



BASES INGLÉS

Convocatoria 2022
Programa de Apoyo
a la Traducción para
Editoriales Extranjeras





TERMS AND CONDITIONS DIRAC CHALLENGE FUND 2022

TRANSLATION SUPPORT
PROGRAMME FOR FOREIGN
PUBLISHERS

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1. Details of the Challenge Fund

1.1. Introduction

The purpose of these Administrative Terms is to establish the conditions of DIRAC's 2022 Challenge Fund regarding the Translation Support Programme for Foreign Publishers.

The Ministry of Foreign Affairs, - Under-Secretariat of Foreign Affairs-, through its Directorate of Cultural Affairs (hereinafter DIRAC), has the role of disseminating, promoting, and enhancing the artistic-cultural activities of Chile abroad -in line with the guidelines set forth for the State's Foreign Policy. In this context, DIRAC is inviting Foreign Publishers, in partnership with Chilean Embassies, Consulates or Missions abroad, to submit translation projects related to Chilean literature.

2. Information related to the Challenge Fund

2.1. 2.1 Description of the Challenge Fund

The purpose of this Challenge Fund is to finance, whether totally or partially, projects of Foreign Publishers that seek to translate Chilean literature works. Said projects must be submitted through the diplomatic mission or consular representation of Chile corresponding to the country where the relevant publisher is located.

The process for this Challenge Fund consists of the following stages:

- Registration in the Platform
- Application
- Admissibility
- Evaluation
- Final Selection

2.2. Acceptance of the Challenge Fund Terms and Duty of Transparency

By the sole submission to this Challenge Fund it is hereby understood, for all legal purposes, that the person in charge knows and accepts the full content of these terms. Applicants must strictly comply with the legal and statutory regulations in force in Chile, specifically in terms of what is applicable to this Challenge Fund and the execution of activities, as well as regarding the provisions set forth in this instrument. Furthermore, the result of the Challenge Fund will be accepted and observed.

At the time of submitting their applications, responsible individuals declare under oath that all the information provided is true and authentic. DIRAC reserves the right to verify said information. Should this information be found to contain false statements, the application will be declared inadmissible. Without prejudice to the foregoing, if an application includes information which DIRAC may deem of a criminal nature, such information will be forwarded to the Office of the Public Prosecutor.

2.3. Overall Objective

Disseminate and promote the literary work and thoughts of national authors abroad, through the publication of their work in languages other than Spanish.

2.4. Specific Objectives

- Strengthen Chile's presence abroad through cultural projects and initiatives in line with the principles, priorities and interests of Chile's foreign policy and objectives set forth by DIRAC, and
- Contribute to the inclusion and progressive knowledge of our country's diverse artistic manifestations within the international cultural community.

The guidelines setting forth the above-mentioned Specific Objectives are contained in Annex 1 "Specific Objectives" -which form an integral part of the terms herein.

2.5. Challenge Fund Dates

Item	Dates
1. Application Process Launch	From the date of publication of the relevant administrative act in the official webpage and social media channels
2. Question and Answer Period	From the launch of the Application until 18.00 hours (Chilean time) on 24 August 2021
3. Application Process Closure	31st August 2021 at 18.00 hrs. (Chilean time)
4. Admissibility Evaluation	Between 01 and 15 September 2021
5. Publication of Admissible and Non-Admissible Applications	16 September 2021
6. Appeal for Reconsideration against a Declaration of Inadmissibility	Between 17 and 23 March 2021
7. Publication of the Decision Resolving Appeals for Reconsideration against a Declaration of Inadmissibility	30th September 2021
8. Evaluation and Final Selection of Winners	Between 01 October and 12 November 2021
9. Publication of Resolution informing the Winners	15 November 2021
10. Appeal for Reconsideration against the final Evaluation and Selection	Between 16 and 22 November 2021

The deadlines set forth in the calendar may be modified pursuant to service needs, a situation that will be communicated to the applicants through the official webpage of the Directorate of Cultural Affairs and/or social media channels of such division.

2.6. Period to Implement the Projects

The projects submitted to this Challenge Fund must be implemented exclusively between 1 January and 15 December 2022.

If, once awarded, the project cannot be implemented within the term set forth in the relevant application for reasons attributable to a fortuitous event or force majeure not attributable to the applicant, changes will be accepted in the project execution dates, which, in any case, must be carried out within the deadlines set forth in the previous section. In such cases, the corresponding request must be made through Chilean Embassies, Consulates or Missions abroad by means of a letter addressed to the Directorate of Cultural Affairs, Under-Secretariat of Foreign Affairs, which must be accompanied by the documents justifying such request. In no case may the project be postponed to the following year.

The request for change of dates will be analyzed and approved by the Directorate of Cultural Affairs, which will be communicated to the successful applicant through the corresponding diplomatic mission or consular representation, without the need to issue a new administrative act.

2.7. Who are entitled to participate in the Challenge Fund

Foreign Publishers may submit projects to this Challenge Fund through Chilean Embassies, Consulates and Missions abroad.

Projects submitted must necessarily be from Foreign Publishers of countries where Chile has diplomatic missions or consular representations.

