

ENGLISH-LANGUAGE PUBLISHING GRANTS

GENERAL TERMS AND CONDITIONS OF GRANT AID:
ADVANCES OR FEES TO AUTHORS AND ILLUSTRATORS

- 1 The offer of grant is made on the basis of the information contained in the application and in any supplementary correspondence. If the purposes for which the grant has been offered are not fulfilled in due time, or if the relevant conditions have not been complied with, the Books Council may require the recipient to return all or part of any grant which may have been paid.
- 2 It is the responsibility of the publisher to agree with the author/ editor/ illustrator comprehensive and detailed contract(s) in line with industry standards, covering terms of commission and publication and payment.
- 3 Authors should receive payment promptly in line with the payment schedule in the contract. After publication of the work, the author should receive a financial statement and payment, if applicable, at least once a year and the author's contract should state when such royalty statements and payments may be expected.
- 4 A copy of the contract signed by all parties must be submitted to the Welsh Books Council as proof of commission, **within three months of the offer of grant** by the Books Council. The Books Council is not responsible for the terms of these contracts.
- 5 It is the responsibility of the publisher to ensure that work is completed by author/illustrator on time. A realistic timetable of work and corresponding payment schedule must be entered on the application form and the author's contract must include the same delivery dates and payment triggers. The contract should also include an undertaking on the part of the author to complete necessary revisions in accordance with a reasonable timetable (which should be outlined in the contract).
- 6 The author's contract must include a clear agreement for the repayment of any initial advances should the author fail to meet the agreed deadlines. It is the responsibility of the publisher to reclaim any royalty payments made should the author default on the agreement.
- 7 The grant recipient will normally be required to return to the WBC the full sum received in grant aid should the author fail to deliver the manuscript **within 18 months of the manuscript delivery date** originally included in the application (except in exceptional circumstances). The publisher should also ensure that the claim for the second payment of grant aid (on delivery of the complete manuscript) is made within this timeframe.
- 8 The grant recipient must comply with the conditions of any other scheme under which individual titles have received support and must also comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter.
- 9 The number of copies printed must be indicated on the claim form. Given that the print run is a primary factor in determining the level of grant aid, the grant recipient should notify and

seek the consent of the Publishing Grants Department of any changes to the proposed print run in advance. The Welsh Books Council reserves the right to reduce the grant if the print run is altered.

- 10 The following acknowledgment must be printed on the title verso page in all books which have been awarded a grant or which have been worked on by staff whose posts are supported by grant aid: "The publisher acknowledges the financial support of the Welsh Books Council." In addition, where the logos of other funders/sponsors/supporters appear on the title verso page, cover or elsewhere in the book, the publisher must include the Welsh Books Council logo in addition to the wording given above. The financial support of the WBC should also be acknowledged at all public events aimed at promoting or marketing supported titles. Failure to include a proper acknowledgement may result in a reduction of up to 10% of the grant payable. Acknowledgement of this grant and any other references to the Council must not be used in any way to imply that the Council undertakes or accepts responsibility to third parties for the grant recipient's debts or obligations (see no. 26).
- 11 Normally in the case of grant-aid to towards ghost writers and translators, the name of the ghostwriter or translator should appear on the title page. The publisher should consult with the Welsh Books Council Grants Department in cases where there is a question.
- 12 All grant-aided books are required to display a 13-digit ISBN number and corresponding bar code on the cover of each publication.
- 13 Timely bibliographical data (including ISBN, title, author, publisher, price, publication date, category and a short description) should reach the Books Council's Information Officer nine months before publication or within two weeks of the publisher receiving an offer of grant, whichever is the shorter period. This information will then be displayed on *gwales.com*.
- 14 An image of the book cover (a good draft rather than the final version is acceptable in the first instance) should reach the Books Council's Information Officer a minimum of four months before publication. The cover will then be displayed on *gwales.com*.
- 15 The grant recipient should use the online proforma to submit all bibliographical information and cover images. Access to the online proforma is via a password, which can be obtained by contacting the Information Services Coordinator, Phil Davies (phil.davies@wbc.org.uk). Where this is not possible the grant recipient should discuss this with Phil Davies and the Publishing Grants Department.
- 16 The publisher must update immediately all information about the title held on *gwales.com* (bibliographical information, short description and cover image) as and when any changes occur before and after publication, until the book is out of print. The grant recipient should make any necessary changes via the online pro-forma (or as advised by the Information Services Coordinator). Additional publisher information may be submitted electronically at the publisher's discretion, including a table of contents, author biography, quotations from reviews and details of prizes won.
- 17 In addition to managing the flow of accurate information to the book trade, the grant recipient should inform the Publishing Grants Department of any delays to the publishing date (or other particulars, e.g. change of title) in good time and a minimum of three months in advance of the original publication date. If the book is not published within three months of the publication date supplied to the Publishing Grants Department, the grant may be automatically revoked.

