



REGULATION

PROGRAM FOR SUPPORTING
THE TRANSLATION AND
PUBLICATION OF
BRAZILIAN AUTHORS
ABROAD

2024



Centro de Cooperação e Difusão

Coordenação de Cooperação Institucional



Rio de Janeiro, August 23, 2024

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REGULATIONS OF THE PROGRAM FOR SUPPORTING THE TRANSLATION AND PUBLICATION OF BRAZILIAN AUTHORS ABROAD

Through the Regulations of the Program for Supporting the Translation and Publication of Brazilian Authors Abroad, the National Library Foundation (FBN) establishes the criteria for granting financial assistance to foreign publishers who wish to translate, publish, distribute, and commercialize works by Brazilian authors, previously published in Brazil, abroad. These Regulations comply with the provisions of the current legislation (Law No. 8.313/1991; Law No. 9.610/1998; Decree No. 11.453/2023; Ministry of Culture Ordinance 29/2009; Executive Decision FBN No. 200/2011; supplementarily, Law No. 14.133/2021; and Law 14.903/2024).

CHAPTER I GENERAL PROVISIONS

Art. 1 The Program for Supporting the Translation and Publication of Brazilian Authors Abroad, created by the FBN in 1991 and integrated into the policy of Internationalization of Books and Literature (cf. Executive Decision FBN No. 200/2011, Article 1, Sections I and VII), aims to promote Brazilian culture and literature abroad by granting financial support to publishers.

§ 1º The Program is offered to foreign publishers who wish to translate into any language, publish, distribute, and commercialize abroad, in the form of a book (printed, digital, or both formats), works by Brazilian authors that have been previously published in Brazil in Portuguese.

§ 2º The Program is offered to publishers from the Community of Portuguese Language Countries (CPLP) who wish to publish, distribute, and commercialize works by Brazilian authors in their countries.

Art. 2 The Center for Cooperation and Dissemination shall annually publish the Public Call Notice for the Program, which will remain in effect until the end of the fiscal year in which it was published. In the same act, or in a subsequent act, an Evaluation Committee will be appointed as provided in Chapter III below.

§ 1º Special edition notices of the Program may be published, as per the interest of the FBN.

§ 2º The Call Notice may be renewed, if necessary, for successive periods of six months, up to a maximum of two years, at the discretion of the Center for Cooperation and Dissemination and with the approval of the FBN Presidency.

Art. 3 The Public Call Notices shall necessarily include:

I. Reference to these Regulations, with any permitted variations (cf. Art. 1, § 2; Art. 2, § 1; and Art. 9, § 1);

II. The current schedule of activities, including the dates for receiving applications, the period for the Evaluation Committee's meetings, the period for appeals, and the announcement of partial and final results of the selection and eligibility phases;

III. The sources and amount of funding (cf. Arts. 6 to 8);

IV. The method for submitting the application documents (cf. Art. 16).

Art. 4 The Program considers Brazilian authors to be either native or naturalized.

Art. 5 The Program will provide support for translation, editing, and/or publication proposals in both the humanities and the sciences, in the following genres:

I. Anthologies of poems and short stories, in whole or in part;

II. Short stories, chronicles, poetry, and novels;

III. Essays (literary, social, popular science, etc.);

IV. Comics;

V. Oral tradition stories;

VI. Children's and young adult literature.

Sole Paragraph. With the aim of expanding the dissemination of Brazilian literature and intellectual production, the FBN may allocate support grants, subject to special evaluation by the Program's Evaluation Committee, to projects involving collections of essays, short stories, and poems that include unpublished texts in Brazil, with the authorization of the copyright holders of the work.

Art. 6 The budgetary resources for the Program are sourced, either alternatively or concurrently, from:

I. The action for promoting and supporting Brazilian culture in the Annual Budget Law (LOA);

II. The National Culture Fund (FNC);

III. The Ministry of Foreign Affairs (MRE);

IV. Another public or private entity partnering with the FBN.

Sole Paragraph. Financial allocation for the fiscal years following the year of issuance of the Call Notice will be contingent upon the availability of budgetary resources from the FBN or the partnering entity, as described in the main provision.

Art. 7 The Program's Evaluation Committee will provide partial or full funding for:

I. Translation and/or editing of works by Brazilian authors by foreign publishers who wish to translate into other languages and have a distribution plan for the works abroad;

II. Editing and printing of works by Brazilian authors by publishers from the *Community of Portuguese Language Countries* (CPLP);

III. Translation, editing, and printing of comic books and works in the children's and young adult segments.

Sole Paragraph. After the submission of the projects presented for the Program's application, there will be no possibility of altering the scope.

Art. 8 The provision of support, both in terms of resources (cf. Art. 6) and funding (cf. Art. 7), is subject to budgetary availability.

§ 1º If there are insufficient resources for all approved publishers, a waiting list will be created. However, the requested support should be considered as an expectation of entitlement, not a guarantee. The CCI/CCD/FBN will adjust the allocation according to the order of the waiting list and budgetary availability, provided that the validity period of the notice is respected, as per Art. 2, *caput*, above.

§ 2º The waiting list will be published on the FBN website, and the selected publishers will be listed in order of classification according to the criteria of the notice.

Art. 9 Financial support may be granted to publishers for projects involving:

I. Unpublished translations;

II. Revised and expanded translations that, although already translated into a certain language, require a new translation to reflect specific regional characteristics of the same language;

III. Translation, editing, and printing of comic books, works in the children's and young adult segments, and picture books;

IV. Reissues of works already translated in the publisher's country and that have been out of print and off the editorial market for at least three years;

V. For CPLP publishers, unpublished editions or reissues of works already published in the country have been out of print and off the market for at least three years.