2.8. Who are not entitled to participate in the Challenge Fund

- Publishers in a private way, without using a Mission, Embassy or Consulate as an intermediary.
- Publishers who were beneficiaries of previous versions of the Challenge Fund and who have not fulfilled all their commitments set forth within the framework of this Challenge Fund at the time of this application, such as: failure to comply with the execution deadlines; failure to provide information required by the diplomatic mission or consular representation in question in a timely manner; and not having delivered the respective Final Project Management Report within the terms set forth in the conditions of previous Challenge Funds.
- Publishers benefiting from previous versions of the Challenge Fund, who are still in breach of their commitments and obligations regarding the execution of a project, for as long as this breach is not remedied,
- Publishers who, upon request for breach of commitments, have not yet returned the funds.

3. Application Process

3.1. Project Application Period

- **Start Date:** As from the date of publication of the resolution approving these Terms and Conditions on the webpage of the Directorate of Cultural Affairs in www.dirac.gob.cl.
- **Closing Date:** On 31st August 2021, at 6:00 p.m. (Chile Continental time).

The Publisher must send the Embassy, Mission or Consulate all the information required for the application within a maximum period of 48 hours before the closing of the Challenge Fund. Otherwise, the Embassies, Missions or Consulates will not be in a position to ensure that the application of the project has been successfully submitted, so it will not be possible to access the same into the Digital Platform available for the Challenge Fund.

Chilean Embassies, Consulates or Missions abroad must apply through the **Digital Application Form** uploading the **Mandatory Documents** to the **Digital Platform**. If the Digital Platform's system presents any failure within the application period, **Missions** shall send DIRAC a method of verification of this situation through the official e-mail made available for these purposes.

NO APPLICATIONS OR ATTACHED DOCUMENTATION WILL BE RECEIVED OUTSIDE OF THE DEADLINE STATED ABOVE.

PROJECT MANAGERS ARE SUGGESTED TO REVIEW THE DIGITAL APPLICATION FORM CAREFULLY BEFORE FINALISING THE PROCESS. THIS IS TO VERIFY THAT THE MANDATORY DOCUMENTS HAVE BEEN DULY ATTACHED TO THE FORM.

ONCE THE PROJECT HAS BEEN SUBMITTED, IT MAY NOT BE EDITED OR DELETED.

THE APPLICATION SHOULD BE SUBMITTED DULY IN ADVANCE BEFORE THE CLOSING DEADLINES SO AS TO AVOID OVERLOADING THE PLATFORM.

3.2 Question and Answer Period

There will be a period to ask questions and receive answers regarding any doubts that applicants may have regarding the application process and/or the use of the platform, as set forth in paragraph 2.5. of these Terms and Conditions. Publishers must send their questions to the Chilean Embassies, Consulates or Missions abroad, who will forward them to this Directorate through the official e-mail made available for these purposes.

Questions received through other means from individuals who do not belong to the Embassies, Consulates or Missions of Chile abroad, or related to the content of the project, will not be answered.

Publishers submitting inquiries regarding the content of the project and/or sending their applications with a copy to the Programme Manager of this Directorate will be automatically disqualified from participating in the call.

3.3 Project Manager and Application Manager

- Project Manager

At all times, the person in charge of the project will be understood to be the person appointed by the Publisher to act as the counterpart of the officer at the Embassy, Mission or Consulate, to perform the following specific duties:

- Complete the Digital Application Form.
- Request the relevant authorisations for publication of the work.
- Prepare and collect all the documentation required for the application.
- Send all the documentation required for the application to the Embassy, Mission or Consulate, within the period set forth for such purpose.
- Should the application be successful, keep or deliver to the corresponding Chilean mission abroad, the original trade documentation accounting for the investment of the resources awarded.
- Should the application be successful, forward the necessary inputs to the corresponding Chilean mission abroad, to complete the Final Management Report once the project has ended.

- Application Manager

The person in charge of the application shall be understood to be the officer of the Chilean Embassy, Mission or Consulate abroad, appointed by the relevant head of mission, to perform the following specific duties:

- Receive, from the foreign Publishers, the Digital Application Form and all the documents required to complete the application.
- Register in the Digital Application Platform, entering the requested information.
- Complete the Digital Application Form and upload all the documents required to comply with the requirements set forth in the Terms and Conditions.
- Be the focal point or direct contact for DIRAC during the application process and, if the project is selected, during all stages of project execution. In addition, this officer will act as an intermediary between the Publisher and DIRAC.
- Complete, review, sign and deliver the Final Management Report within the corresponding deadline once the project has been completed.

3.4. Digital Application Platform

Applications must be submitted only through the Digital Platform available on DIRAC's webpage: www.dirac.gob.cl, which may only be accessed the Application Manager in the relevant Embassy, Mission or Consulate.

The steps to register the application online are as follows:

- The Application Manager must register on the digital platform available for the Challenge Fund. (In the event that the applicant's information is registered in the relevant portal from the previous version of this Challenge Fund, but has been modified, the Project Manager must timely request DIRAC the modification of the same prior to the application.)
- Select the Translation Support Programme for Foreign Publishers.
- Apply through the digital platform available for this purpose, complying with the requirements and conditions set forth in these Terms and Conditions.
- complete the Digital Application Form and upload the single application form together with the Mandatory Documents required for the Translation Support Programme for Foreign Publishers.
- Validate the project submission by pressing the finish button.



