

APPLICATION FORM

APPLICANT				
Name of natural person or legal entity				
ID or passport no.		Current account no.	____ / ____ / ____ / _____ /	
Address				
Post Code		Country		
Web				
Tel.			Email	
LEGAL REPRESENTATIVE INFORMATION (if the applicant is a legal entity)				
Name and surname				
ID or passport no.				
CONTACT AND COMMUNICATION INFORMATION				
Name and surname				
Address				
Post Code		Country		
Tel.			Email	
TITLE AND BRIEF DESCRIPTION OF WORK TO BE TRANSLATED				
In....., On.....2024				
Signature of applicant or legal representative:				

PROJECT REPORT

PROJECT	
TRANSLATOR	
PUBLISHER	
Character count of translation topic	Translation budget (€)
Edition to be used for translation (language):	
Anticipated publishing data:	
Source work features and translation issues	
Publisher's features: catalogue, policy on foreign-language literature, international strategies, publicity strategies...	
Publication features: print run, size, price and so on	
Other comments:	

SWORM DECLARATION

Name and surname			
ID or passport no.			
Legally on behalf of the entity /company.....			
Tax ID no.....			
under my responsibility I HEREBY DECLARE			
<input type="checkbox"/> That the applicant, whether an individual or an entity, does not possess any administrative or penal infractions which might impede them from receiving public grants or assistance, nor any legal impediment which might remove the capacity to do so, including infringement of the sixth and final provision of Law 4/2005, 18 February, on the Equality between Women and Men, by which any sex discrimination is punishable by such impediment.			
<input type="checkbox"/> That all the information which appears in this application and in the appendixes and the attached documentation is true.			
DECLARATION ABOUT GRANTS APPLIED FOR REGARDING THE SAME PROJECT			
<input type="checkbox"/> The applicant, whether an individual or an entity, HAS NOT APPLIED FOR any other financial assistance for the same objective.			
<input type="checkbox"/> The applicant, whether an individual or an entity, HAS APPLIED FOR the following financial assistance for the same objective:			
Institution	Grant applied for	Awaiting answer	Grant awarded
“MINIMIS” DECLARATION ABOUT FINANCIAL ASSISTANCE			
<input type="checkbox"/> The applicant, whether an individual or an entity, HAS NOT RECEIVED any kind of “minimis” financial aid during the last three tax years.			
<input type="checkbox"/> The applicant, whether an individual or an entity, HAS RECEIVED some kind of “minimis” financial aid during the last three tax years. In total, the assistance received was euros, itemised as follows			
Year	Institution	Procedure ¹	Amount
TOTAL			
On....., 2024, in.....			
Signature of applicant or legal representative:			

¹ A= Applied for; G=Granted; P=Paid

PUBLISHER'S AGREEMENT

Name and surname

ID or passport no.

Legally on behalf of the entity /company.....

Tax ID no.....

Under my responsibility, I AGREE,

To publish the translation work which has received a grant before 30 December, 2025.

To use the Basque Institute Etxepare logo (which will be made available on the website) both in the medium used to publish the translation and for presentation and promotion, and in both cases clearly mention the award of the translation grant, by means of the following sentence: *Liburu honen itzulpenak Etxepare Euskal Institutuaren dirulaguntza izan du.* (Funding for the translation of this book has been provided by the Etxepare Basque Institute), or a translation into the corresponding language.

On....., 2024, in.....

Signature of applicant or legal representative:

REQUIRED DOCUMENTATION TO BE PRESENTED BY THE INDIVIDUAL OR LEGAL ENTITY

- 1.- Signed application form
- 2.- Documents of the individual or legal entity.
 - A) If they are individuals
 - Photocopy of national ID card or passport.
 - B) If they are legal entities
 - The founding edict, entity statutes and certificate verifying that they are inscribed in the corresponding public registers, or equivalent certificate according to the country in question.
 - A photocopy of the ID or passport of the legal representative of the legal entity and a certificate verifying legal authority, by means of a copy of the certificate of power of attorney or, if appropriate, by means of a corresponding supporting document on the part of the entity.
 - A photocopy of the tax identification number or equivalent certificate according to the country in question.
 - C) If they are either individuals or legal entities
 - A substitute declaration for the documentation requested in sections A) and B), if they have previously applied to the Etxepare Basque Institute (stating when they applied), and so long as three years have not passed since the procedure those documents relate to was finalised.
 - A certificate which verifies that all tax debts have been settled, issued by the corresponding body within the previous three months. If the individuals or legal entities which have made the application are employed in more than one country, they must present a certificate issued by the corresponding body with a fiscal address in all these countries.
 - A certificate stating the date on which they joined the National Insurance (Social Security) system, issued by the corresponding body within the previous three months (or equivalent, if applicable).
 - A certificate verifying being classified in a relevant work activity within the activities epigraph of the Economic Activities Tax classification (or equivalent, if applicable).
- 3.- Documentation about activities
 - If the original work is in Spanish, the author's electoral roll.
 - Translation topic in Word format.
 - Translation sample.
 - Translator's CV.
 - Publisher's catalogue.
 - Translation contract.
 - Certificate, signed on both sides, which guarantees permission concerning author's rights that authorise the translation and publication.
 - Any other documentation which is deemed appropriate in order to evaluate the applicant or worth presenting.
- 4.- Documentation to be presented in order to undertake the justification.
 - a) 3 copies of the published translation in print format or a digital copy or access to the digital edition.
 - b) Document justifying payment to the translator, if the applicant is a publishing house or publisher.
 - c) Proof of payment for editing and promotional work.
 - d) List of other grants received for the same purpose after submission of the application. If no other grant has been received in addition to that granted by the EBI, a sworn statement to that effect must be submitted by the beneficiary.
- 5.- Payment documentation.
 - Appendix: bank data