

Institut français de Paris Publication Assistance Programme

Scheme Rules

The Institut français de Paris Publication Assistance Programme (PAP) supports foreign publishing houses that have a policy of publishing titles translated from French, thereby enabling non-French-speaking readers to gain access to contemporary French creative writing and thought.

The french cultural network's book centres collect and prioritise requests from foreign publishers and submit them to the Institut français in Paris.

- **A programme of support for copyright transfer, from French into foreign languages, but also from French into French**

This publication assistance programme, in parallel with any local publication support programmes, supports copyright transfer:

- From French to foreign languages;
- From French into French, with priority given to emerging book markets.

The Institut Français may provide financial support to French publishers for copyright transfer or joint publication, with a view to publishing works in French at a price consistent with local market conditions.

This programme does not cover the translation of foreign languages into French: applications for such support are excluded from this programme.

- **Eligible publications**
 - This programme covers all fields of publishing (with the exception of textbooks and technical or practical publications).
 - Projects must be in progress – no support will be given to books that have already been published. Scheduled publication dates must be at least 3 months after the meeting of the assessment committee .

- Books for which an application is made must have been published, in the first instance, by a publishing house whose registered office is in France.

- **Requirements for recipients**

Publishers wishing to submit an application should contact the copyright owner in advance, in order to draw up a copyright transfer agreement and defer payment pending the committee's decision. Submissions may not be made for a publication on which royalties have already been paid to the French publisher.

- **Number of eligible applications and levels of support**

- The number of applications is limited to **20 per country per year**.
- The amount of support requested per application must be between **€500 and €5000**.

- **Strategic priorities**

The PAP application review committee will give priority to:

- French cultural services abroad that organise a [Season and Highlights](#) event or can show that France is represented at a literary fair or festival in the months following the meeting of the PAP evaluation committee.
- Books that have been selected for the [Pépites internationales 2024](#), from Les Pépites, the literary prize staged by the Salon du livre et de la presse jeunesse (SLP - Montreuil, France). French cultural services abroad can use the selection booklet produced by the Institut français and the SLPJ, in French and English, to promote the selected titles to their partner publishers.

- **Submission procedure for the French cultural services abroad**

These rules are designed to support the French cultural services abroad (hereinafter referred to as "offices") wishing to apply for this programme. Only these offices may submit applications. The Institut français Paris (hereinafter referred to as "IF Paris") does not process applications directly from publishers.

1/ Submitting projects to IFProg

Log in to IFProg via the Professional Area on the IF Paris website and follow the steps below:

a) Before submitting your application, please check that all the documents requested below are correct:

- **Copyright transfer agreement signed by both publishers** concerned, written in French or English, clearly indicating the exact amount in euros paid for the transfer of copyright.

IF Paris does not accept letters of agreement or blank or partially signed contracts.

- A **precise financial proposal, dated and signed by the foreign publisher**, clearly indicating **in euros** the amount of support requested from IF Paris. This budget can be submitted in English, French or in a bilingual version. Please note: for contracts in foreign currencies, the amounts must be converted at the official exchange rate applicable on the date of issue of the transfer contract.

- *Blank document to download from IFProg*

- A **note on the french cultural services abroad's book and translation policy** for the current year: translation priorities, book-related activities (translation, guest authors, events, etc.), committee meeting dates and budget for your local PAP, if applicable. Please specify in this note whether you plan to submit to each of the current year's sessions of the IF Paris PAP.

- A **list of projects in order of priority, signed by COCAC** (cooperation and cultural action advisers)

- A **table listing any books supported through your local PAP in the previous year**. A template is available on IFProg.

- A **financial breakdown of projects supported in year N-1**

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IMPORTANT:

All supporting documents must be submitted in PDF format, with the exception of the “Local PAP year N-1” report, which should be submitted in Excel format.

The contract and budget submitted to Ifprog should be combined into just one PDF document per project. Rename the file by title as shown in the following model: *Title.pdf*. PDF documents must not exceed 1 MB in size.

b) At the time of submission, applicants are invited to complete the section headed “arguments in favour of the project”, indicating:

- How the publication of the work concerned fits in with the office’s strategic priorities;
- Whether the publisher is one of the office’s recurrent partners and its role in the local publishing landscape;
- Why publication of the work in question in translation is relevant in the local context.