§ 1º Unless otherwise specified in the Call Notice, the FBN will provide financial support ranging from US\$ 1,000.00 (one thousand US dollars) to US\$ 6,000.00 (six thousand US dollars) for unpublished or new translation projects (Sections I, II, III, and V); and support of up to US\$ 3,000.00 (three thousand US dollars) for reissue projects (Sections IV and V).



§ 2º The support granted is supplementary, and the proposing publisher is responsible for executing and monitoring the project; for fully settling the agreed financial support with the translator, even if the support provided by the FBN does not cover the entire translation proposal; and for any other obligations necessary for the project to be completed in full.

CHAPTER II APPLICATIONS

Section I

Application Conditions

Art. 10 Foreign publishers regularly established in their countries of origin may participate in the Program's selection process.

Art. 11 A proposing publisher may submit more than one application per selection process, provided that each proposal includes different titles unless otherwise stated in current regulations.

Art. 12 Proposals that were not awarded support in previous Calls may be resubmitted, as long as they comply with the rules outlined in the current Call Notice.

Art. 13 Applications from publishers with outstanding commitments with the FBN will not be accepted until these commitments are fulfilled, as well as from publishers currently under sanctions imposed by the FBN, for the duration specified in the respective regulation.

Art. 14 Publishers from CPLP countries must adhere to the 1990 Orthographic Agreement of the Portuguese Language in the edition of works by Brazilian authors supported by the Program, except for works from countries where the agreement has not yet been definitively and obligatorily enforced.

Art. 15 The participation of proposing publishers is prohibited if they have among their executives:

I. Employees, contractors, service providers, interns, or collaborators associated with the Ministry to which the FBN is linked, its Secretariats, or affiliated Institutions;

II. Spouses, partners, or relatives in direct line, collateral, or by affinity up to the third degree, of employees, contractors, service providers, interns, or collaborators related to the Ministry to which the FBN is linked, including members of the Evaluation Committee of this Program;

III. Members of the Executive, Legislative, or Judicial branches, the Public Prosecutor's Office, or the Federal Court of Accounts, or their respective spouses, partners, or relatives in direct line, collateral, or by affinity up to the third degree.

Sole Paragraph. To ensure compliance with this prohibition, the applicant must complete a declaration denying the occurrence of these situations.

Section II

Required Documents for Application

Art. 16 Publishers interested in applying to the Program must send the following documents to the FBN via email at translation@bn.gov.br:

- I. Application form (cf. Annex I), fully completed in Portuguese and signed by the legal representative of the publisher;
- II. Curriculum vitae of the translator(s) (only CVs in Portuguese will be accepted).

Art. 16-A After applying and once selected by the Selection Subcommittee, publishers must submit the following documents for the eligibility phase:

- I. Copy of the copyright assignment contract between the publishers and authors or their legal representatives, or a corresponding document, mentioning all the uses covered by these Regulations;
- II. Proof of the assignment of economic rights for the work, exclusively filled out in Portuguese by the proposing publisher (cf. Annex II);
- III. Consent from the authors or their legal representatives for the translation and/or editing project (only consents written in Portuguese will be accepted);
- IV. Identity document of the authors or their legal representatives;
- V. Copy of the translation contract established between the publishers and translators, including the mandatory mention of the translation cost;
- VI. Declaration from the translator(s) regarding the amount agreed upon with the publisher for the translation work, exclusively written in Portuguese (cf. Annex IV);
- VII. Copy of the publisher's current Commercial Registration, Regulations, or Articles of Association.

§ 1º Items described in Sections I and II of Art. 16 are part of the scoring criteria for the proposals submitted to the Selection Subcommittee in the first

phase of the application evaluation. Without the correct submission of these documents, the publisher will not be considered in this phase of the selection process.

§ 2º Items I, II, III, IV, V, VI, and VII of Art. 16-A are part of the eligibility phase and will only be required and presented by publishers selected for evaluation by the Eligibility Subcommittee, within the deadline specified in the schedule.

§ 3º Applications will be free of charge; however, the proposer will bear the cost of participating in the selection process, by Article 62 of these Regulations.

§ 4º The project's scope presented and submitted for review by the Selection Subcommittee during the application period must remain unchanged.

Art. 17 All documents must be submitted as separate files in PDF format, preferably named according to the documents listed in Articles 16 and 16-A (Application Form/Annex I, Translator's CV, Proof of Copyright Assignment/Annex II, Author's Consent, Copy of Copyright Assignment Contract, ID of Authors, Copy of Translation Contract, Translator's Declarations/Annex IV, and Commercial Registration).

§ 1º The publisher will receive an email confirmation of the receipt of the application.

§ 2º If during the application submission period any file is found to be corrupted and unreadable, the publisher may resend it to translation@bn.gov.br during the appeal period.

§ 3º Applications submitted outside the period established by the Call Notice will not be accepted.

Art. 18 The publisher is responsible for the accuracy of the proposal and the documents submitted, with the FBN being exempt from any civil or criminal liability for any irregularities.

Sole Paragraph. For any issues, the participating publisher may contact the FBN via email at translation@bn.gov.br or by phone at +55 (21) 3095-3883.

CHAPTER III

THE PROGRAM'S EVALUATION COMMITTEE

Art. 19 The FBN Presidency will appoint the Program's Evaluation Committee and its respective alternates (cf. Art. 2), with a term corresponding to the duration of the Call Notice, subject to the approval of any other entities involved.

§ 1º The appointment of alternates cannot be delegated to other public or private entities.

§ 2º From one Call Notice to another, the appointment of the Evaluation Committee should adhere to the principles of impartiality and desirable rotation in public positions, even if honorary.

Art. 20 The Evaluation Committee is divided into a Selection Subcommittee and an Eligibility Subcommittee, both presided over by the same representative from the Center for Cooperation and Dissemination (CCD/FBN).