The Application Manager at the Embassy, Mission or Consulate will be solely responsible for uploading the application to the digital platform, in accordance with the requirements and terms set forth in these Conditions. Likewise, it will be the sole responsibility of the Publisher to send to the Embassy, Mission or Consulate, within a maximum period of 48 hours before closing, all the necessary documentation for submitting the application.

After completing these steps, DIRAC will receive the project through the digital platform available on the webpage.

The application will be understood to have been completed after the officer in charge at the Embassy, Mission or Consulate has received, via e-mail, a Receipt Certificate setting forth the date, time, and corresponding folio number. The Receipt Certificate **does not imply that the project has been approved or declared admissible.**

Should there be any doubts regarding the completion of the application process for a project, DIRAC may request the Receipt Certificate from the Application Manager, who will be responsible for keeping it once he/she has received it. This will be the only means of verification to prove that the application was correctly submitted.

If receipt of this certificate is not acknowledged, the Application Manager may carry out the necessary consultations through the official e-mail available for this purpose, in order to ensure that the application was correctly submitted.

3.5. Mandatory Documents to be Submitted with the Application: Translation Support Programme for Foreign Publishers

Mandatory Documents to be attached along with the Digital Application Form mentioned above as a requirement of admissibility for the project, are as follows:

TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS	Mandatory Documents
	<ol style="list-style-type: none"> 1. Single Application Form 2. Signed affidavit of inabilities (form attached) 3. Publisher's Letter of Commitment stating that they will publish the literary work. 4. Documents proving the Publisher's legal status. 5. An Agreement proving that the Publisher has been assigned the copyrights to publish the literary work. 6. A digital copy of the book proposed for translation (when the proposal is an anthology, the selection of texts must be attached, with information proving that it is published material e.g., date of publication, relevant ISBNs, etc. 7. A quote stating the cost of the translation in dollars. 8. Samples of the most recent Publisher's paper or digital catalogues. 9. A copy of the contract or agreement signed by the Publisher and the translator. 10. Translator's CV. 11. Proposed outreach and distribution strategy.

It will be the sole responsibility of the foreign Publisher to deliver all the documents mentioned above to the corresponding Chilean diplomatic mission or consular office posted abroad.

1. **Single Application Form:** This document must be completed and signed by the Publisher and then uploaded to the platform available for the Challenge Fund. Annex 2 of these Terms and Conditions provides the format of this document. Failure to submit this document, or should the information contained therein not meet the requirements set forth in the application, will render the project inadmissible.
2. **Declaration of Inabilities:** This document must be in the form found in Annex 3 - "Affidavit of Inabilities"- which is an integral part of these Terms and Conditions. The Project Manager must duly sign it, and the expiration date for such document may not be beyond thirty days counted backwards from the day the application is submitted. Affidavits submitted in a different format, without showing a date or showing an expiration date beyond thirty days as stated above, will be declared inadmissible.

3. **Publisher's Letter of Commitment stating that the literary work will be published by them:** This document must be signed by the person in charge at the Publisher, who must attach a copy of his/her identity document. (See "*Letter of Commitment*" in Annex 4, which forms an integral part of these Terms and Conditions). Projects that do not attach the Publisher's letter committing to the publication of the work, or which do not meet the requirements set forth for such purpose, will be declared inadmissible.
4. **Documents proving the Publisher's legal status:** This document seeks to ensure the feasibility of carrying out the project through a Publisher legally established in the relevant country. The corresponding translation into Spanish must be attached, should they be in another language. Projects failing to attach this document or not meeting the requirements set forth herein will be declared inadmissible.
5. **An Agreement proving that the Publisher has received the authorisation, license, or assignment of copyrights to publish the literary work:** This document certifies that the Publisher has received authorisation from the author of the literary work or the authorised institution, so that it can be translated and later published. This document must necessarily be in English and be accompanied by a translation into Spanish. Projects that do not include this document or are not in line with the requirements will be declared inadmissible.
6. **A digital copy of the book proposed for translation.** Failure to submit this document, or should the file uploaded to the platform not be in the format set forth in section 3.6 of these Terms and Conditions, will result in the project being declared inadmissible.
7. **Quotations:** This refers to quotations submitted for the requested translation. They must contain as much detail as possible and be accompanied by a **translation into Spanish and the corresponding conversion to United States dollars -if they have been prepared using another currency**. Projects submitting quotes that do not include the proper translation and conversion to United States dollars, when applicable, will be declared inadmissible.
8. **Samples of the most recent Publisher's paper or digital catalogues:** This item must include a list of recently translated works which may provide the Evaluation Committee with sufficient background information regarding their experience, quality, and relevance. If the files, due to their characteristics, cannot be uploaded to the platform, a Word document containing the links to the respective webpage can be attached. Links to temporary access portals or requiring specific accounts or users for access will not be accepted. Projects failing to submit the catalogue or not complying with the requirements will be declared inadmissible.
9. **A copy of the contract or agreement signed by the Publisher and the translator:** This document must detail the conditions and service costs; in addition, it must include the corresponding translation into Spanish and the values expressed in United States dollars or the relevant conversion. Projects failing to attach this document or not including the proper translation and conversion to United States dollars, when appropriate, will be declared inadmissible.
10. **Translator's CV:** To be prepared or translated into Spanish, this document must give an account of the experience and career of the person who will perform the translation services and include details of works recently translated. These details are important for the Evaluation Process and Final Selection Process. Failing to submit this document, or should this document not comply with the conditions set forth above, will render the project inadmissible.
11. **Proposed outreach and distribution strategy:** All projects must contain an outreach and distribution strategy for the translated copies. This strategy should detail the number of units expected to be published, the target audience, relevant actions, and outreach mechanisms. Projects failing to submit the outreach strategy or that do not comply with the relevant requirements will be declared inadmissible.

