

PUBLIC ANNOUNCEMENT

INTERNATIONAL EXCHANGE PROGRAM FOR BRAZILIAN AUTHORS

No. 1/2014

The National Library of Brazil (FNB) announces a funding scheme to support foreign publishers and cultural institutions bring Brazilian authors to attend literary events abroad in order to promote Brazilian culture and literature. This funding scheme was duly authorized by FBN Administrative Ruling N° 5, 22/01/2014 and is regulated, where and when appropriate, by the Ministry of Culture Resolution no. 29/2009.

Part I – Aim

1. The International Exchange Program for Brazilian Authors, launched by the National Library Foundation of Brazil, a body of the Ministry of Culture, aims at promoting Brazilian Culture and Literature through the concession of grants for both publishers and foreign cultural institutions, with the aim of supporting the expenses with transportation and accommodation related to the participation of Brazilian authors at international literary events.

2. The Grant is aimed at both foreign publishers, who wish to promote the works of Brazilian writers at literary events as well as foreign cultural institutions, which host literary activities and which would benefit from the presence of Brazilian authors.

Part II – Eligibility

3. Any foreign publishers that have already published works by Brazilian authors or those that have acquired the publication rights and wish to promote them by bringing their authors to international literary events can apply for this grant.

4. Foreign cultural institutions that wish to host literary events with the presence of Brazilian authors or those that wish to offer a residency abroad may apply.

4.1 Cultural institutions, within the terms of this announcement, are established legal entities such as cultural centres, universities, literary fairs and the like.

5. The eligible authors are those that have already published at least one book in the area of literature or arts (humanities), particularly in the following genres: novel, short stories, chronicle, children's or teenager's literary works, drama, reference works, literary essays, or essays in social sciences, history or popular science.

Part III – Duration of Program

6. The terms of this announcement are valid for events and travel grant applications scheduled to be held by 31 December 2014.

7. Within the context of this Program, additional calls inviting interested parties to apply may be published in various countries and languages, literary fairs at which Brazil is the Guest of Honour or, at a special program of events that Brazil may be hosting.

Part IV – Available Funds

8. Two hundred thousand Reais (R\$ 200,000.00) have been made available for 2014 Program under the aegis of the 2027 Program – Culture: Conservation, Promotion and Access; PPRES 065.747; Action 20ZF 0004 – Funding for the Creation and for the Literary and Scientific Promotions.

Part V – Applications

9. Applications are open from the date of the publication of this announcement until 09^h June 2014. The criterion that is used for application deadlines is the departure date of the author. Applications must be submitted in accordance with the following timetable:

Departure date	Submit applications by
20 th April to 31 st July 2014	10 th March 2014
1 st Aug to 31 st Dec 2014	09 th June 2014

10. No fees are charged to submit applications.

11. Applications must be made by either the foreign publishers or cultural institutions which would benefit from the attendance of a Brazilian author at their event.

11.1- To apply, publishers or cultural institutions must submit to FBN, at the moment of the application, the following documents in digital format by email intercambioautores@bn.br

- a) Author's itinerary with a list of scheduled events including invitations from the organizers of the literary events in which the name of the guest author must appear as well as the aim, dates and venue of the event (in Portuguese, English or Spanish);
- b) Estimated cost for the participation of the guest author in the proposed event (in American Dollars);
- c) Fully completed application form, signed in printed format or in legible capitals (Annex I);
- d) Acceptance of invitation by the author either by letter or e-mail;
- e) Publishing Rights Agreement between the author/literary agent and foreign publisher - in case the foreign publisher is applying;
- f) Author's biography – minimum two pages.

11.2- The application documents mentioned at the item 11.1, are only going to be accepted in the following languages: Portuguese, English, and Spanish and the budget of the item "b", must be made in American Dollars.