Art. 21 The president of the Program's Evaluation Committee is responsible for, without prejudice to the duties of the other members:

- I. Coordinating the work of the Selection Subcommittee and the Eligibility Subcommittee;
- II. Presiding over the meetings of the Evaluation Committee;
- III. Appointing the rapporteur for meeting minutes (cf. Art. 26, Sole Paragraph);
- IV. Casting a tie-breaking vote when necessary.

Art. 22 The quorum for establishing the Selection Subcommittee consists of seven members:

- I. A representative from the CCD/FBN, as president (cf. Art. 20 and 21);
- II. A representative from the Center for Research and Publishing (CPE/FBN);
- III. A representative from the Secretariat for Training, Books, and Reading (SEFLI);
- IV. A representative from the Ministry to which the FBN is linked or from its Secretariats or affiliated Institutions;
- V. A representative from the Ministry of Foreign Affairs (MRE) from the culture and education sector;
- VI. Two specialists in literature or translation, preferably university professors or professionals in the field.

Sole Paragraph. The minimum quorum for the validity of the Selection Subcommittee meeting is four participants, in addition to the president.

Art. 23 Members of the Selection Subcommittee and their respective alternates are prohibited from evaluating applications in which:

- I. They have participated as collaborators in preparing the application or have been part of the proposing institution in the last two years, or if such situations have occurred with their respective spouse, partner, or relative in direct line, collateral, or by affinity up to the third degree;



II. They are in judicial or administrative dispute with the proposing institution, or if such situations occur with their respective spouse or partner.

Art. 24 The Eligibility Subcommittee will consist of three members, appointed from among the staff of the CCD/FBN, with one of them being the president of the Evaluation Committee.

§ 1º If necessary, without prejudice to its presidency and its respective alternate, up to two members of the Eligibility Subcommittee may be appointed from other FBN staff not belonging to the CCD/FBN.

§ 2º The minimum quorum for the validity of the Eligibility Subcommittee meeting is three participants.

CHAPTER IV

EVALUATION OF PROJECTS

Art. 25 The evaluation of projects to be awarded by the Program will be carried out by the Evaluation Committee in two stages:

- I. Selection phase, in a classificatory manner, by the Selection Subcommittee;
- II. Eligibility phase, in an eliminatory manner, by the Eligibility Subcommittee.

Art. 26 Decisions of the Subcommittees will be made by a majority of their members, based on the criteria of this Regulation and the current Call Notice.

Sole Paragraph. Meetings held by both Subcommittees will be recorded in minutes signed by all present members.

Section I

Selection

Art. 27 The Selection Subcommittee is responsible for:

- I. Analyzing the applications according to the scoring criteria and the determination of the support amount, as provided in this Regulation and the current Call Notice;
- II. Review any requests for reconsideration from the selection phase.

Art. 28 The applications selected by the Selection Subcommittee will be forwarded to the members of the Eligibility Subcommittee for review and consideration, for a minimum period of 10 (ten) business days.

Art. 29 It is the responsibility of the president of the Evaluation Committee to alert the members of the Subcommittee to the need for special review of projects:

- I. Whose authors do not meet the terms of Article 4 of this Regulation;
- II. Whose scope is addressed in Article 5, Sole Paragraph, of this Regulation;
- III. Whose scope falls within the exception provided by Article 7, Sole Paragraph;
- IV. That do not meet the minimum print run requirements, as specified in Article 46 of this Regulation.

Art. 30 The Selection Subcommittee will adopt four scoring criteria (A, B, C, and D), as indicated in Table 1 of this Regulation, to classify projects with a score ranging from zero to 25 (twenty-five).

Art. 31 In the meeting, which may be held in person or virtually, the average scores of the projects will be calculated. Projects that score zero in any of the criteria listed in the scoring table will be automatically disqualified, or projects that do not achieve the following minimum scores:

- I. For non-Portuguese-speaking projects: 17.5 (seventeen and a half) points;
- II. For projects submitted by publishers from the CPLP: 14 (fourteen) points, since only criteria A to C apply to them.

Art. 32 In the event of a tie in the scores, the project with the highest score in criterion A will prevail; if the tie persists, criterion B will be considered; if the tie continues, criterion C will be used; and if the tie remains, criterion D will be used (cf. Art. 35).

Sole Paragraph If the tie persists, the proposal with the lowest cost for implementation will be ranked higher. If the tie continues, the President of the Evaluation Committee will cast the decisive vote.

Art. 33 In the meeting, the Selection Subcommittee will use the following criteria to determine the amount of support, based on the specifics of each project:

- I. The estimated cost of translation, considering the average costs for the target language;
- II. The estimated cost of publication.

Art. 34 Through its president, after the meeting, the Selection Subcommittee shall deliver to the CCD/FBN:

- I. A list of selected projects;
- II. A list of classified but not selected projects.

Sole Paragraph Both lists must include the project name; country of origin; score obtained in the evaluation; amount of support granted; and names of the members of the Selection Subcommittee.

Art. 35 The selection's results will be published on the FBN's website (<https://www.bn.gov.br/>), within the timeframe indicated in the Edital's schedule.

Art. 36 Within 3 (three) business days from the date of the result's publication, the proposing institution may request a reconsideration of the list of selected projects and the granted amounts by the Subcommittee of Selection, which will be reviewed by all members.

§ 1º Any request must be formalized using the Reconsideration Form (cf. Anexo III), duly completed and sent in PDF format to the email address translation@bn.gov.br, with the subject line indicating "Recurso" or "Appeal", within the deadline specified in the notice.

§ 2º The Evaluation Committee will review the reconsideration requests within a maximum of 5 (five) business days.

§ 3º The reconsideration request does not represent a new opportunity for the submission of documents by the publisher but only the possibility to correct errors in the evaluations.

Section II Of Eligibility

Article 37. The Subcommittee on Eligibility is responsible for examining the eligibility of the selected publishers and their possible appeals.

Article 38. The examination of the eligibility of the selected publishers involves checking the submitted documents and forms to ensure they are correctly filled out, in accordance with the rules of Chapter II of this Regulation.