All documents attached to the application must be in Spanish. In the case of original documents in another language, the applicant must submit the respective translation into Spanish. As set forth above, projects submitting documents missing the relevant translation, when appropriate, will be declared inadmissible.

3.6. Attachment Characteristics

- a) Attachments must be submitted in one of the following formats: Word, PDF, Excel, JPG, MP4, MP3, AVI and FLV.
- b) No attachment should exceed 700MB for each single document.
- c) Each file must be attached without a password and without additional compression of the original format.
- d) Given the weight of the files in video format, links to free access webpages, e.g., YouTube or Vimeo may be included in a Word document with a brief description, which must be uploaded to the Platform as an attachment.
- e) Links to temporary access portals or that require specific accounts or users for access will not be accepted.

If the attached files are uploaded to the platform but do not meet the requirements mentioned above, they will be considered as not submitted, thus declaring the project as inadmissible.

3.7. Funding: Translation Support Programme for Foreign Publishers

Translation Support Programme for Foreign Publishers	
Areas and activities to receive funding	Translation of literary works, which can be fiction or non-fiction, in the following genres: novel, short story, poetry, essay, graphic narrative, dramaturgy and memories (epistolary, chronicles, autobiographies, biographies) in printed format, digital and/or audiobooks.
Maximum amount of partial funding	Up to US\$4,000 (four thousand dollars of the United States of America) per project.

3.8. Funded Expenses

Only **Operating Expenses** will be funded, i.e., the costs covering the expenses allocated to pay for the translation of the respective work.

The Application Manager -who will include the total amount requested for such expenses in the space available for such purpose, must complete the "Translation" item of the digital application platform.

3.8.1. Funding Specifics and Summary

- a) The works to be translated must be written by Chilean authors and have been previously published. The translation of unpublished material will not be funded.
- b) Project expenses that have been made prior to the application or corresponding to suppliers located in Chile will not be paid or reimbursed.
- c) Projects must be accompanied by a plan for outreach activities and distribution of the book after it has been published.
- d) All information related to funding **must have the corresponding supporting documentation at the time of application**. Therefore, the relevant quotations including all relevant taxes, when applicable, must be attached to the application, with the corresponding translation into the Spanish language.
- e) **All budget and financial support or documentation, including quotations, must include taxes associated with the nature of the expense and be expressed only in United States dollars**. Should the amounts be in a different currency, the amount equivalent to United States dollars must be included in the same document and take into consideration all the applicable taxes. Projects submitting quotes that do not attach the proper translation and conversion to United States dollars, or in which any of their items are added the phrase "plus taxes" will be declared inadmissible.

3.9. Transfers to Pay for Expenses Abroad

To meet the principle of efficiency and effectiveness in the use of resources and the principle of business continuity of the public operation, the total amount allocated to the project will be transferred to the corresponding diplomatic mission or consular office.

4. Admissibility

4.1. Admissibility Evaluation

Once the application process is closed, the next step will be the Admissibility Evaluation.

This stage reviews if the applications meet all the requirements set forth in the Terms and Conditions contained herein.

Once the admissibility evaluation process has concluded, the projects will be classified in two types:

- a) **Admissible:** Projects meeting all the requirements set forth herein will advance to the next stage called "Evaluation and Selection".
- b) **Inadmissible:** Projects will be considered as "Inadmissible", in the following cases:
 - (b.1) When the work to be translated has not been published in its entirety and does not comply with the formalities set forth in these Terms and Conditions at the time of submitting the application.
 - (b.2) When all the mandatory documents for the Translation Support Programme for Foreign Publishers have not been attached to the application or when they do not comply with the requirements of these Terms and Conditions, which set forth specifically that non-compliance thereof would lead to the project inadmissibility.
 - (b.3) Titles that have been translated into the same language that is applied, in the previous version to this call, by the same Publisher.
 - (b.4) When the items requested to be funded are different from those allowed by DIRAC and set forth in these Terms and Conditions.
 - (b.5) When the project budget exceeds the maximum amount allowed for the Translation Support Programme for Foreign Publishers, amounting to **USD\$4,000 (four thousand dollars of the United States of America) per project.**
 - (b.6) When the project dates are not within the months set forth in these Terms and Conditions for its execution, i.e., between January and 15 December 2022.
 - (b.7) When the attached documents are not in Spanish or when their respective translations have not been attached.
 - (b.8) When the amounts set forth in the financial and budgetary documents, and even in the quotations, are not expressed in dollars of the United States of America or do not include all the corresponding taxes and/or the amount equivalent to dollars of the United States of America when another currency has been used.
 - (b.9) When information that has been falsified or adulterated is provided. DIRAC may verify the authenticity of the data and documents delivered by the Publisher to the Application Manager during the application and implementation process. If this process is carried out during this last stage, and irregularities are found, the project will be stopped, and the Publisher will be asked to return the funds.
 - (b.10) When the submitted project contemplates its translation and dissemination in Chile and not abroad.
 - (b.11) When implementation of the project is contemplated for a country where Chile does not have a diplomatic mission or consular representation.
 - (b.12) When the Publisher is participating in more than two projects submitted to this call. In this case, all projects where the applying Publisher is involved will be declared inadmissible.
 - (b.13) When the applying Publisher, who has been a beneficiary in previous versions, is in breach of its commitments.

- (b.14) When the project is uploaded to the platform by someone other than the officer of the Embassy, Mission or Consulate who has been appointed as Application Manager.
- (b.15) When the mandatory requirements set forth in these Terms and Conditions are not complied with.

4.2. Communication of the Admissibility Evaluation

The official notification of the admissibility and inadmissibility of the projects will be made through the publication of the administrative act informing the results through the official webpage at www.dirac.gob.cl. Without prejudice to the publication mentioned above, the results of the admissibility evaluation stage in question will be understood to be notified on the day such results are communicated to the participants through the platform provided for these purposes.

4.3. Appeal for Reconsideration against a Declaration of Inadmissibility

Publishers, after notification of the admissibility and inadmissibility results, may file an appeal for reconsideration against said decision. This stage will allow such applicants whose projects are qualified as inadmissible to have the possibility to appeal to such a decision in writing within the following 5 working days from notification thereof through the publication of the relevant resolution in the webpage mentioned above.

Publishers must forward the appeal to the Application Manager at the Embassy, Mission or Consulate before the end of the deadline set forth in the previous paragraph.

The Ministry of Foreign Affairs, the Under-Secretariat of Foreign Affairs and DIRAC will not be responsible for the mistakes that the applicants may have made when providing the contact information or any other information to the Application Manager. This applied to all the stages of the bidding process.

4.3.1. Process to Submit the Appeal for Reconsideration

- a) The Publisher must write a formal letter (free format) addressed to the Directorate of Cultural Affairs of the Under-Secretariat of Foreign Affairs.
- b) In the letter, the relevant arguments and clarifications must be stated together with the request for reconsideration of the decision.
- c) This letter must be delivered in a timely manner to the Application Manager at the Mission, Embassy or Consulate, whether physically or digitally.
- d) The Application Manager in the Embassy or Consulate must upload the letter to the platform of the Challenge Fund, in the section enabled for this purpose.

4.3.2. Aspects to be considered in the Appeal for Reconsideration

- In this instance, the applicant whose project has been declared inadmissible may claim the results of the admissibility stage.
- **In no case will it be accepted** that documents considered mandatory at the time of application are submitted at this stage. Consequently, all appeals for reconsideration submitting background documentation that, being mandatory, have not been uploaded to the platform at the time of applying, will be rejected, as well as appeals for reconsideration that seek to rectify information submitted in the application which does not meet all the requirements set forth in the Terms and Conditions.
- Appeals for reconsideration will be resolved through the issuance of the respective resolution of the Under-Secretariat of Foreign Affairs, which will be published on the webpage www.dirac.gob.cl. Notwithstanding this, the resolution mentioned above will be notified through the Platform of this Call for Bids.
- In the event that the Under-Secretariat of Foreign Affairs accepts the appeal for reconsideration submitted, the project will be declared admissible and will go to the evaluation stage, along with the other projects submitted to the challenge fund.

5. Evaluation

5.1. Evaluation Process

The evaluation stage of projects previously declared admissible will be as follows:

- a. The projects will be evaluated by an Evaluation Commission made up of the following three juries selected by the Director of Cultural Affairs of the Under-Secretariat of Foreign Affairs: (1) the officer in charge of the corresponding artistic area; (2) an officer of the Under-Secretariat of Foreign Affairs who is an expert in foreign policy issues, and (3) an external jury who is an expert in the respective artistic discipline.
- b. Each jury will prepare an Evaluation Form per project, based on the "Table of General Evaluation Criteria", assigning a score to each of the four Evaluation Criteria, according to the "Evaluation qualification table", and detailing their reasoning in each of them based on the background information submitted in the Digital Application Form and the attached Mandatory Documents. The weighting of the scores assigned to each criterion will result in the score delivered by each jury.
- c. Final ratings will be obtained by the average of the scores assigned by each one of the juries who make up the Evaluation Commission. The shortlisted projects will be those that have obtained an average final rating of 85 points or more.
- d. Evaluation Sheets will be used for the project evaluation and selection process. If required, once the Challenge Fund is over, applicants may request the Single Evaluation Form, including the justification of the corresponding juries. Notwithstanding this, it should be noted that, once the resolution declaring the winners of this Call for Bids is published, the information related to the evaluation will be communicated to each applicant through the Challenge Fund Platform.

5.2. Evaluation and Selection Criteria

5.2.1. Table of General Evaluation Criteria

CRITERION	RATING	DEFINITION
Quality	30%	The project submitted must reflect a high level of artistic and cultural excellence, including different awards and a relevant background.
Consistency and Relevance	20%	The work selected is relevant in its corresponding field of literature and is in line with the foreign policy principles, priorities, and interests and objectives set forth by DIRAC -referenced in Annex 1, "Specific Objectives".
Translation	20%	The project proposes that suitable people, who have a considerable and verifiable training and background experience, which allows ensuring the quality of the resulting project, translate the work.
Target Audience	30%	The language to be translated and the outreach plan proposed in the project provide the opportunity to disseminate the Chilean culture abroad to a considerable local audience.

