

# Translation Project Fellowships

APPLICATION INSTRUCTIONS

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CFDA No. 45.024

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

### Access for individuals with disabilities:

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## 1: Complete the Application for Federal Domestic Assistance—Individual Form (SF-424)

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All asterisked (\*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old grant opportunity package or another document and paste into the form.

**1. Name of Federal Agency:** Pre-populated.

**2. Catalog of Federal Domestic Assistance Number:** Pre-populated.

**3. Date Received:** This will be filled automatically with the date that you submit your application; leave blank.

**4. Funding Opportunity Number:** Pre-populated.

**5. Applicant Information:**

**a. Name and Contact Information:** Applicants using pen names must list their legal name here. All transactions with the NEA must be made using the applicant's legal name. Be sure to enter your email address (you will be notified about the status of your application via email). Contact information must be valid through December 2025. You must notify us of any changes.

Due to restrictions from the Department of Homeland Security, we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

**b. Address:** Enter information for your permanent address. Information must be valid through December 2025. (If you live outside the U.S., submit your international address.)

Use *Street 1* for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. *Street 2* is not a required field and should be used only when a Suite or Room Number or other similar information is part of your address. Do **not** use Street 2 to provide a second address.

In the *Zip/Postal Code* box, enter 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 <https://tools.usps.com/zip-code-lookup.htm>.

**c. Citizenship Status:** If you are a permanent resident of the United States, provide your Alien Registration Number.

**d. Congressional District of Applicant:** Enter the congressional district that corresponds to your permanent address. Use the following format: 2-character State Abbreviation-3-

character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." If your state has a single at-large representative or your territory has a single delegate, enter your 2-character state/territory abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at <http://www.house.gov/> and use the "Find Your Representative" tool.

## 6. Project Information:

**a. Project Title:** Indicate the title of the work that you propose to translate.

**b. Project Description:** List the genre, author, language, country of origin, and the approximate number of pages to be translated. Then provide a two or three sentence description of your project. Indicate the number of years you have applied with this specific project and whether or not your project is a retranslation.

**c. Proposed Project Start Date/End Date:** Enter your preferred beginning and ending dates. The beginning date must fall between January 1, 2026, and January 1, 2027, and the period of performance may extend up to two years. Your period of performance must begin on the first day of the month and end on the last day of the month (e.g., January 1, 2026 to December 31, 2026).

**7. Signature Block:** By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the Assurance of Compliance on page 15 of the *Translation Project Fellowships Grant Program Description* PDF. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

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## 2: Complete and Attach Required Items to the Attachments Form

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The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

### Important Tips:

1. Be sure you are using Adobe Reader when filling out our PDF forms.  
  
Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can [download it here for free](#).
2. No attachments should be more than 2 MB.
3. **Do not embed non-printable media files (video and/or sound) in your PDF documents. Static images (e.g., pictures) are acceptable.**
4. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected by grants.gov. You cannot change the name of a file on the Attachments Form. Therefore, make certain that each file is named correctly **before** you attach it.
5. If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

### Types of Attachments:

1. **Documents**

Attachment 1 (Narrative), Attachment 2 (Original Work), Attachment 3 (Summary of Publications), and Attachment 4 (Translation Rights) **must be submitted as PDF files. Do not submit DOC or DOCX files.**

- PDF documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching.
- **Do not create PDFs of your electronic documents by scanning**, with the exception of Attachment 1 item 8, Attachment 2, and Attachment 4, which may be submitted as scanned documents as needed. PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.

- Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label each page clearly at the top with name of the item (e.g., Narrative, Bios, etc.) and your legal name. Do not use your pen name.
- Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. Excess pages will be removed and not be reviewed.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- Pages should be singled-spaced, using a 12-point font size.
- Do not type in all capital letters.
- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

## 2. Forms

Alternatively, Attachment 4 (Translation Rights) can be submitted as an NEA fillable form that you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

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## The Attachments

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When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to select the PDF file from your computer that you wish to attach. Be sure to attach the proper file to the proper button as listed below. You will only use the first 4 attachment buttons; disregard buttons 5-15.