§ 1º To ensure efficient review of the applications, they must include the documents listed in Article 16-A of this Regulation, as indicated for both the selection and eligibility phases.

§ 2º The publisher acknowledges and assumes responsibility for the disqualification of the project during the eligibility phase due to the absence of essential documents required by the Subcommittee on Eligibility.

§ 3º The publisher will be disqualified if they present illegible, corrupted, incomplete documents, documents without signatures, or any other issues that prevent compliance with Article 16-A.

§ 4º The applying publisher may file an appeal only once, within the timeframe established by the notice. During the appeal phase, correction of previously submitted documentation issues will be allowed, but no new documents may be submitted.

Article 39. After the end of the documentation eligibility period by the Subcommittee on Eligibility, the preliminary results of the projects with granted support will be published

within 3 (three) business days on the FBN website (<https://www.bn.gov.br/>). This publication will include the name of the applying publisher, the country of origin, the indicated literary work, its author, and the reason for any disapproval, according to the schedule.

Sole Paragraph. The selected and eligible publishers will be notified through the publication of the results on the FBN website (<https://www.bn.gov.br/>), as per the schedule.

Article 40. An appeal can be filed against any disqualification from the Program (cf. Art. 37, §4º), to be submitted within 3 (three) business days from the day following the date of the preliminary results announcement.

§ 1º The appeal must be formalized using the Appeal Form (cf. Annex III), properly completed, and sent in PDF format to the email address translation@bn.gov.br, with the subject of the message identified as “Recurso” or “Appeal.”

§ 2º During the appeal period, resubmission of documents that were inconsistent and caused the disqualification of the application will be accepted.

§ 3º Appeals related to the absence of any documents mentioned in Article 16 will be rejected.

Article 41. The final result of this phase will be published on the FBN website (<https://www.bn.gov.br/>) and in the Diário Oficial da União (DOU).

Sole Paragraph. The publishers registered in the current notice will be notified of the final result publication via the FBN website (<https://www.bn.gov.br/>), according to the schedule.

CHAPTER V

ON THE GRANTING OF SCHOLARSHIPS

Art. 42. After the final approval of financial support is announced, the selected applicants must submit, within 10 (ten) business days, the following additional documentation:

- I. Updated bank details for the payment of the support, in the name of the publisher or its legal representative;
- II. Identity document of the publisher’s legal representative.

Sole Paragraph. It is the publisher’s sole responsibility to update the registration and bank details for the payment of the installments related to the granted support.

Art. 43. The formalization of the support grant will be documented by a Term of Commitment written in Portuguese, signed between the legal representative of the publisher and the President of the FBN or their designated representative.

Art. 44. Approved supports will be paid to the awarded publisher in two installments as follows:

I. 1st installment: 50% of the support, after the signing of the Term of Commitment by both parties (FBN and legal representative of the publisher);

II. 2nd installment: 50% of the support, after the publisher complies with the provisions of Article 51 of this Regulation, within up to 24 months after the signing of the Term of Commitment.

Art. 45. A publisher with any pending issues with the FBN will not receive the support amount until the situation is regularized.

CHAPTER VI

OBLIGATIONS OF THE PUBLISHER

Art. 46. In the case of editions only in the form of printed books, the publisher undertakes to publish a minimum of 1,000 (one thousand) copies of the work in the first edition or 500 (five hundred) copies in the case of a reissue, unless the approved editorial project presents a different criterion.

Sole paragraph. Exceptional situations regarding editions of fewer than 1,000 (one thousand) copies may be submitted for consideration by the Selection Subcommittee.

Art. 47. The Publisher undertakes to include on the credits page of all editions of the published work the following reference, both in the language of the translation and in Portuguese, accompanied by the logos/trademarks of the Fundação Biblioteca Nacional and the Instituto Guimarães Rosa:

“Obra publicada com o apoio da Fundação Biblioteca Nacional, do Ministério da Cultura do Brasil, e do Instituto Guimarães Rosa, do Ministério das Relações Exteriores do Brasil”.

[In addition to the reference phrase in Portuguese, the same phrase must also be included in the language into which the book will be translated]



BIBLIOTECA NACIONAL



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MINISTÉRIO DA
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RELAÇÕES
EXTERIORES

UNIÃO E RECONSTRUÇÃO

§ 1º Minimum requirements for the application of logos/trademarks on the credits page:

- a) Height: 0.75 cm;
- b) Width: 4.00 cm;
- c) Resolution: 300 dpi.

§ 2º Color specifications:

- a) Black 100% (K100%); or
- b) Colorful, as determined in the branding manual of the Translation and Publication Support Program for Brazilian Authors Abroad.

Art. 48. Before printing the work, the publisher must submit to CCD/FBN for approval the printed proof of the credits page with the reference text and logos/trademarks via email to translation@bn.gov.br.

§ 1º CCD/FBN will send the branding manual for the application of logos/trademarks along with the Term of Commitment.

§ 2º The reference to the support granted and the logos/trademarks of FBN and IGR may be placed in a location other than the credits page, subject to approval by CCD/FBN.

§ 3º If there are any changes to the reference text or the logos/trademarks of FBN and IGR, CCD/FBN will send the updated version to the publisher via email.

Art. 49. The selected publisher commits to publishing the work within 24 (twenty-four) months from the date of signing the Term of Commitment.

Sole Paragraph. If the publisher proceeds with the publication of the work before signing the Term of Commitment, it will constitute a breach of the clauses of this Regulation, leading to the return of the granted amount, with the incidence of monetary correction and late interest according to legal requirements.

Art. 50. Before the expiration of the deadline established in the Term of Commitment, and in exceptional cases, the publisher may request an extension of up to 12 (twelve) months for the publication of the work. The request must be made through a formal application by the publisher's legal representative, including detailed justifications for the postponement, which will be reviewed by the CCD/FBN, who will decide whether to accept or reject the request.