12. Additionally, the original documents under "c" in 11.1 above must also be sent by post to the National Library at the following address:

Fundação Biblioteca Nacional
Centro Internacional do Livro
Programa de Intercâmbio de Autores Brasileiros no Exterior
Rua da Imprensa, 16/1110 – Centro
20030-120 – Rio de Janeiro – RJ – Brasil

13. Applications received will be evaluated on three specific dates in accordance with the timetable laid out under Part VII of this announcement.

14. The applicant submitting the documents is uniquely responsible for the truthfulness and accuracy of their proposal and documents, thus, exempting both the National Library of Brazil and its Ministry of Culture from any civil or criminal responsibility concerning random errors or equivocations.

Part VI – Assessment of the eligibility of applications

15. The International Book Centre (Centro Internacional do Livro - CIL) and the National Library of Brazil (FNB) are the bodies that are responsible for assessing the eligibility of the applications.

16. For any application to be considered, a fully completed application form needs to be included in accordance with items 11 and 12.

17. If an application is incomplete, thus, preventing the assessors from analysing it, then it will be excluded either in the assessment of eligibility or selection phases.

18. Only applications complying with the terms described under 11.1 will be included in the eligibility or selection phases.

19. The results of the application's eligibility assessment will be published in up to 5 business days before the date of the selection meetings in a list containing the name of the author and of the applicant. Should an application be deemed invalid, a reason stating why it was declared invalid will also be included in the list.

20. These results will be published on the website of the National Library (www.bn.br).

21. If an application is rejected, the applicant will be able to appeal within one business days from the date of the publication of results by email to intercambioautores@bn.br

22. The applicant must use the same email address to send the appeal that was used on submitting the application.

23. Any appeals that do not comply with items 21 and 22 will be disregarded.

24. The appeals submitted at this phase will be analysed by the International Book Centre (CIL) and the final decision will be made by the Coordinator-General.

25. The final result of the eligibility phase will be published at the National Library website (www.bn.br).

Part VII – Evaluation and Selection

26. The selection process will be carried out by an evaluation committee constituted by the following members:

- a) Three National Library representatives that may be chosen from the following organizations: International Book Centre, the Reference and Promotion Centre and the Book, Reading, Literature and Libraries Directorate;
- b) A representative from the Ministry of Culture or a body linked to it;
- c) An expert in Literature and/or Translation, preferably a professional of the field and/or a University Professor.

27. The selection of the applications will be taking place on three scheduled dates between February and August on the probable dates indicated in the table below and by applying the criterion of travel departure date of the author:

Selection Meeting Dates	Departure Date
19 th March 2014	20 th April to 31 st July 2014
18 th June 2014	1 st Aug to 31 st Dec 2014

27.1 Additional selection meetings may be scheduled on the basis of the number of applications received.

28. The committee will adopt the following selection criteria:

- a) Level of contribution to the dissemination of Brazilian literature and culture ensuing from the proposed events;
- b) Relevance of the promotion of Brazilian literature and culture that the author will be able to offer at literary events abroad;
- c) Coherence and capacity of the Foreign Publisher to carry out its proposed event program successfully.

28.1 The minimum and maximum scores to be awarded under item “a” above will be respectively 1 and 5;

28.2 The minimum and maximum scores to be awarded under item “b” above will be respectively 1 and 5;

28.3 The minimum and maximum scores to be awarded under item “c” above will be respectively 1 and 5;

28.4 In case of a tie, the application with the highest score under criterion “a” will be the winner followed by “b”. However, if a tie remains, the decision will be made by a drawing of lots.

28.5 The minimum score for an application to be selected is 8 and, by the same token, any application that fails to achieve the minimum score will be rejected.

28.6 In order to reduce inequalities in Brazil, authors from the Centre-Western, North-Eastern and Northern regions will be awarded an additional score of 1.

28.7 In agreement with the priorities of the Brazilian foreign policy and the cultural policy of the Ministry of Culture, a bonus point will be granted to the score for an author’s participation in events in the countries of Latin America and the Caribbean and member countries of the Community of Portuguese Language Speaking Countries (CPLP), namely: Angola, Cape Verde, Guinea-Bissau, Mozambique, Portugal, São Tomé and Príncipe and East Timor.

28.8 The evaluation committee will submit the list of selected proposals along with a classification of the winning proposals to the public selection managing unit so that if any author is unable to attend or should other impediments occur, other selected applicants may be eventually called.

29.9 The list of selected proposals along with a classification of the winning proposals will contain the following details:

- I - name of the publisher, or institution, and the author;

- II – country of origin;
- III – score awarded in the evaluation;
- IV – value of the grant; and
- V – name of the evaluation committee members.

28.10 The classified proposals may be awarded grants at a later date if resources are available and on the basis of the discretion of the public selection managing unit provided that the descending score order is respected within the period which applies for the said selection process.

29. Appeals to re-evaluate the list of selected proposals may be submitted within two working days following the date of the publication of the results by mail to intercambioautores@bn.br

29.1 The International Book Centre will be responsible for re-evaluating any appeal and in agreement with the members of the evaluation committee.

30. The final results will be conveyed directly to the winning proponents by post or email, and will be published on the National Library website and in the Brazilian *Official Gazette*.

Part VIII – Value of the Grant

31. A grant of the value of up to US\$ 4.000 (four thousand dollars) per application may be awarded to either a publisher or cultural institution.

32. The grant can be used only to pay for transport and accommodation costs throughout the event's period.

33. If the proposal requires the author to travel from places other than Brazil, the value of the grant will be calculated by taking this fact into account but, in any case, it will not exceed the maximum of US\$ 4.000 (four thousand dollars).

34. The awarded grant is formalized through the Terms of Agreement document drafted in Portuguese* signed by the legal signatory of the publisher/institution and the Chairman of the National Library.

* *N.B.* Brazilian Law requires all contracts to be written in Portuguese.

34.1 The grant will be paid in full after the Terms of Agreement have been signed by both parties.

35. In case the transfer of the funds cannot be made in good time for the proposed event, the publisher/institution that was notified of the award, may undertake the necessary commitments in order to ensure that the author participates in the scheduled events.

35.1 The dates and nature of the events will be able to be modified, if approved by FBN, in case the delay of payment makes the realization of the activities initially planned impossible.

36. The author can only extend his/her stay at the selected destination or other place abroad beyond the scheduled dates by corroborating his/her actual participation in activities relevant to the promotion of the Brazilian literature.

37. Applications regarding authors who have already been awarded with financial or institutional support, either from the Ministry of Culture or bodies linked to it to carry out the same activity, will not be eligible for the National Library grant.

Part IX – Duties, refunds and penalties

38. Any material used to promote an event with the proposed author or publications that may ensue from it must include the logo of the National Library - Fundação Biblioteca Nacional - as well as the following acknowledgement in Portuguese and in the local language:

“Evento realizado com o apoio do Ministério da Cultura do Brasil / Fundação Biblioteca Nacional”

‘Event sponsored by the Ministry of Culture of Brazil/ National Library of Brazil’



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39. The Publisher or the institution that convened the sponsored event must submit the following items within 30 days of the close of the event:

- a) A detailed report on the activities that were held supported by documentary evidence (photographs, posters, catalogues, press releases and the like), signed by the legal representative of the publisher/institution, as the model attached (Annex III);
- b) Documents issued by the organizing institutions which describe and corroborate the activities in which the author participated;
- c) Evidence (air tickets, travel tickets, boarding cards, hotels bills) for the travel itinerary that the publisher/institution listed in their application;
- d) Receipts for the expenses incurred on behalf of the author in accordance with item 33.

40. Should any of the cases listed below occurs, the publisher/institution that was awarded the grant must refund it in full, including the legal interest accrued from the date that it was received to the Brazilian Treasury in accordance with the Brazilian legislation:

- a) Cancellation of the event;
- b) Non-compliance with the terms of this announcement;
- c) Evidence at any point that documents were falsified or that there was a serious incident, which is detrimental to aim that had been put forward;
- d) If the convenor fails to submit the mandatory accounts (item 39);
- e) Use of resources for activities not listed in this announcement;
- f) Evidence that the author stayed abroad but failed to corroborate that he/she participated in events linked to the promotion of Brazilian literature.

