Language (ASL), eligible for translation projects?

Yes, provided applicants meet the publication eligibility requirements. If you wish to translate into English works of ASL and/or Pro-Tactile literature, please contact the literary arts staff for

guidance on preparing your application materials. Please feel free to reach out to us with questions at <u>litfellowships@arts.gov</u>.

I have an accessibility need that isn't listed in your guidelines. Are you able to make accommodations for me?

Information on submitting a waiver request to assist you with submitting your application is available <u>here</u>. Waiver requests must be in writing and must be received by the NEA at least three (3) weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on December 19, 2024. If you need an accommodation that isn't mentioned in our guidelines, please contact the Literary Arts staff.

Contacts

We have fielded many questions over the years and trust that we can help you troubleshoot problems you encounter. We are at your service.

Browse the answers below and in the FAQ before you contact our staff.

You should also determine if your question is best addressed to the NEA, Login.gov, or Grants.gov. Login.gov and Grants.gov are government-wide portals; they are separate entities from the National Endowment for the Arts. Though we include some tips here on navigating Login.gov and Grants.gov, technical questions about registration and uploading your application should be directed to Login.gov or Grants.gov.

Contact Login.gov

For help with:

- Registration problems with Login.gov
- Login or username/password issues

Login.gov Help: Consult the information posted in their <u>Help Center</u>, or use their <u>online form</u> to submit a question.

Contact Grants.gov

For help with:

- Registration problems with Grants.gov
- Your registration status
- Verifying and/or updating your registration information
- Technology-related problems including:
 - Web browser issues
 - Questions about Workspace, webforms, or Adobe Reader
- Problems submitting your application through Grants.gov

The Grants.gov Contact Center is available 24 hours a day, 7 days a week at **1-800-518-4726** or <u>support@grants.gov</u>. The website is <u>www.grants.gov</u>.

Contact the National Endowment for the Arts

For help with:

- Fellowship eligibility questions
- Specific components of your application
- Questions about the fellowship guidelines

If, after looking over our guidelines and the answers in this section, you'd still like to speak to a staff member, email us at <u>litfellowships@arts.gov</u> or call our Literature Fellowships Hotline at 202-682-5034.