BIBLIOTECA NACIONAL

MINISTÉRIO DA
CULTURA

UNIÃO E RECONSTRUÇÃO

§ 1º If the extension request made by the publisher is approved by the CCD/FBN, the formalization will occur through the signing of an Addendum to the Term of Commitment between the FBN and the publisher's legal representative.

§ 2º The extension request may be granted exceptionally and only once, for up to twelve months.

Art. 51. The awarded publisher undertakes to deliver before the payment of the 2nd installment:

I. Six copies to the Embassy or official Brazilian diplomatic representation located in the publisher's country;

II. Proof of printing of the minimum print run of the book by the proposed project.

§ 1º Four copies of the published work must be sent to the CCD/FBN office in Rio de Janeiro through the Embassy or official Brazilian diplomatic representation in the publisher's country via diplomatic pouch.

§ 2º Two copies must remain at the Embassy or official Brazilian diplomatic representation located in the publisher's country.

§ 3º In the case of digital publication, the publisher must make the work available to the FBN.

Art. 52. After the payment of the 2nd installment, the awarded publisher undertakes to deliver:

I. Individual receipts from each translator, confirming that the professional has received payment from the publisher for the work done, including the amount;

II. Six months after the book's release, even if the regular contractual period has expired, the publisher must submit a report to the FBN on the development of the distribution and promotion plan for the work (cf. Annex V).

Sole Paragraph. If the publisher fails to submit the report within the stipulated timeframe and/or any of the items mentioned in Articles 51 and 52, they will be prohibited from applying for new grants from the Program until their situation is regularized.

Art. 53. The publisher is responsible for the proper submission of documentation related to the Term of Commitment and the author and related rights authorizations for the work. Without this documentation, the Term of Commitment cannot be formalized.

Art. 54. The publisher must immediately inform the FBN about:

- I. Any unforeseen event that leads to the discontinuation of the project, modifies or interrupts the execution of the Term of Commitment, or changes the publication and delivery deadlines of the translated work;
- II. Any change in the publisher's representative or the staff member responsible for the project.

Art. 55. The publisher must return any amounts received improperly to the FBN.

Art. 56. The publisher commits to providing the FBN with information on the translation schedule, production stages, and estimated publication date upon request throughout the contractual period.

CHAPTER VII

SUPERVISION AND SANCTIONS

Art. 57. Non-compliance with the provisions of this Regulation, the Call for Proposals, or the Commitment Term signed between the publisher and the FBN will result in penalties to be applied by the FBN according to the following criteria:

- I. Withdrawal of the project after the payment of the 1st installment and/or publication before the signing of the Term of Commitment will result in the return of the granted amount, with monetary correction and interest for delay according to legal requirements, and the inability to submit projects to the Program for up to three years, as assessed by the General Coordination of the CCD/FBN.
- II. Late compliance with publication deadlines (as specified in Art. 49 of this regulation), i.e., after the end of the contract signed with the FBN, whether through the Term of Commitment or Addendum Term, will result in a penalty deducted from the payment of the second installment, as follows: 10% for up to three months of delay; 20% for up to four months of delay; 30% for up to five months of delay; 40% for up to six months of delay; 50% for up to seven months of delay; 60% for up to eight months of delay; 70% for up to nine months of delay; 80% for up to ten months of delay; 90% for up to eleven months of delay; and 100% for delays exceeding twelve months.
- III. Failure to pay for contracted translation services and/or failure to provide proof of payment for the project will result in the restriction of the publisher from participating in new projects and funding from the FBN until proof of fulfillment of obligations is provided. Additionally, a penalty of exclusion from participation in future calls for proposals for 3 (three) years will apply.
- IV. Non-compliance with the Orthographic Agreement of the Portuguese Language by CPLP countries, following the terms of Article 14

of this Regulation, will result in the termination of the Term of Commitment and, consequently, the return of the amount of the 1st installment, with monetary correction and interest for late payment, under legal requirements. Additionally, the publisher will be subject to a penalty of exclusion from participation in future calls for proposals for 3 (three) years.

V. Non-compliance with Article 47 and its paragraphs, regarding the use of the reference text and logos/logos approved by FBN, will result in a contractual breach, leading to:

- a) Retention of the right to the second installment and imposition of a penalty that will prevent participation in the Program for 3 years, in the case of absence of the reference text and logos/logos approved by FBN.
- b) Retention of 50% of the second installment if the logos/logos and reference text used do not comply with the standards approved by FBN.
- c) If non-compliance with standards is detected, the publisher will receive an email from translation@bn.gov.br informing about the contractual breach and its implications. However, the publisher may respond within 5 (five) business days, stating that they will reprint the copies with the correct logos/logos and reference text. The publisher will have 3 (three) months to present the new proof of print run.

Art. 58. The refund of received amounts must be made within 30 (thirty) days from the date of receipt of a formal notice sent by FBN, without prejudice to monetary adjustment and the incidence of legal interest on the amount to be refunded.

Art. 59. The Coordinators of the Center for Cooperation and Dissemination (CCD/FBN) will be responsible for applying the penalties provided for in this Regulation, as well as for analyzing any appeals.

Sole Paragraph. After being informed of the penalties, the publisher may appeal within 5 (five) business days, which will be reviewed by the Coordinators of the Center for Cooperation and Dissemination.

CHAPTER VIII

SCORING CRITERIA FOR PROPOSALS

Art. 60. The Selection Subcommittee will evaluate the applications based on the four scoring criteria (A, B, C, and D) outlined in the table below, to rank the projects with a score ranging from zero to 25 (twenty-five).

Art. 61. Of the four criteria mentioned above, three are part of the Application Form (Annex I), namely: brief history of the publisher, website/catalog in PDF, print run of the edition, and distribution project. It is essential that these fields are described in detail, as

the absence of information or incomplete filling will result in a reduction in the score by the Selection Subcommittee.