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### Attachment 1: Application Narrative

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To this button, attach a single file that includes the items below. The file name should be your last name followed by “\_Narrative” (e.g., Doe\_Narrative). Label each item “1., 2., 3., etc.” **Do not submit more than the maximum page limit allowed per item.** Make sure your document is easily readable; unreadable documents will not be reviewed.

Click [here](#) to see an example of how to format this document.

Read the “Collaborations” section on page 20 of the FAQ in the *Translation Projects Grant Program Details* PDF for additional information on applying with a project in collaboration.

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#### 1. Description of the work you wish to translate

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(page limit: three pages, single-spaced)

List the following:

- English title(s) of work(s) to be translated
- Name(s) of author(s) whose work(s) will be translated
- Original language(s), country of origin

- Genre
- Approximate number of pages to be translated

Describe the work's scope, importance, and place in the author's body of work. When possible, cite reviews of the original work. Explain why you selected this author and this work, as well as your translation philosophy as it applies to the project. If you are proposing an anthology of an author's selected poems or stories, or a multi-genre reader from an author's work, etc., provide the editorial rationale for why certain works are included and others are excluded. List any existing English translations of the author's work and indicate whether the author's work has been translated into any languages other than English. Briefly describe the activities you expect to undertake during the fellowship (e.g. travel plans, including purpose and destination(s) of travel (if applicable), plans to correspond with the original author or those close to the original author, or research you would conduct).

## **2. Resume of author(s) to be translated**

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*(page limit: one page, single-spaced)*

Full or partial resume and/or biographical information for the author(s) of the work that you wish to translate.

## **3. Applicant bio; if a collaboration, collaborator(s)' bio**

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*(page limit: one page per bio, single-spaced)*

A narrative account of your professional experience. You may describe time you spent in the country of origin of the work to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work.

For collaborations, include a narrative account of the professional experience of your collaborator(s).

## **4. If a collaboration, statement on the role of the collaborator(s) and their recognition**

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*(page limit: one page, single spaced)*

A statement of agreement that specifies the role of the collaborator(s) and the recognition that they will receive for the project. Type "N/A" if you do not have a collaborator.

## **5. If a retranslation, justification of need**

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*(page limit: one page, single-spaced)*

A statement justifying the need for a new translation including specific examples from the proposed project. Type "N/A" if this does not apply to your project.

## **6. For an excerpt from a novel, play, or other long work, one-page précis (optional)**

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*(page limit: one page, single-spaced)*

If your translation sample is an excerpt from a novel, play, or other long work, a brief summary that places the manuscript sample in context. Type "N/A" if this does not apply to your project.

### 7. A sample of your translation from the proposed project

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*(page requirement: 10 to 15 pages, single-spaced for poetry or drama, double-spaced for prose)*

When preparing your manuscript sample:

- Draw from the same body of work that you propose to translate during the grant period.
- Do not crowd pages.

**For collaborative projects**, your manuscript sample must be prepared by the collaborative team. All other application material must be the independent work of the applicant.

### 8. For retranlations, one existing translation which corresponds to your 10-15-page sample translation

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If your project is for a retranslation, one sample of an existing published translation of the approximate sample submitted. Label the sample with the English translation of the foreign language title and author. **Do not submit the entire existing translation—only submit pages that correspond with the 10 to 15-page translation sample.** Type “N/A” if this does not apply to your project.

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## Attachment 2: Sample of the Original Work

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*(Pages should correspond with the 10- to 15-page translation sample)*

To this button, attach a Sample of the Original Work corresponding to your sample translation. Label the original work sample with the English translation of its title and author. **Do not submit the entire original work—only submit those pages that correspond to your translation sample.** The filename should be your last name followed by “\_OriginalWork” (e.g. Doe\_OriginalWork).