Part X – Final Remarks

41. This announcement will be available on the site of the National Library of Brazil (<http://www.bn.br/>), the Ministry of Culture of Brazil (<http://www.cultura.gov.br/>) and published in the Brazilian *Official Gazette*.

42. In case of queries, kindly phone +55 21 2220-2057 or send an e-mail to intercambioautores@bn.br indicating the subject: International Exchange Program for Brazilian Authors.

43. The materials submitted along with the application will not be returned to the applicant, and the National Library will decide whether to archive or destroy the said materials at a later date.

44. All submitted applications, successful or not, will be recorded by the National Library for the purposes of monitoring, documentation and mapping of the Brazilian cultural production.
45. This funding scheme is conditioned by the availability of budget and funds, thus, the selection of an application ought to be regarded as a contingent right of the applicant.
46. The costs incurred to participate in this selection process, including copies, postage, document issue and the like, are the sole responsibility of the applicant.
47. By submitting the application, the applicant expressly acknowledges that he/she fully and irrevocably consents to and agrees with all of the items contained in this announcement.
48. Any overlooked matters shall be resolved by the National Library directors.
49. Applicants that, at any time, do not comply with the terms of this announcement will automatically invalidate their application.

Renato Lessa
Chairman

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Annex I – Application Form

DETAILS OF PUBLISHER/INSTITUTION

Name of the company / institution:		
Trading as (for publishing houses):		
Address:		
City:	Country:	Postal Code:
Telephone:	Fax:	Website
Company registration number*:	Date of the start of the business:	Number of published books hardcopies/digital formats in the year prior to the application:
Legal representative:		Post held:
E-mail:		Telephone:

*NB: only publishing houses are required to provide this information.

DETAILS OF THE AUTHOR

Name:		
Address:		Telephone:
E-mail:	ID Number:	Tax Registration Number (CPF):
Works published by the foreign publisher:	ISBN:	Date of publication:
Brazilian Publisher of the Work:	ISBN:	Date of Publication in Brazil:

:

BANKING DETAILS OF THE PUBLISHER / INSTITUTION

Name applicant/awardee:		
Bank details:		
Address of the branch in which the account is held:		
City:	Country:	Postal Code:
Number of the Bank:	Branch:	Current Account number:
IBAN	SWIFT/BIC	

ADDITIONAL DETAILS

1. Has the publisher/institution applying for the grant already requested scholarships/ support/incentive grants from other Brazilian or foreign state or private bodies for the translation of the book that is included in this application?

- No.
 Yes. Please, provide details _____

2. How did you hear about the International Exchange Program for Brazilian Authors?

- Literary Agents
 Authors
 Publishers
 Translators
 Book fair/Literary event. Please provide details _____
 Other. Please provide details: _____

STATEMENT TO FUNDAÇÃO BIBLIOTECA NACIONAL,

I, the undersigned, _____, declare that I wish to apply for the aforementioned work to be considered for an International Exchange Program for Brazilian Authors Grant.

I also declare, for the purposes of this application and under the Law of Brazil, that the details provided by me in this application are true and that I accept the terms contained in the official Announcement of the aforementioned grant program.

_____/_____/_____
Place Date Signature of the Legal Representative

Anexo III

Relatório – Programa de Intercâmbio de Autores Brasileiros

Report – Exchange Program for Brazilian Authors

Atividades, eventos (nome, local, data, descrição) Activities, events (name, place, date, description)

Despesas feitas em nome do autor (passagens aéreas, hospedagem) / Expenses on behalf of the author (flight tickets, hotel)

Repercussão (artigos, notas, entrevistas) / Press coverage (links to articles and any press coverage of the events)

Assinatura / Signature