TABLE 1

CRITERION	FACTORS TO CONSIDER	GRADE WEIGHT	POINTS	HIGHEST GRADE
A. Relative relevance of the publication of the work for the promotion and dissemination of Brazilian culture and literature abroad	<ol style="list-style-type: none"> 1. Representativeness of the work in the field of Brazilian literature and intellectual production, considering the importance of bibliodiversity. 2. Diversity that the translation or publication of the work is capable of adding to the overall range of Brazilian works and authors already translated and published abroad. 3. Diversity that the translation or publication of the work can add to the overall range of literary genres already covered by the Translation Program. 	2	de 0 a 5	10
B. Relative strategic relevance of the language and the destination country for the promotion and dissemination of Brazilian culture and literature abroad	<ol style="list-style-type: none"> 1. Global reach that the publication of the work in a particular language can provide. 2. Diversity that the translation or publication of the work can add to the overall range of languages and countries where Brazilian literature and intellectual production are already represented. 3. Brazilian representation at international literary fairs and events, considering the importance of bibliodiversity. 	1	de 0 a 5	5
C. Relevance of the proposing publisher concerning the catalog, project, and means of promotion and distribution of the published work	<ol style="list-style-type: none"> 1. Publisher's track record. 2. Publisher's conditions for effectively promoting the work to be published abroad. 	1	de 0 a 5	5

D. Translator's resume (CV)	1. Professional experience in the directly translating of literature from Portuguese into the language in question. 2. Admissibility of beginners to encourage the training of new translators.	1	de 0 a 5	5
TOTAL				25

CHAPTER IX

FINAL PROVISIONS

Art. 62. The grant may be canceled at the request of the publisher at any time or at the discretion of FBN, due to non-compliance with the obligations assumed by the proposing institution.

Sole paragraph. In such circumstances, the publisher must return the amounts received within 30 (thirty) days from the date of receipt of a formal notice sent by FBN, without prejudice to monetary adjustment and legal interest on the amount to be refunded.

Art. 63. The act of application implies the proponent's acknowledgment and full agreement with the rules and conditions established in this Regulation and the current Notice.

Art. 64. The burden of participating in the selection process, including expenses with copies, mail, and document issuance, is the sole responsibility of the proponent.

Art. 65. The materials sent by the publishers will not be returned, and the decision regarding their filing or destruction is at the discretion of FBN.

Art. 66. The submitted projects, whether selected or not, will become part of FBN's database for research, documentation, and mapping of Brazilian cultural production.

Art. 67. Any irregularities related to participation requirements, discovered at any time, will result in the disqualification of the application.

Art. 68. Any omissions will be resolved by the Presidency of FBN.

Art. 69. The proponent will be solely responsible for the accuracy of the proposal and the documents submitted, exempting the Public Administration from any civil or criminal liability.

Art. 70. Contracts for the transfer of copyright between the publisher and Brazilian authors, as well as translation contracts for the works in question established between the foreign publisher and translators, must include a clause recognizing the Fundação Biblioteca Nacional (FBN) the right to use excerpts from the translated works with its

support for the purpose of promoting Brazilian literature and disseminating the Translation and Publication Support Program for Brazilian Authors Abroad.

§ 1º The use of excerpts from the works can occur both in Portuguese—using the original work—and in the language into which the work was translated;

§ 2º The signed declarations by the parties in Annexes II and IV may serve as an alternative to including the clause mentioned in this article and will be incorporated into the terms of the respective contracts.

Art. 71. For further clarification, interested parties should contact via email at translation@bn.gov.br or by phone at +55 (21) 3095-3883.

**ANEXO I
FORMULÁRIO DE INSCRIÇÃO**

APPLICATION FORM

DADOS DA EDITORA

Nome da empresa <i>Company name</i>		
Nome de fantasia <i>Doing business as</i>		
Endereço <i>Address</i>		
Cidade <i>City</i>	País <i>Country</i>	CEP <i>Zip code</i>
Telefone <i>Telephone</i>	Website/ catálogo em pdf**	
Nº de registro <i>Company Identification or Registration No.*</i>	Ano de inauguração <i>Opening year</i>	Número de livros impressos ou digitais publicados no ano anterior à inscrição <i>Number of printed/digital books published in the year prior to this application</i>
Representante legal <i>Legal representative</i>		Cargo <i>Role</i>
E-mail		Telefone <i>Phone number</i>
Funcionário de contato <i>Contact employee</i>		Cargo <i>Role</i>
E-mail		Telefone <i>Phone number</i>

*CUIT, P.IVA, SUNAT, Federal Tax Identification Number etc.

BREVE HISTÓRICO DA EDITORA | *BRIEF HISTORY OF THE PUBLISHER***

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DADOS DA OBRA | *BOOK INFORMATION*

Título <i>Title</i>	
Autor <i>Author</i>	Edição brasileira adotada (editora / ano de publicação) <i>Brazilian edition (publisher / year)</i>
Nº de páginas em português <i>No. of pages in Portuguese</i>	Nº de caracteres em português (com espaços e sem espaços) <i>No. of characters in Portuguese (with and without spaces)</i>
Gênero literário <i>Genre</i>	ISBN

<p>A obra foi negociada com apoio de agente literário? / <i>Was the work negotiated through a literary agent?</i></p> <p>() Sim / Yes</p> <p>() Não / No</p>	<p>Nome do agente literário / <i>Literary agent's name</i></p> <p>Contato do agente literário / Telefone / E-mail <i>Literary agent's contact / Telephone / E-mail</i></p>
<p>Apresentação <i>Description</i></p>	

DADOS DO TRADUTOR (se aplicável) | TRANSLATOR INFORMATION

<p>Nome <i>Name</i></p>		
<p>Endereço <i>Address</i></p>		
<p>Cidade <i>City</i></p>	<p>País <i>Country</i></p>	<p>CEP <i>Zip code</i></p>
<p>Telefone <i>Phone number</i></p>	<p>E-mail</p>	<p>Língua da tradução <i>Target language</i></p>

