

# Welsh Books Council

## Publishing Grants Department

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### English-language Publishing Grants

#### Revenue-funded publishers and Revenue-funded publishing programmes

#### General terms and conditions of grant

- 1 The publisher must notify the Publishing Grants Department of the Welsh Books Council (WBC) promptly of any changes to the titles or publication dates listed in the annual publishing programme agreed by the Publishing Grants Panel.
- 2 All titles in the publisher's annual revenue publishing programme (or similar substitutes agreed in advance) must be published and reach the WBC's Distribution Centre by midday on the 31st of March each year (or the last working day before 31st March if the 31st falls on a weekend or holiday). Any books which do not meet this deadline will become part of the next year's publishing programme and the total grant already paid for the late books in the previous financial year will be deducted from the sum payable in the following year.
- 3 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. 29).
- 4 All grant-aided books are required to display a 13-digit ISBN number and bar code on the cover of each publication. In the case of reprints or new editions, the year of publication of the reprint or new edition must be displayed clearly.
- 5 The ISBN of all books published, together with as many other particulars of the book as possible, should reach the WBC's Information Officer, in electronic format, a minimum of nine months before publication as stipulated by the Critical Path.

- 6 The grant recipient should use the online pro forma to submit all bibliographical information and cover images. Access to the online pro forma is via a password, which can be obtained by contacting the Head of Information Services, Phil Davies ([phil.davies@wbc.org.uk](mailto:phil.davies@wbc.org.uk)). Where this is not possible the grant recipient should discuss this with Phil Davies and the Publishing Grants Department.
- 7 All information about the title held on *gwales.com* (bibliographical information, short description and cover image) must be updated immediately, as and when any changes occur, by the grant recipient, 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 Head of Information Services). The publisher should regularly check the information held on *gwales.com*.
- 8 The price of a grant-aided book cannot be reduced substantially within 18 months of publication. This does not prevent promotional offers of various kinds, but does prohibit the virtual remaindering of recently supported titles and so recent titles are excluded from the WBC's Spring Sale.
- 9 All books published by a revenue funded publisher are required to be available through the WBC's Distribution Centre and available to retailers on the usual commercial terms unless otherwise agreed.
- 10 It is a condition that grant-aided books are delivered to the WBC's Distribution Centre before or at the same time as they are available by other means to any distributor or retailer including launches. It is the publisher's responsibility to make the necessary arrangements to ensure books reach the Distribution Centre on time.
- 11 Grant-aided titles should be kept in print for at least 12 months after publication (with the following exceptions: co-editions where the Welsh publisher is unable to control the printing timetable; seasonal books, including some Christmas titles, or books published to tie in with particular events, e.g. World Cup). If a grant-aided book goes out of stock in less than a year (a maximum of two weeks grace is allowed for any single title in any twelve-month period), a financial penalty of £1000 will be enforced. It is the responsibility of the publisher to ensure that reprints are available in good time and that books ordered reach the WBC's Distribution Centre in good time to avoid incurring the above penalty.
- 12 Publishers must not publish books during December. A £500 penalty for publishing titles in December will be enforced. Therefore Publishers must ensure that all books arrive at the WBC's Distribution Centre by 30 November of each year. This penalty applies to all grant-aided books.
- 13 The publisher must submit an annual report to the WBC on 1 November each year, to include sales figures, a financial report, an update on progress re performance targets, a costed publishing programme for the coming year, audited accounts for the previous financial year and any supplementary information requested by the WBC.

- 14 The publisher must produce a balanced list of titles. While this grant allows and encourages the publication of literary books, these must be balanced with titles that will sustain the production of the list as a whole. To this end, the publisher will be set an individual average net sales target for the Revenue list as a whole in the light of their sales figures for the previous 3 years. Publishers must meet these targets within 18 months of the offer of grant. Failure to meet targets will be noted by the grants panel and consistent failure to meet targets may result in a reduction in funding.
- 15 The number of copies of each title to be published must be indicated when the publisher submits an annual publishing programme. The publisher should notify the WBC of any changes to the proposed print run in advance. The WBC reserves the right to reduce the grant if the print run is altered without notification and approval.
- 16 All non-printing publishers are required to retain invoices for the printing and binding work undertaken. The WBC reserves the right to request these or any other relevant evidence of expenditure. They are also required to seek a minimum of three quotes to establish the most competitive prices for typesetting and printing at least every 3 years, although more frequent comparisons are recommended.
- 17 Printer-publishers should keep a record of the prices charged in-house for printing books and these should reflect the prices charged to other customers for similar services. The WBC reserves the right to request these or any other relevant evidence of expenditure. The finances of the publishing wing of printer-publishers should be recorded separately from printing activities for the purposes of financial reports to the WBC.
- 18 Companies limited by guarantee should hold at least four meetings of their Board of Directors in each financial year. A copy of the minutes, associated paperwork and agendas of these meetings should be sent to the WBC at the same time as these papers are distributed to the Directors. A representative of the WBC will attend a minimum of one meeting a year (ex-officio) and more where possible.
- 19 Companies limited by guarantee should, by law, have a named Director and Secretary. While it is not necessary to have a treasurer, the WBC requires that a named individual should be responsible for the oversight of financial reports presented to the Board. This person should not be the same individual who is responsible for day-to-day financial management or preparation of financial reports to the Board. It is also advised that at least one member of the Board should have a background in and recent experience of business and commerce.
- 20 *Authors* must receive and sign a contract. The publisher must send statements to authors at least once a year. Royalties due should also be paid at least once a year. Contracts must clearly indicate when authors may expect to receive statements and payments.
- 21 Royalties for books published with the aid of a revenue programme grant must not be less than 10% of the cover price. Where discounts are in excess of 55% a percentage of net may be negotiated with the author. Clear records of sales at different discounts must be maintained by the publisher.

- 22 In the case of translated work, the translator must be acknowledged on the title verso page.
- 23 The publisher must produce an up-to-date catalogue for the trade at least once every two years. The catalogue should list sources of supply, including bookshops, the Welsh Books Council's Distribution Centre, and Gwales.
- 24 The publisher must maintain an up-to-date website.
- 25 Where reference is made to distribution in trade or publicity material the publisher must include contact details of the Welsh Books Council's Distribution Centre.
- 26 Where websites or other internet sources are given in any marketing or promotional material (including advertisements), featuring grant-aided titles (or multiple titles where the majority are grant-aided), *gwales.com* must also be listed. *Gwales.com* need not be listed on the covers of grant-aided titles.
- 27 The publisher must provide four complimentary copies of grant-aided books to the Publishing Grants Department along with a claim form upon publication. The publisher may request that the Publishing Grants Department obtain the complimentary books from the Distribution Centre.
- 28 The Publisher for himself (and others) covenants with the Welsh Books Council and their successors in title that he 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.
- 29 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 9 and 10.
- 30 If a publisher receives core funding from the Books Council, e.g. support for posts, then it is a condition of that funding that all titles published by the publisher, whether in receipt of individual grant-aid or not, must be continuously available through the Books Council's Distribution Centre.
- 31 It is expected that grant-aided reference books or books of an academic nature contain an index.
- 32 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 WBC may require the recipient to return all or part of any grant which may have been paid.