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## Attachment 3: Summary of Application Publications/Productions

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*(Page limit: three-pages, single-spaced)*

To this button, attach a **Summary of Applicant Publications/Productions** to establish your eligibility. The filename should be your last name followed by “\_SummaryPubs” (e.g. Doe\_SummaryPubs).

List the specific published translations into English that establish your eligibility (see the “Eligibility” section on page 6 of the *Translation Project Fellowships Grant Program Details* PDF for details). For each publication note:

- Title, original author, translator
- Language, genre
- Publisher (including name of magazine or press and web address if available)
- Publication date (month and year, or volume/issue)
- Number of pages that you translated
- Page numbers (if a journal or anthology), or if online, list the exact URL of the translation



If your eligibility is based on the presentation or production of your translation of at least one full-length play, note the title, author, translator, producing company, location, dates of each performance, and a link to where more information can be found about the production.

Your Summary of Applicant Publications/Productions should be formatted like the examples below:

*Book*

**Title/Author/Translator:** A Walk in the City/John Doe/Jane Doe

**Language/Genre:** Spanish/poetry

**Publisher:** University Press, www.up.edu

**Publication Date/ Volume-Issue:** 12/2024

**# of pages:** 7

**Page # or URL:** 137

*Journal/Magazine*

**Title/Author:** "Hidden Moon"/ Flores Paz

**Language/Genre:** Spanish/short story

**Publisher:** Violet Journal, www.violetjournal.org

**Publication Date/ Volume-Issue:** 10/2024/ Vol. 32 Issue 4 (Fall)

**# of pages:** 5

**Page # or URL:** www.violetjournal.org/32-4/paz

*Anthology*

**Title of Your Work/Author/Translator:** "Hidden Moon"/Jane Doe/John Doe

**Anthology Title/Editor:** *Time Spent (Poems About Grantwriting)*, edited by M. Fed/Jill Deer

**Language/Genre:** French/poetry

**Publisher:** Small Press, www.smallpress.org

**Publication Date:** 06/2024

**# of pages:** 14

Upon request, you must provide proof of eligibility to the NEA in one or more of the following ways:

- The title page or cover with your name and the title of the work.
- The copyright page with the publisher's contact information, including web address and phone number; publication date (month and year); ISBN or ISSN number, if a print publication; or URL, if publication is online only.
- If you are using the production of a play to establish your eligibility, proof that your translation of the play was presented or produced by a professional theater company (e.g., playbill with date(s), promotional material).

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## Attachments 4: Information on Right to Translate

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To this button, attach the **rights to translate the work specified in your application**. The file name should be your last name followed by "\_Rights" (e.g. Doe\_Rights).

You must demonstrate the right to translate the work with one of the following:

- Written permission, license, waiver, release, consent, and/or privilege (hereinafter “permission”) (in the form of an official email or letter) from the copyright holder, or their legal designee (such as an agent or publisher), that grants you the right to translate the work specified in your application. **The written permission must explicitly identify the copyright holder, date of consent, and the title(s) of the specific work(s) the applicant is proposing to translate.** Permission to translate from the author’s entire oeuvre without listing specific titles will only be accepted if the applicant is proposing to translate a selection from the author’s entire body of work. An example of how this written permission could be phrased is “I, [NAME OF COPYRIGHT HOLDER], copyright holder of [TITLE(S) OF SPECIFIC WORK(S) TO BE TRANSLATED] by [AUTHOR OF SAID WORK], on [DATE OF CONSENT] grant [NAME OF TRANSLATOR(S)] permission to translate this work into English.”
- 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. The form must be filled out in its entirety and may not be annotated or modified.
- A statement and justification that you have verified that the material to be translated is in the public domain. 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.

You must have secured any rights necessary by the time of application. **If written permission from the copyright holder is in a foreign language, you must provide an English translation.** The NEA may contact you for further documentation of rights clearance or of the credentials/accuracy of any translation of a legal document you have provided at any time.

See the “Copyright Information” section of the FAQ on page 19 of the *Translation Project Fellowships Grant Program Details* PDF for additional information on copyright requirements.

**Leave all remaining Attachment buttons blank.**