

Procedural Guide for the Publication Support Programme

The *Publication Support Programme* (PSP) support the work and commitment of foreign publishers who have a policy of publishing books translated out of French, thus enabling non-French-speaking audience to gain access to contemporary French thought and artistic creation.

Starting this year, the *publication support programme/copyright transfers*, as well as supporting transfers from French into foreign languages, also includes transfers from French to French for publishers from the Francophone South (Africa, Maghreb, Caribbean, Indian Ocean). The Institut français may issue grants to support copyright transfers or co-publishing for publishers from the Francophone South with an interest in acquiring rights from French publishers with a view to publishing works in French at a price that is adapted to the local market. Any books with a “Southern” edition that has already been commercialised may not be included in the framework of this programme.

The *publication support programme/copyright transfers* covers all kinds of books (except for text books, technical books or how-to guides).

Local publishers must notify French publishers that they have submitted a grant application in order to forecast to defer payment pending the committee decision. It is not possible to present a title which advance has already been paid to the French publisher.

This procedural guide is intended to simplify the process for local offices that want to submit an application to this programme using the IFPROG online system. IFPROG is an interface that enables the Publication Support Programme Director to view, sort and approve applications. This is why it is important for each local office abroad to provide all of the information required by the interface.

1/ Submitting Applications via IFPROG

Connection IFprog systematically via the professional area of Institut français website

Access to the PSP/Transfer Grant form is strictly reserved to members of the cultural network

- a) An eligible PSP project must include:
 - ❖ A copyright transfer agreement signed by both publishing houses concerned in French, English or Spanish, and clearly specifying, with exact figures, the amount of the copyright transfer.
We will not accept blank or partially signed contracts.
Letters of agreement are no longer admissible, except in exceptional circumstances and if we have been notified beforehand.
 - ❖ A balanced budget to the nearest cent, dated and signed by the foreign publishing house, and which clearly states, in euros, the amount of the IF grant required. The budget may also be

provided to us in English or in French or in a bilingual version. You may download a blank model budget table on IFProg.

Some clarification is needed regarding exchange rates: in any contracts we receive that use a foreign currency, the amounts must be converted according to the following accounting procedure:

- ✓ The **only** admissible exchange rates are those set by the Chancery of the Direction générale des finances publiques (French National Public Finance Department). [CHANCERY RATE LINK](#)
 - ✓ (http://www.economie.gouv.fr/dgfip/taux_chancellerie_change)
 - ✓ The correct rate is that which is applicable at the **date of issue** of the contract, and not at its date of signature (should these be two different dates).
- ❖ Dematerialized grant agreement **in French** completed and signed by the foreign publisher must be uploaded on IFProg. This agreement will be signed by IF, and sent back to the foreign publisher after invoicing by the French publisher according to the decision of the awarding committee.
We are providing you with an English version of the grant agreement in order to help the foreign editors to understand the French version, but these English versions **are not legally binding**
 - ❖ Information about the book and translation policy in your institution for the current year. Priorities for translation, actions in the field of the book (translation, authors invitations, events, etc.), your commissions dates.
 - ❖ The list of submitted projects classified by priority and signed by your COCAC
 - ❖ Summary table of your local PAP from the past year.

Summary of the resources at your disposal:

Bilingual budgets

Grant Agreement in French

Grant Agreement in English for reference

Any projects submitted must be underway but not completed; no grants will be issued for any books that have already been published. **The publication dates must be at least three months later than the date at which the committee is meeting to issue its decision.**

The number of projects is limited to 30 annual projects for priority countries (Germany, Argentina, Brazil, Belgium, Brazil, Canada, China, South Korea, Egypt, Spain, United States, India, Italy, Japan, Kenya, Lebanon, Mexico, Poland, Portugal, Romania, United Kingdom, Czech Republic, Turkey) and 15 annual projects for the others. The projects will be limited to 10 projects for priority countries and 5 for non-priority countries at the September session.

If you have any problem, please do not hesitate to contact us.

No application will be accepted following the closure of IFprog. The program manager will contact local offices if the documents received are not admissible and to specify the necessary correction in the allotted time.

2/ The Selection Committee

The selection committee is made up of experts in the field of French publishing, of a representative of the Ministry of Foreign Affairs and International Development, and of the Department Head.

This committee will rely on the detailed opinion that has been issued by the cultural network for each application, as well as on the following criteria:

- ❖ Level of risk-taking by publishers (first translation, writer's notoriety, little introducing genre) with priority given to contemporary writers;
- The quality of the work and importance within French thought and artistic creation;
- The work and commitment of the foreign publisher to developing a long-term policy of translating and publishing French authors;
- The quality of the translation and references of the translator;
- The foreign publisher's observance of its own undertakings with regard to the promotion and distribution of the book.

Following the deliberations of the selection committee, the selection committee's decision will be announced on IFPROG, and local offices will be notified via email. The local offices will be responsible for informing the foreign publishers.

- In cases where a partial grant is issued, the Institut français will be responsible for rectifying the budget and sending it back to the relevant local office for signature by the publisher.

The grant awarded by the Institut français is paid directly to French publishers. The Institut français will inform French publishers via post of the books selected and amounts awarded, and will pay the overall invoice upon receipt.

In exchange for the grant awarded, the foreign publisher undertakes to include the following credit in each granted book: "This book has received support from the Institut français' Publication Support Programmes."

FAQs:

- **Can a grant be awarded to a title which advance has already been payed?**

No, it is not possible when the advance has already been paid to the French publisher.

- **Can a grant be awarded to an author who is not French?**

Yes, if this author has been published by a French publishing house. Conversely, we also support French authors who have been published by foreign publishing houses within the francophone area.

- **Can a grant be awarded to a foreign publishing house that is not geographically located in the country where the project will be published?**

Yes, but such situations are rare and we do not encourage them. The selection committee accepts such cases only with proof that the foreign publishing house has at least one office in the relevant country.

- **Can a foreign publisher's project bring together texts that were not published together when they came out in France?**

Yes. A foreign publisher may by all means create a "corpus" of texts by one same author for local publication, it must simply have obtained an authorisation to do so from the French publisher. This is very common practice for poetry projects.

- Can a foreign publisher's project bring together texts by an author that were published by different publishing houses in French?

Yes. In this case, the foreign publisher must simply: send in all of the contracts connecting it to the French publishers, produce as many sets of original partnership agreements as there are French publishers, and outline in the budget the breakdown of the amounts required by each publisher.

- Can a series of works taken from the same collection be supported in one "single" project?

Yes, but only in the specific case of comics and graphic novels. It makes our work easier if the agreement and the budget clearly state the amount per book, in case the selection committee wants to provide partial support for specific books.

- Can support be provided for projects between a foreign publisher and an agent representing a publisher?

Yes, if the author has been published by a French publishing house which gave mandate to a literary agent for its foreign rights.

- Can support be provided for projects between a foreign publisher and a particular copyright holder?

Yes. However, we can only support such projects if the copyright holder is officially registered as self-employed, since individuals who are not registered as such are not authorised to invoice us for the projects. **Local offices are therefore responsible for asking foreign publishers for the relevant information to confirm this situation.**