- 18 Grant-aided books must not be published during December and no grant will be awarded to any title scheduled for publication in December. Copies of any November titles must reach the Welsh Books Council's Distribution Centre by the last Wednesday in November. Books published in December, or November titles which arrive at the Distribution Centre after this date, will be subject to a reduction of £500 in the grant payable.
- 19 The publisher must provide four complimentary copies of the published work to the Welsh Books Council when claiming the grant (alternatively the publisher may notify the Publishing Grants Department that the title is available at the Welsh Books Council's Distribution Centre and instruct them to take four complimentary copies from stock).
- 20 In the case of any grant-aided book, the Books Council should be informed of any financial support received towards the publication of the book from any source other than the Welsh Books Council.
- 21 Grant recipients are required to provide regular updates of sales figures for titles supported under this scheme, and the income and profit they generate. The Welsh Books Council will request these figures at appropriate intervals. The Books Council reserves the right to request other, reasonable information about the performance of a grant-aided book in the course of evaluating the effectiveness of grant-aid and monitoring value for money.
- 22 All books which are in receipt of a grant are required to be available through the Welsh Books Council's Distribution Centre on the Books Council's terms (usually a minimum order of 60 copies of each title, but often higher, on a sale or return basis so that they can be made available to retailers on the usual commercial terms).
- 23 It is a condition that grant-aided books are delivered to the Books Council's Distribution Centre before or at the same time as they are available by other means to any distributor or retailer, or are available at a launch or other event. The publisher is responsible for the carriage and timely delivery of books.
- 24 If a book is available in both English and Welsh versions, and one of those versions has received grant support, then both versions must be available through the Distribution Centre in accordance with the terms specified in conditions 21 and 22.
- 25 All grant-aided books should be in print and continuously available in the Books Council's Distribution Centre for at least one year after publication. In the event that sale of rights is secured within the initial twelve months after publication that a grant-supported title must be kept in print, the publisher should seek approval and guidance from the Books Council's Grants Department, or face the possibility of having to repay a portion of grant. If a book is unavailable or out of stock during the first year of publication, the Books Council may claim a refund of grant of £1,000 per title. International co-editions and seasonal books, for instance some books published for Christmas, are excepted. Care must be taken that availability is not affected by, for instance, problems with binding, or inadequate print runs. It is the publisher's responsibility to ensure that books reach the Distribution Centre in good time to meet this condition.
- 26 The UK rights of grant-aided titles must not be sold without the prior agreement of the Books Council within the first two years of publication.
- 27 Titles supported under this scheme are expected to meet an average 18 month sales target of 2,500. Consistent failure by publishers to meet this target will be considered by the Grants Panel when awarding funding.

28 The publisher for himself (and others) covenants with the Welsh Books Council and their successors in title that the publisher will at all times hereafter save harmless and keep indemnified the Welsh Books Council from all proceedings costs claims and demands in respect of any act that might result in the breach of any of the laws of England and Wales.