5.2.2. Table of Evaluation Ratings

PROJECT EVALUATION FORM - TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS		TOTAL SCORE
1. Quality		100
1.1	The chosen work has received different awards that ensure a high level of artistic and cultural excellence to represent the image of Chile abroad: <ul style="list-style-type: none"> ● Excellent: 30 points ● Good: 20 points 	30

	<ul style="list-style-type: none"> ● Satisfactory: 10 points ● Less than satisfactory: 0 points 	
1.2	<p>The selected author has received prestigious national and/or international awards, either from critics or the public, that support his/her career:</p> <ul style="list-style-type: none"> ● Excellent: 30 points ● Good: 20 points ● Satisfactory: 10 points ● Less than satisfactory: 0 points 	30
1.3	<p>The Publisher has an outstanding career, and their catalogue includes Latin American authors and/or the selected proposed genre:</p> <ul style="list-style-type: none"> ● Excellent: 40 points ● Good: 20 points ● Satisfactory: 10 points ● Less than satisfactory: 0 points 	40
2. Consistency and Relevance		100
2.1	<p>The project is consistent with the foreign policy principles, priorities, and interests set forth in Annex 1 "Specific Objectives":</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 10 points ● Less than satisfactory: 0 points 	50
2.2	<p>The work is representative of the Chilean literature and intellectual production, valuing the career of the author and his/her work, their validity, their sociocultural influence, and their contribution to cultural milestones.</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 10 points ● Less than satisfactory: 0 points 	50
3. Translation		100
3.1	<p>The proposed translator has relevant experience in translating works from the Spanish language:</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 20 points ● Less than satisfactory: 0 points 	50
3.2	<p>The proposed translator has relevant experience in the translation of works of the proposed literary genre from the Spanish language:</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 20 points ● Less than satisfactory: 0 points 	50
4. Target Audience		100
4.1	<p>The language proposed in the project ensures the dissemination of Chilean literary culture to a considerable number of people, in relation to the number of participants who are part of the target audience of previous publications:</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 20 points ● Less than satisfactory: 0 points 	50
4.2	<p>The outreach and distribution plan proposed by the Publisher is aimed at achieving a relevant level of circulation of the work:</p> <ul style="list-style-type: none"> ● Excellent: 50 points ● Good: 30 points ● Satisfactory: 20 points ● Less than satisfactory: 0 points 	50

- a. Each criterion will be broken down into different sub-criteria to which a total score of 100 points will be assigned.
- b. Subsequently, a final score will be obtained, according to the weightings of each criterion, which will represent the overall compliance percentage of the project.
- c. In order for a project to be considered as shortlisted and its budget evaluated, it must obtain a minimum score of **85 points**.
- d. The best scores will be ordered in a prioritised list according to the following scale:

SCORE	DESCRIPTION
1 – 39	Poor
40 – 64	Less than Satisfactory
65-84	Satisfactory
85-94	Good
95-99	Very Good
100	Excellent

- e. Once the evaluation process is finished, the Evaluation Commission will draw up a "Final Evaluation Minute" that will include the individualisation of the projects submitted for consideration, according to their Evaluation Sheets, the final scores assigned and the prioritised list based on the final scores, clearly identifying the projects that are shortlisted.

6. Selection Committee and Final Selection

6.1. Selection Committee and Final Selection Process

After the evaluation process carried out by the Evaluation Committee, a Selection Committee will be formed, composed of the Director of DIRAC and two DIRAC officers appointed by their Director, who will be responsible for the following:

- a. Carry out a review of the evaluations prepared by the juries for each project, ensuring that they comply with the requirements set forth in these Terms and Conditions, requesting their clarification and/or rectification, as appropriate.
- b. The Selection Committee will assign funds to the shortlisted projects (those that obtained 85 points or higher), according to the budget available for the Translation Support Programme for Foreign Publishers, considering the prioritised list prepared by the Evaluation Committee, which is mentioned in the previous section.
- c. Based on the agreement reached, the Selection Commission will draw up the "Final Selection Minute", which will include the individualisation of the projects submitted for consideration, clearly identifying the projects that are selected and the amount awarded for implementation thereof.
- d. If there is a difference between the amount requested by the project and that granted by the Selection Committee, the latter will state in the minutes the reasons for said decision.

Once the evaluation process is finished, the corresponding administrative act will be issued, which will list the projects selected as winners of this Challenge Fund and the amount allocated to co-finance each of them. This administrative act will be notified officially through a publication in DIRAC's official webpage. Without prejudice to the foregoing, all the information related to the results of the Challenge Fund and the evaluation process will be provided to the applicants through the Challenge Fund's Platform.

6.2. Appeal for Reconsideration against the Declaration of Winners

The results of the final selection will be notified through the publication of the resolution awarding this Call on the webpage www.dirac.gob.cl.

The results of the award of the Challenge Fund may be claimed within the following 5 business days, counted from the publication of the respective administrative act.

6.2.1. Process to Submit the Appeal for Reconsideration

- a) The Publisher must write a formal letter (free format) addressed to the Directorate of Cultural Affairs.
- b) The letter must state the arguments and clarifications deemed relevant and request a reconsideration of the decision.
- c) The letter should be sent to the application manager at the Mission, Embassy or Consulate.
- d) The application manager will forward this letter to the e-mail made available for this purpose.
- e) Appeals for reconsideration will be resolved by the Under-Secretariat of Foreign Affairs through the issuance of the respective administrative act that accepts or rejects them, which will be notified by means of a publication on the webpage www.dirac.gob.cl, without prejudice to the fact that applicants are informed through the Challenge Fund platform.

7. Winning Projects

Projects that win this Challenge Fund will be subject to a monitoring and evaluation stage, which includes the delivery of a Final Project Management Report. The Publisher must provide the Embassy, Mission or Consulate with all the necessary material to prove the completion of the project, together with all the original trade documentation proving the investment of the allocated resources.

Additionally, the format of the final report will be provided by DIRAC which must be completed by the Application Manager at the relevant Embassy, Mission or Consulate, and sent to said the Directorate **within a deadline not exceeding sixty (60) calendar days following the end of its implementation.**

Contents of the Final Report:

- a) Description of the activity carried out: Summary of the way in which the project was carried out (content, setting -appropriate or not appropriate-, level of people who attended the inauguration and of people visiting during the exhibition, interest shown by the public, etc.).
- b) Goals and objectives achieved: Mention briefly if the goals and objectives proposed in the project were achieved, from the point of view of the artist, group, or institution.
- c) Dissemination in the press or other local mass media: Include the links of videos/audios, press clippings or photocopies of them.
- d) Benefits or future prospects obtained thanks to the development of the project: Summarise the benefits achieved.
- e) Self-evaluation about the implementation of the project: The report includes a self-evaluation scale.
- f) Qualitative rating related to the support received through this Challenge Fund: Briefly rate the support received by DIRAC.
- g) The final report must include five printed copies of the translated piece.
- h) It is extremely important that the report be prepared in the most complete way possible, to account for the **effective implementation** of the project, attaching all the relevant material, such as:
 - Videos
 - Images
 - Press Articles
 - Other

Lastly, it is important to mention that the non-submission of this document is grounds for inadmissibility for future calls issued by the Directorate of Cultural Affairs of the Under-Secretariat of Foreign Affairs.

7.2. Certification of Full Implementation of the Project

The certification of the full implementation of the selected project will be carried out by the Directorate of Cultural Affairs of the Under-Secretariat of Foreign Affairs, at the request of the interested party, when each and all the following requirements are met:

- Full execution of all the activities committed in the application of the selected project, including any reallocations or readjustments that have been duly authorised by the relevant body.
- Delivery of the "Final Project Management Report", the content of which must contain as much detail as possible, as required by its form, which includes the satisfactory accountability for the allocated resources.

Important: If the funds have been transferred to a diplomatic mission or a consular representation of Chile abroad, it will be the task of the aforementioned mission or representation to render the respective accounts before the Directorate of Finance and Budget of the Under-Secretariat of Foreign Affairs, in accordance with the provisions of current regulations on the matter, especially the provisions set forth in Resolution No. 30, of 2015, issued by the Office of the Comptroller General of the Republic, setting forth procedural standards on accountability, and in the Operational Guidelines for the Financial Management of Chilean Missions Abroad, approved by Exempt Resolution No. 3,513, of 2019, of the Under-Secretariat of Foreign Affairs.

8. Consequences in case of Breach of Commitment

In case of non-compliance with the execution commitments set forth in these Terms and Conditions, the Under-Secretariat of Foreign Affairs will be entitled to:

- a) Stop the purchase of the items approved for the project.
- b) Declare the inadmissibility of the projects in future calls if, at the time of the application, the actions or omissions that caused the breach of the Terms and Conditions and of the execution commitments of the project in question, have not been duly corrected.

The decision setting forth the application of the consequence contained in letter (a) above will be notified in writing to the Project Manager through the corresponding administrative act, which will be sent to the e-mail reported in the application once it has been fully processed. The claim should be made through a letter sent to DIRAC's e-mail address through which the result was notified, within a deadline of 5 business days following notification thereof, counted from the sending of the e-mail by DIRAC.

The Under-Secretariat of Foreign Affairs will not be responsible for the mistakes that the applicants may have made when informing the e-mail address of the person in charge of the project in the application and, consequently, for the non-receipt of this notification, nor if such notification is directed to the "SPAM" or similar inbox.

9. Annexes

The following Annexes are an integral part of these Terms and Conditions:

- a) Annex 1 - "Specific Objectives"
- b) Annex 2 - "Single Application Form"
- c) Annex 3 - "Affidavit of Inabilities" (sic)
- d) Annex 4 - "Letter of Commitment"

ANNEX 1: SPECIFIC OBJECTIVES

For the purposes of the Terms and Conditions of the Challenge Fund herein, the contents found on the following webpages of the Ministry of Foreign Affairs will be understood as Specific Objectives:

1. <https://minrel.gob.cl/minrel/politica-exterior/principios-de-la-politica-exterior-chilena>
2. <https://minrel.gob.cl/minrel/politica-exterior/prioridades-de-la-politica-exterior>
3. <https://minrel.gob.cl/minrel/politica-exterior/intereses-de-la-politica-exterior-de-chile>
4. https://www.dirac.gob.cl/dirac/prontus_dirac/2016-05-31/171133.html

ANNEX 2: SINGLE APPLICATION FORM

TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS

- This form must be completed digitally. Handwritten forms will not be accepted.
- The form and attached documents must come with their corresponding translation into Spanish.
- The form and attached documents must be sent by e-mail to the corresponding Diplomatic and/or Consular Mission of Chile, within the maximum deadline set forth in the terms and conditions.
- Non-submission of this instrument or submitting this form without the relevant mandatory documentation required for the application, or if such documentation does not provide the answers to the requirements contained in the application's terms and conditions, **will render the project inadmissible.**
- Documentation submitted will not be returned.

1. Publisher's Details

Business Name:	
Trade Name:	
Address:	
City:	
Country:	
Name of Incumbent or Legal Adviser:	
Telephone No.:	
E-mail	

2. Details of the literary work proposed for translation

Title:	
Author:	
Original Publisher:	
Year of Publication:	
Number of Pages:	
ISBN:	

3. Details of the translation

Proposed Language:	
Are there any other translations in the proposed language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Should the previous answer be "Yes", please give the following information	
Translator's Name:	
Publisher:	
Date of the first edition of such translation:	
Date of the last edition of such translation:	
Why are you requesting a new translation?	

4. Details of the individual who suggested the translation

State if it is a Chilean publisher, literary agent/ scout, translator, writer, literary critic, professor/ researcher, cultural journalist or other.	
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5. Translator's Details

Name:	
Address:	
City:	
Country:	
Nationality:	
Telephone:	
E-mail:	

- The translator's CV must be attached.

6. Reviewer's Details

Name:	
Address:	
City:	
Country:	
Nationality:	
Telephone:	
E-mail:	

- The reviewer's CV must be attached.

7. Details related to the publication of the literary work

Technical information about the publication, e.g. type of cover, colours, flaps, cover finishing, type of paper, sizes, etc.:	
Proposed publication date:	
No. of copies proposed for printing:	
Distribution area:	

- The Communications Plan to promote the translated literary work must be attached.

8. Explain the reasons and objectives supporting the cultural value of translating and publishing the literary work:

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9. State the requested amount (in US\$)

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Important: Literary works published with the support of the Programme must have the following printed text, both in Spanish and in the translated language: "Literary work published within the framework of the Translation Support Programme for Foreign Publishers of the Directorate of Cultural Affairs (DIRAC) of the Chilean Under-Secretariat of Foreign Affairs", on the inside cover or back cover, as appropriate.

Additionally, once the book has been published, the publisher must deliver five printed copies to the Chilean Diplomatic and/or Consular Mission through which the application was submitted.

Name of the Publisher or individual authorised by the Publisher:	
Date:	
Signature:	



ANNEX 3: AFFIDAVIT OF INABILITIES FOR DIRAC CHALLENGE FUND 2022

By means of these presents, I _____, National Identity Card (RUT) or Passport No.:', _____, in my capacity as Project Manager for the project entitled: _____ Folio No. _____ state that the project does not present one or more of the following inabilities set forth in the Terms and Conditions herein:

- It does not come from concurrent countries of the diplomatic mission that it is applying.
- It is not a winner of the 2020 version of the Challenge Fund.
- The Publisher is not a beneficiary of previous versions of the Challenge Fund and has not breached any of the commitments acquired within the framework of this call, for example: failure to meet the deadlines; failure to provide timely information required by the diplomatic mission or consular representation in question; and not having delivered the respective Final Project Management Report, within the terms set forth in the terms and conditions of previous Challenge Funds.
- The Publisher does not currently have a consequence applied for non-compliance of the commitments and obligations in the implementation of a project, and this non-compliance has not been rectified.
- The Publisher does not keep a request for restitution of resources in force upon request because of breach of commitments.

The Directorate of Cultural Affairs of the Ministry of Foreign Affairs reserves the right to verify the information set forth in this statement. If the omission or falsity of any of the facts contained therein is proven, DIRAC will declare the project as "non-compliant" in any of its stages.

Name:
Signature:
Date:



ANNEX 4: LETTER OF COMMITMENT OF CO-IMPLEMENTERS

The **Letter of Commitment of the Co-Implementers** of this project is among the documents requested to make the application effective. The Letter is a document where people in charge of implementing the project (e.g. artists or Embassies, Consulates or Missions of Chile abroad) undertake to carry out the activities and meet the objectives in the way and within deadlines set forth in the application. If the Project Manager has any participation in it, he/she must also sign the commitment letter.

There are two formats: Group letter or Individual letters. In either case, the signed Letter(s) must be attached.

Below are examples of the two formats.

Individual Letter

(Country), on this day of 2021

By means of these presents, I (full name of the artist or party involved), (Identity Card No.), commit to (work to be carried out under the project) within the framework of the project entitled (name of the project), during (enter date) in (city and/or country) as set forth in the application.

Identity card:

Signature
Name of the artist or party involved
Name of the Project



Group Letter

(Country), on this day of 2021

By means of these presents, the members of (name of the ensemble, orchestra, group, band, etc.), commit to (work to be carried out under the project) within the framework of the project entitled (name of the project), during (enter date) in (city and/or country) as set forth in the application.

Identity card:

Signature
Name of the artist or party involved
Name of the Project

Identity card:

Signature
Name of the artist or party involved
Name of the Project