DADOS DA PUBLICAÇÃO (dados editoriais sobre o projeto de tradução e publicação)

PUBLICATION INFORMATION (on the translation/publication project)

<p>Tipo de publicação <i>Kind of publishing</i></p> <p>() Impressa <i>Print</i></p>	<p>Formato em cm <i>Format in cm</i></p>	<p>Número de páginas e de caracteres</p> <p><i>Number of pages and characters</i></p>
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<input type="checkbox"/> Digital <i>Digital</i> <input type="checkbox"/> Impressa e Digital <i>Both</i>		
Paratexto <i>Paratext</i> <input type="checkbox"/> Apresentação <i>Introduction</i> <input type="checkbox"/> Prefácio <i>Foreword</i> <input type="checkbox"/> Posfácio <i>Postface</i> <input type="checkbox"/> Outro <i>Other</i> :		
Data de publicação estimada (mês / ano) <i>Publication date (month/year)</i>	Preço de capa <i>Cover price</i>	Tiragem da edição <i>Print run**</i>
Acabamento do livro impresso <i>Bookbinding-printing- size</i> <input type="checkbox"/> Brochura <i>Paperback</i> <input type="checkbox"/> Capa dura <i>Hardcover</i> <input type="checkbox"/> Livro de bolso <i>Pocket</i> <input type="checkbox"/> Outro: <i>Other:</i>	Tipo de papel <i>Type of Paper</i>	
Projeto de distribuição e comercialização no exterior/ Distribution and marketing plan for abroad **:		



ORÇAMENTO ** | BUDGET

<p>Custo da tradução, em dólares (USD\$) e a forma como foi calculado: por lauda, por palavra etc.</p> <p><i>Translation cost (USD\$) and the method used for calculation: per page, per words etc.</i></p>	<p>Valor solicitado à FBN, em dólares (USD\$)</p> <p><i>Value requested from FBN, in US dollars (USD\$)</i></p>
<p>Outros custos, em dólares (USD\$) (edição, revisão e impressão)</p> <p><i>Other costs (USD\$) (editing, proofreading, printing)</i></p>	<p>Valor solicitado à FBN, em dólares (USD\$)</p> <p><i>Value requested from FBN, in US dollars (USD\$)</i></p>

A editora solicitante ou o tradutor receberam bolsas/subsídios/incentivos de outras instituições, públicas ou privadas, brasileiras ou estrangeiras, para a tradução/publicação da obra em questão?

Has the publisher or the translator received other grants/subsidies/incentives from other institutions, public or private, Brazilian, or foreign, for the translation and/or publication of the work in question?

() Não. | *No.*

() Sim. Instituição e valor: | *Yes. Institution and amount (USD\$):*

DECLARAÇÃO | STATEMENT* (PLEASE, FILL IN THE FORM WRITTEN IN PORTUGUESE)

À FUNDAÇÃO BIBLIOTECA NACIONAL,

Eu [representante legal], _____, venho requerer a inscrição da obra acima citada no Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior.

Declaro que a editora/instituição _____ não possui entre seus dirigentes: a) cônjuge, companheiro ou parente em linha reta, colateral ou por afinidade, até o terceiro grau, de servidores, colaboradores, terceirizados, estagiários e

prestadores de serviço relacionados ao Ministério da Cultura, inclusive, com integrantes da Comissões Avaliadora deste Edital; b) servidor, colaborador, terceirizado, estagiário e prestador de serviço relacionado ao Ministério da Cultura, suas Secretarias ou Instituições vinculadas; c) membro do Poder Executivo, Legislativo, Judiciário, do Ministério Público ou do Tribunal de Contas da União, ou respectivo cônjuge ou companheiro ou parente em linha reta, colateral ou por afinidade até o 3º grau.

Declaro para os devidos efeitos, sob as penas da lei brasileira, que as informações por mim prestadas constituem fiel expressão da verdade, e que aceito as normas descritas no Regulamento do referido Programa.

LOCAL

DATA

ASSINATURA DO REPRESENTANTE LEGAL

****Os itens assinalados com asteriscos devem ser descritos de forma detalhada a fim de permitir à Subcomissão de Seleção uma avaliação criteriosa e atribuição de pontuação aos projetos inscritos. A ausência de informações detalhadas poderá resultar em pontuação reduzida no ranking das obras selecionadas para apoio. Caso a editora não disponha de um website para consulta do catálogo, solicitamos que envie o documento separadamente.**

[ENGLISH]

To the National Library Foundation,

I, [legal representative], _____, hereby request the registration of the above-mentioned work in the Program for Support of Translation and Publication of Brazilian Authors Abroad.

I declare that the publisher/institution _____ does not have among its executives: a) spouse, partner, or relative in a direct line, collateral, or by affinity, up to the third degree, of employees, collaborators, outsourced workers, interns, and service providers related to the Ministry of Culture, including members of the Evaluation Committees of this Notice; b) employee, collaborator, outsourced worker, intern, or service provider related to the Ministry of Culture, its Secretariats, or affiliated institutions; c) member of the Executive, Legislative, or Judiciary branches, the Public Prosecutor's Office, or the Federal Court of Accounts, or their respective spouse, partner, or relative in a direct line, collateral, or by affinity up to the 3rd degree.

I declare for all legal purposes, under the penalties of Brazilian law, that the information provided by me constitutes a true statement, and that I accept the rules described in the Regulations of the aforementioned Program.



BIBLIOTECA NACIONAL

MINISTÉRIO DA
CULTURA



**Items marked with an asterisk must be described in detail to allow the Selection Subcommittee to conduct a thorough evaluation and assign scores to the submitted projects. The absence of detailed information may result in a lower ranking of the works selected for support. If the publisher does not have a website for catalog consultation, please submit the document separately.