The purpose of this information is to provide input to the committee’s decisions.

If you have any questions, please contact us at pap@institutfrancais.com.

2/ The committee

Composition

The committee is made up of experts from the French publishing sector and representatives from the Ministry for Europe and Foreign Affairs, the Ministry for Culture and the *Centre national du livre*.

Criteria

For each application, the committee bases its decision on the detailed advice provided by the french cultural network, and on the following criteria:

- ❖ The degree of risk taken by the foreign publishers (first translation, author’s stature, unusual genre). The committee favours contemporary authors;

- ❖ The quality of the work and its importance within French thought and writing;
- ❖ The relevance of the translation within the local editorial landscape and markets, and as part of the office's strategic priorities;
- ❖ The quality of the translation and the translator's stature;
- ❖ The amount of financial support requested (relative to the rates usually charged in the market concerned);
- ❖ The profile of the publishing houses (quality of their work, frequency of requests for support, number of titles proposed).

The french cultural services abroad are urged to ensure gender parity in the projects submitted under the PAP process. The committee will pay particular attention to this point.

The committee will give precedence to projects that have not received support elsewhere. The support given for transfer of copyright may be total or partial.

Post-committee procedures

At the end of the committee assessment, the results will be announced on IFPROG and the offices will be notified by e-mail. It is the responsibility of the establishments concerned to inform the foreign publishers.

- If the support offered is partial, IF Paris requests that the offices should return the publisher's adjusted budget by e-mail as soon as possible.

Funding from IF Paris is paid directly to the French publisher, who will be notified of the selected titles and amounts by e-mail. A contract form will be sent to the French publisher by IF Paris, which will pay the grants to the French publisher on receipt of the completed form.

Obligations of the foreign publishing house

In return for this support, the foreign publishing house undertakes:

- To print the words "Cet ouvrage a bénéficié du soutien du Programmeme d'aide à la publication de l'Institut français", in French, on the first pages of the published work;

- To provide IF Paris, by e-mail, with a high-definition scanned image of the cover and the page mentioning the grant, as soon as the book is published;
 - To give the French cultural services abroad information about post-publication follow-up for supported projects.
- In the event that these obligations should not be met, IF Paris reserves the right to make the recipient ineligible for IF Paris grants for one year and to request reimbursement from the French publishing house that received the grant.

Frequently asked questions about the projects:

- Can a publisher submit a PAP application to the Institut français and a request for support from another institution for the same project?

Yes, a publishing house can submit several simultaneous applications for the same project without ceasing to be eligible for PAP.

The foreign publishing house is required to inform the french cultural services abroad, or to specify in the projected project budget, whether another application for support is in progress or has been granted.

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

No. It is not possible to submit a publication when the advance has already been paid to the French publisher.

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

Yes, but it is not very common, and the Institut français doesn't encourage it. The committee accepts such cases only if evidence is provided that the foreign publishing house has at least one office in the country concerned.

- Can the foreign publisher's project combine texts that were not published together at the time of their French publication?

Yes, a foreign publisher can create a “collection” of texts by the same author in a local publication, provided that it has obtained the agreement of the French publisher. This is a very common practice in the case of poetry projects.

- Can a foreign publisher’s project combine texts by an author that were published by different publishing houses when they first appeared in France?

Yes. In this case, the foreign publisher must simply: send copies of all its contracts with the French publishers, and specify in the budget the details of the sums required by each publisher.

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

Yes, but only in the specific case of comic book collections. To facilitate the committee’s work, the contract and budget must clearly indicate the amount per title in case the committee provides partial support for the project.

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

Yes, if the author was published in the first instance by a publishing house whose registered office is in France. The head office of the agent must also be located in France.

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

Yes, but the Institut français can only support these projects if the beneficiary is registered as self-employed or freelance, and/or has an Agessa or Maison des Artistes number, or an URSSAF number. Please note that, in France, private individuals are not allowed to issue invoices. It is the responsibility of the french cultural services abroad to clarify this situation with foreign publishers in advance.

- Does the french cultural services abroad need to send proof of publication to the Institut français?

Yes, if the publisher does not do so directly. In the absence of evidence for previously supported publications, the committee reserves the right to refuse

any further applications from the local publisher. The french cultural services abroad is responsible for listing the books supported by the PAP.