**ANEXO II – COMPROVAÇÃO DA CESSÃO DOS DIREITOS AUTORAIS
PATRIMONIAIS DE OBRA**

**ANNEX II – PROOF OF ASSIGNMENT OF COPYRIGHTS AND RELATED
OWNERSHIP RIGHTS**

Declaro, na qualidade de representante legal da editora

(nome da editora estrangeira)

situada em _____,
ser o/a titular dos direitos autorais patrimoniais da obra original publicada em língua
portuguesa com o título
_____, escrita por
_____, de acordo com o instrumento legal efetivado
como autor ou seu representante legal, cuja cópia segue em anexo.

Além disso, informo que possuímos um contrato de tradução devidamente
legalizado com o/a Sr. (a). _____, que será responsável
pela tradução da obra, da qual também detém os direitos autorais patrimoniais.

Autorizo, igualmente, a Fundação Biblioteca Nacional (FBN) a utilizar trechos das
obras originais e/ou traduzidas com seu apoio com o propósito de promover a literatura
brasileira e divulgar o Programa de Apoio à Tradução e à Publicação de Autores
Brasileiros no Exterior.

LOCAL

DATA

ASSINATURA DO REPRESENTANTE LEGAL

Esta declaração será incorporada aos termos do contrato de cessão de direitos autorais, conforme estipulado no Artigo 68 do regulamento deste edital.

[ENGLISH]

I declare, as the legal representative of the publisher _____,
(foreign publisher's name) located at _____,
that I am the
holder of the economic copyright of the original work published in Portuguese titled
_____, written by
_____, according to the legal instrument executed with the author or their
legal representative, a copy of which is attached.

Furthermore, I inform you that we have a duly legalized translation contract with
Mr./Ms. _____, who will be responsible for translating the work
and also holds the economic copyright.

I also authorize the National Library Foundation (FBN) to use excerpts from the original, and/or translated works with its support to promote Brazilian literature and publish the Program for Support of Translation and Publication of Brazilian Authors Abroad.

This declaration will be incorporated into the terms of the copyright assignment contract, as stipulated in Article 68 of the regulations of this notice.

PARA EDITORAS DA COMUNIDADE DOS PAÍSES DE LÍNGUA PORTUGUESA - CPLP:

Declaro, na qualidade de representante legal da editora _____, (nome da editora da CPLP)

situada em _____, ser ela titular dos direitos autorais patrimoniais, para fins de publicação em _____, país membro da Comunidade dos Países de Língua Portuguesa, da obra original publicada em português no Brasil, com o título _____, de autoria de _____, de acordo com o instrumento legal efetivado com o autor e/ou seu representante legal, cuja cópia segue em anexo.

Autorizo, igualmente, a Fundação Biblioteca Nacional (FBN) a utilizar trechos das obras originais e/ou publicadas com seu apoio com o propósito de promover a literatura brasileira e divulgar o Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior.

LOCAL

DATA

ASSINATURA DO REPRESENTANTE LEGAL

Esta declaração será incorporada aos termos do contrato de cessão de direitos autorais, conforme estipulado no Artigo 68 do regulamento deste edital.

ANEXO III – FORMULÁRIO DE RECURSO**ANNEX III – APPEAL REQUEST FORM**

Editora <i>Publisher:</i>	
Obra / Autor <i>Title/Author:</i>	
Apresentação de recurso <i>Appeal or query:</i>	
Data <i>Date:</i>	Nome e assinatura <i>Name and signature:</i>

ANEXO IV – DECLARAÇÃO DO TRADUTOR**ANNEX IV – TRANSLATOR'S STATEMENT**

Eu, _____ (nome do tradutor), concordo com o pagamento de _____ (valor acordado) pela editora _____ (nome da editora), situada em _____ (endereço da editora), pelo meu trabalho de tradução do livro _____ (título do livro), escrito por _____ (nome do autor), do português para _____ (idioma da tradução), no âmbito do Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior, com a devida atribuição de créditos.

Também autorizo a Fundação Biblioteca Nacional (FBN) a utilizar trechos da obra traduzida por mim com o seu apoio para promover a literatura brasileira e divulgar o Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior, com a devida atribuição de créditos.

LOCAL_____
DATA_____
ASSINATURA DO REPRESENTANTE LEGAL

Esta declaração será incorporada aos termos do contrato de cessão de direitos autorais do tradutor, conforme estipulado no Artigo 68 do regulamento deste edital.

[ENGLISH]

I, _____ (translator's name), agree to receive _____ (agreed amount) from the publisher _____ (publisher's name), located at _____ (publisher's address), for my translation work of the book _____ (book title), written by _____ (author's name), from Portuguese to _____ (translation language), within the scope of the Program for Support of Translation and Publication of Brazilian Authors Abroad, with due credit attribution.

I also authorize the National Library Foundation (FBN) to use excerpts from the work translated by me with its support to promote Brazilian literature and publicize the

Program for Support of Translation and Publication of Brazilian Authors Abroad, with due credit attribution.

This declaration will be incorporated into the terms of the translator's copyright assignment contract, as stipulated in Article 68 of the regulations of this notice.

ANEXO V – RELATÓRIO DE PUBLICAÇÃO**ANNEX V – PUBLISHER’S REPORT**

Programa de Apoio à Tradução e à Publicação de Autores Brasileiros no Exterior / Support Program for the Translation and Publication of Brazilian Authors Abroad

Título | Title:

Autor | Author:

editora | Publisher:

País, cidade | Country, city:

Material de Imprensa e divulgação | *Press material*

Cobertura da imprensa (links de artigos)

Press coverage (links to articles and any press coverage)

Livrarias, livrarias online e outros pontos de venda | *Bookstores, online bookstore and other points of sale*

Data | Date:

Assinatura do editor | Publisher’s signature: