

SECRETARÍA DE CULTURA
FONDO NACIONAL PARA LA CULTURA Y LAS ARTES

LITERARY TRANSLATION PROGRAM
(PROTRAD)
2018 CALL FOR APPLICATIONS

PROGRAM GUIDELINES

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LITERARY TRANSLATION PROGRAM (PROTRAD)

2018 CALL FOR APPLICATIONS

PRESENTATION

Protrad supports projects that promote and divulge Mexican culture and literature, while fostering cultural exchange and facilitating the endeavor of editors and translators. Secretaría de Cultura, via the Fondo Nacional para la Cultura y las Artes (FONCA), the Dirección General de Asuntos Internacionales (DGAI) and the Dirección General de Publicaciones (DGP) offers funds in three categories:

Foreign Publishers intending to undertake projects comprising full-length book translation and publication of works by Mexican authors into foreign languages.

Mexican Publishers intending to undertake projects comprising full-length book translation and publication of works by foreign authors into Spanish.

Mexican or Foreign Publishers intending to undertake full-length-book translation and publication of works in indigenous languages from Mexico into other languages, or works in other languages into indigenous languages from Mexico.

Those interested in submitting an application must register on the online portal, in one of the categories described in the following section, titled General Information. It is mandatory that all candidates complete the Application Form. In it, they must point out the project information and content, specifying the work and author, budget, editorial work plan, and distribution plan, among other details.

I. GENERAL INFORMATION

GRANT AMOUNT

According to the category, funding of 300 000 MXN up to 1 000 000 MXN will be offered to Mexican and foreign publishing houses, to carry out translation and publication of Mexican and foreign authors.

CATEGORIES

- **Category A:** 300 000 MXN* for translation and publication of books specializing in the humanities, literature, children's books and young adult literature. All works should be completed within twelve months.**
- **Category B:** 700 000 MXN* for the translation and publication of art books, to be completed within twelve months.*
- **Category C:** 600 000 MXN to 1 000 000 MXN* for the translation and publication of at least two books specialized in the following fields: arts, the humanities, literature, children's books and young adult literature. All works should be completed within twenty-four months **

REQUIREMENTS

Applicants are required to:

- I.1 Prove the legal existence of the Publishing House (Go to section 11.6 of this document)
- I.2 Present a comprehensive project to translate and publish works in the fields of arts, literature, the humanities, children's books and young adult literature, as per indicated above.
- I.3 Agree to the General Rules available on the web page.
- I.4 Comply with the registration process in the terms and timeframe laid out in this document.
- I.5 Translators applying for this grant should have at least one published work.
- I.6 Translators participating under Mexican publishers must demonstrate their Mexican citizenship or valid permanent visa residence in Mexico.

* Funding for foreign publishers will be allotted in US dollars, in accordance with the exchange rate on the day of the selection committee's final session.

** The timeframe for project completion will start on the date the contract is signed, according to the established calendar laid out in Participation Rules & Award Administration.

REGISTRATION PROCESS

I.7 To apply for this program, the following steps must be completed:

- First:** Register your information on [Foncaenlinea \(https://Foncaenlinea.cultura.gob.mx\)](https://Foncaenlinea.cultura.gob.mx) or update your data in case of a previous registration by the publisher's legal representative.
- Second:** Fill out the PROTRAD 2018 application form and the project format. Once this information is captured and the "Continuar" button is pressed, it will not be possible to modify it.
- Third:** Upload all supporting and supplementary documents onto [Foncaenlinea](#) within the specified timeframe.
- Fourth:** To finish online registration, please click on the corresponding option. Upon doing so, the applicant will no longer be able to change any uploaded information or load new files – regardless of whether the call for applications is still open. A registration notification with the participation number will be issued.
- Fifth:** Consult the registration notification on the [Foncaenlinea](#) user account, in the "Avisos FONCA" section. The notification may also be sent to the registered email account.

The registration notification will also indicate your application status:

- a) **"Carga de Archivos Completa"** (File Upload Completed). This means the application is under administrative review as per indicated on section III.7 of the General Participation Guidelines.
- b) **"Plazo de prevención"** (Amendment Period). The application is incomplete and the system will point out which documents are missing, as well as the 5-day period to do so. This period starts once you receive the notification. Once all corrections are made, the system will issue the message "Carga de Archivos Completa" indicating you have completed the process.

If by the end of the given period the application is not completed, FONCA will proceed to cancel the registration without notice.

I.8 The system will generate the "Plazo de prevención" (Amendment Period) notification only when the candidate has completely filled up the application format and the following mandatory documents have also successfully been uploaded:

- a) Valid photo ID of the publisher's legal representative.
- b) Publishing house's certificate of incorporation.
- c) Publisher's catalog in Spanish.
- d) CV of editor in charge of the literary project.
- e) Editorial work plan, with an explanation of its relation with the publisher's editorial line.
- f) Total budget with cost breakdown.

We recommend you give priority to the above-mentioned documents in the uploading process.

All foreign documents (i.e. not issued by Mexican authorities) must be certified by a Hague Apostille (for all countries adherent to the Hague Convention), or otherwise legalized (for non-Hague-member countries). For further information, please visit <https://dicoppu.segob.gob.mx/>

- I.9 Candidates are responsible for reviewing all notifications sent to them regarding their participation in this Program. These will be available on the Foncaenlinea user account, in the section “Avisos FONCA”.

REGISTRATION PROCESS

- I.10 Online registration will be open: from November 16, 2018 until February 22, 2019 at 3:00 p.m. (Mexico City Time UTC- 5h)
- I.11 The system will not allow any new application or file upload after the date and time indicated in the above section.
- I.12 Supporting and supplementary documents may be uploaded in one or more sessions on Foncaenlinea, as per mentioned in section I.10.
- I.13 Candidates living in areas where the infrastructure for online registration isn't available, must notify the program administration no later than January 11, 2019, by calling +52 (55) 4155 0730, ext. 7006, 7007 and 7765.
- I.14 Under no circumstances will there be deadline extensions, with the exception of the Amendment Period as mentioned in section I.8.

ADDITIONAL INFORMATION

- I.15 For more information or additional questions, applicants may call +52 (55) 4155 0730, extension 7006, 7007 and 7765 or send an email to: convocatoriaprotrad@cultura.gob.mx

Business hours are 10:00 to 14:00 (Mexico City Time, UTC -5h), Monday to Friday (except Mexican official holidays).

- I.16 Personalized orientation will be given at FONCA offices until January 25, 2019, on workdays and by appointment only. To schedule an appointment please call +52 (55) 4155 0730, extensions 7006, 7007 and 7765 or send an email to: convocatoriaprotrad@cultura.gob.mx
- I.17 FONCA and its advisory committees will solve any matters regarding interpretation of this call for applications, as well as any unforeseen or exceptional issues.

II. REQUIRED DOCUMENTS

INFORMATION

II.1 To submit an application, different types of documents are required:

Personal: documents for identification of the candidate.

Project: documents outlining the editorial project.

Supporting documents: proving the publisher's trajectory.

Supplementary documents: justifying the specific editorial project.

II.2 The publisher's legal representative will be considered the project holder and contact before FONCA, so the application format should be filled out with his personal information.

II.3 For all files submitted to this call for applications, every written page should have 1800 characters including spaces.

II.4 Documents in languages other than Spanish should be presented alongside a translated version included in the same file.

II.5 All foreign documents (i.e. issued by non-Mexican authorities) must be certified by a Hague Apostille (for all countries adherent to the Hague Convention) or otherwise legalized (for non-Hague-member countries). For further information, please visit <http://dicoppu.segob.gob.mx/>

II.6 Upload of *Personal, Project, Supporting and Supplementary* files must be done as follows:

PROJECT HOLDER'S PERSONAL DOCUMENTS (Publisher's legal representative.)

MEXICAN PUBLISHERS	FOREIGN PUBLISHERS
a) Valid Photo ID: front and back copy of voting ID, professional license, or Mexican passport data page.	a) Valid Photo ID: passport or identity card.
b) Population Register (CURP).	
c) Half-page bio.	

Supported formats: PDF, JPG

PROJECT DOCUMENTS

MEXICAN PUBLISHING HOUSES	FOREIGN PUBLISHING HOUSES
<p>d) Editorial work plan (6 pages max.) specifying work calendar (section III.32) and detailing activities such as translation, proofreading, design, printing, distribution plan (include procedures), marketing and advertising plan, consistency with the publisher’s editorial line, and any other relevant aspects.</p>	
<p>e) A detailed budget including all funding sources (FONCA, self- or third-party funding, etc.), in Mexican pesos, and according to forecast print-run. Please include copyright fees, image reproduction rights (if applicable), translation and printing costs, distribution plan, etc. Consider that at least 30% of the budget should go to translation costs.</p> <p>The budget should include a printing quotation, specifying print run, book features, paper type, typography, technical specs, and binding type. It should also state whether it will be shrink wrapped, and/or include a special case/container. The quotation for the editorial process must also be included, and should specify corrections, collation, proofing, lay-out, and interior and exterior design.</p> <p>It is important to mention that the funding is meant to be only partial, therefore the total budget should include self- or third-party funding. In the latter case, the party in question will be considered a co-editor.</p>	
<p>f) Letter of Intent or Formal Contract for acquisition of author’s copyright and/or valid reproduction rights (in case of public domain titles, please include proof).</p>	
<p>g) Letter of Intent or Formal Contract between the translator and the publisher, featuring the PROTRAD-funded payment. If payment comes from different sources, please specify. If payment is not in Mexican pesos, please specify the exchange rate at the time the Letter of Intent was signed.</p>	
<p>h) A letter signed by the publisher’s project holder stating simultaneous application to any other FONCA program (if applicable), and specifying which. As mentioned in section III.9.</p>	<p>hh) A letter signed by the publisher’s project holder stating simultaneous application to any other FONCA program (if applicable), and specifying which. In Spanish. As mentioned in section III.9.</p>
<p>i) Translator’s CV, in no more than 5 pages. It should state country of citizenship, awards, distinctions, press notes, publication credits, reviews, etc.</p>	
<p>j) CV of Editor in Charge of Literary Project in no more than 5 pages.</p>	

Supported format: PDF, JPG

SUPPORTING DOCUMENTS

MEXICAN PUBLISHERS	FOREIGN PUBLISHERS
<p>k) A document that attests to the legal existence of the Publishing House, including legal faculties of its representative, or the certificate of incorporation.</p> <p>The certificate of incorporation should specify the following information:</p> <ul style="list-style-type: none"> • Issuing Institution • Date of incorporation • Registration number • Title or position of applicant’s representative • Corporate purpose 	<p>kk) A document that attests to the legal existence of the Publishing House, issued by an official institution.</p> <p>The documents should include the following information:</p> <ul style="list-style-type: none"> • Issuing Institution • Date of incorporation • Registration number • Title or position of applicant’s representative • Corporate purpose
<p>l) Publisher’s catalog, including an outline of its activities, awards, distinctions, list of authors, press releases, authors, link to the web page, etc.</p>	
<p>m) For non-profit organizations, the upload of Clave Única de Inscripción al Registro Federal de las Organizaciones de la Sociedad Civil (CLUNI) is requested.</p> <p>Upload of this document is optional at the time of the application. However, it is mandatory in case your project is selected.</p>	<p>mm) For non-profit organizations: Letter written in the publisher’s letterhead, confirming that the project holder is the representative and contact before FONCA, and pledging to carry out the editorial proposal presented. Please attach simple Spanish translation.</p>

Supported formats: [JPG](#), [PDF](#)

SUPPLEMENTARY DOCUMENTS

MEXICAN PUBLISHERS	FOREIGN PUBLISHERS
<p>n) Three to five pages of Spanish translation sample, (read-only files).</p>	
<p>o) Digital Version of the original published title(s) to be translated (read-only files).</p>	
<p>p) Printing Shop Quotation, specifying: print run, features, paper type, typography, book’s technical specs, binding type. State whether it will be shrink wrapped, and/or packed in special case/container.</p>	
<p>q) Editorial Process Quotation, specifying: proof-reading, galley corrections, lay-out, formatting, and interior and exterior design.</p>	
<p>r) Distributor’s Letter of Intent.</p>	
<p>s) Valid permanent resident visa. Mandatory for foreign translators taking part in a Mexican publisher project.</p>	
<p>t) Document listing the translator’s previous work, in no more than 10 pages.</p>	

Supported formats: [JPG](#), [PDF](#)

III. PARTICIPATION RULES & AWARD ADMINISTRATION

RESTRICTIONS & SPECIFICATIONS

- III.1 Interested publishers may only register **one application** in this call.
- III.2 Foreign publishers may register projects for translating and publishing works by Mexican authors into any language other than Spanish. Mexican publishers may register projects for translating into Spanish and publishing works by foreign authors. Furthermore, Mexican and foreign publishers may register projects for translation and publication of works originally in indigenous languages of Mexico into other languages, or works in other languages into indigenous languages of Mexico.
- III.3 Publishers worldwide may apply, and we especially encourage participation of Canada and the United States, in accordance with the treaties signed by those countries and Mexico.
- III.4 Translation projects presented by Mexican publishers must be translated by Mexican citizens and/or foreigners with permanent resident visa.
- III.5 Mexican public institutions at both state and municipal level can only participate as **co-editors** in projects presented by independent Mexican publishers.
- III.6 Works unpublished in their original language will not be funded, with the exception of those in Mexican indigenous languages. As for author or genre anthologies, the works selected may be put out in one or several volumes, provided that they have been already published in their original language.
- III.7 FONCA-beneficiaries, such as fellowship holders or funded publishers, including team members or collaborators, may not submit an application. An exception is made for fellowship holders under the Sistema Nacional de Creadores de Arte and the Jóvenes Creadores Programs, who may apply for Protrad, provided that they receive no monetary compensation for the corresponding project. Beneficiaries of the Programa de Residencias Artísticas del FONCA (FONCA Art Residences) may participate as translators and receive monetary compensation, as long as it involves a different project and they commit in writing to complete both work plans.

Applications by beneficiaries, service suppliers and co-investors in this or other FONCA programs, including group members or collaborators, will only be considered if they have completely fulfilled their previous commitments on the dates determined in their contracts. Otherwise, the provisions established in the **Contract Breach Catalog (Catálogo de Incumplimientos del FONCA)** will be adhered to. Translators selected for FONCA's Art Residences Program may participate in a Protrad-funded editorial project and receive monetary compensation, as long as it involves a different literary work and that they commit in writing to complete both work plans.

- III.8 Translators working in editorial projects currently funded by PROTRAD may participate in this call for applications, as long as they have fulfilled their current obligations and present a release letter by the previous project's representative.
- III.9 Individuals may apply simultaneously to more than one FONCA program, as long as they state it in writing in all corresponding applications. The letter should be uploaded in the section Documentos del proyecto (Project Documents). He or she may only be awarded the first grant he or she is selected for.

III.10 Applications **will not be accepted** if associated with past projects that were unfulfilled. This is also the case for historically unreliable publishers or beneficiaries, in case they have breached FONCA or DGP contracts.

III.11 Publishers who belong to a FONCA advisory committee, or are in charge of any assessment and selection procedure in this institution **may not participate**.

FONCA's tutors (please go to section III.13) may submit an application to this or any other program issued by this institution, as long as they abide by the General Participation Rules. They may also collaborate in any publishing project applying for this Program.

III.12 Publishing houses **may not apply** if their members are middle- or high-ranking public servants ascribed to any administrative unit or decentralized institution, mandate or trust, or similar entity, within the Secretaría de Cultura or the Mexican government at large. This restriction is also in place for professional service providers whose compensation is comparable to such a government employee in the aforementioned institutions. The criterion to establish this is the wages and salaries bracket structure, elaborated in the *Acuerdo mediante el cual se expide el Manual de Percepciones de los Servidores Públicos de las Dependencias y Entidades de la Administración Pública Federal*, in effect during the publication of this call for applications. This mandate binds all entities mentioned. The restriction is also in place for those entities who are limited by Law, or judicial or normative reasons.

The aforementioned restriction will be also effective after selection on the application and signature of the contract.

EVALUATION AND SELECTION PROCEDURES

III.13 FONCA has Selection Committees and a group of Tutors. The Selection Committees are responsible for the technical and deciding stages of the **Assessment and Selection Procedure** of this program.

Members of the Selection Committees will also be Tutors for the awarded projects, and their role will be to follow up on artistic activities and appraise project results.

III.14 Protrad will conform a Selection Committee integrated by well-regarded specialists, which will serve during two program cycles. When necessary, assessment consultants may be hired, depending on the nature of the applications presented. An international markets specialist will also participate.

III.15 The Selection Committee and Tutors will abide by FONCA's Ethics and Procedures Code, available at <https://fonca.cultura.gob.mx>

III.16 Public servants **involved in the rollout of this call for applications** must observe the General Law for Administrative Liability, the Federal Law on Public Servant Liabilities, as well as any other applicable one.

III.17 Assessment and selection of applications will be carried out in three phases: Administrative, Technical and Deciding.

A. FIRST PHASE: ADMINISTRATIVE

FONCA will verify that all registered applications comply with the requirements and documentation requested in this call. It will also verify whether the candidate is actually participating or has participated in any other FONCA program and has met all corresponding contractual obligations. Applications that do not fulfill this phase will be immediately disqualified.

During this phase, FONCA may require explanatory or supplementary documentation. This will be notified by an Aviso FONCA. It is the responsibility of the candidate to review and answer such messages, available on the Foncaenlinea user account.

Regardless of the application's passing the Administrative Phase, FONCA holds the authority to rescind any application in the second or third phases if it discovers any elements that contravene the General Participation Rules.

B. SECOND PHASE: TECHNICAL

The Selection Committee will conduct a technical review of applications to determine compliance with the following conditions:

- a. Clear project definition.
- b. Consistency between the project presented and the budget requested.
- c. Monetary compensation for translation.
- d. Distribution plan in accordance with the nature of the publication.
- e. Project feasibility according to the work schedule, the overall requested budget, including all funding sources, and number of books that will be put out.

Applications that do not meet with the above-mentioned rules will not be considered in the next stage.

C. THIRD PHASE: DECIDING

The Selection Committee will consider the following criteria to select applicants:

- a. Publisher's trajectory.
- b. Quality of proposal.
- c. The relevance of proposed titles.
- d. Professional trajectory of translators.

III.18 The Selection Committee has the authority to adjust the amounts of the requested funding as it sees fit, to establish conditions to be met, and to request any additional documents that it considers necessary for a successful project rollout.

III.19 All decisions made by the Selection Committee may not be appealed and shall be recorded in the corresponding memorandums, which will be made available on the FONCA official website <https://fonca.cultura.gob.mx> at the same time the results are published.

- III.20 The maximum granted amount will depend on the chosen participation Category. The resources may only be allotted to the following expenses: translation, copyright and related rights, image reproduction rights and publication.
- III.21 If during the assessment and selection procedures, the project leader quits the publishing house, a new representative should be assigned, while notifying the Program about the reasons for the resignation. **This document will be submitted to the Selection Committee for consideration and approval.** Should the publishing house end its operations, the application will be canceled automatically. And if for any reason the candidate should be unable to continue his involvement in the project, or if he or she decided to withdraw the application, he or she would have to notify FONCA in writing, on **June 7 2019 at the latest.**
- III.22 FONCA assigns limited resources to this Program. The acceptance or rejection of applications will not determine their value or importance.

RESULTS AND CONDITIONS FOR FUND ALLOCATIONS

- III.23 The results and the Selection Memorandum will be published **July 19 2019** on FONCA's web page <https://fonca.cultura.gob.mx>. It is the responsibility of applicants to access them in due time.
- III.24 If a candidate considers there has been an omission or a breach in the FONCA General Guidelines or principles, whether it is during evaluation or selection, he or she may request explanatory information. In this respect, a letter should be addressed to FONCA, within five work days of the publication of results. The program will issue a response within ten work days after the query is received.
- III.25 Funds will be disbursed in Mexican pesos to Mexican publishers; and in U.S. dollars to all foreign publishers, according to the exchange rate on the day of the deciding session. This will be subject to the publisher's signing the contract issued by FONCA, in which the obligations, conditions, and specifications will be laid out.

Foreign publishers or those who provided a foreign bank account must consider FONCA will not pay for any international transfer fee. In the event that the transfer is rejected for any reason FONCA will not pay any fee. Any charges will be deducted from the award.

- III.26 In order for FONCA to prepare the contract, the selected applicants must submit the following information in digital format:

MEXICAN PUBLISHERS	FOREIGN PUBLISHERS
Personal information sheet, with signature	
Publisher's bank account statement or proof of bank account	Publisher's bank account statement or proof of bank account
Publisher's proof of fiscal address	Publisher's proof of address
Publisher's tax identity document (RFC)	
Letter signed by the legal representative and project holder, stating the intent to invest the funds as per indicated and approved by the Selection Committee.	
An up-to-date form issued by SAT (www.sat.gob.mx) confirming the publisher is in compliance with tax obligations.	

FONCA may require additional documents. Selected applicants will be notified in due time.

- III.27 All documents should be submitted to FONCA on the August 9, 2019, at the latest. Failure to do so will result in award cancelation and all awarded applicants will be subject to the resolutions stated in the Contract Breach Catalog (**Anexo Único Catálogo de Incumplimientos**), which is available in the Norms and Transparency section (Transparencia/Reglas de Operación) on our web page: <https://fonca.cultura.gob.mx>.
- III.28 Selected publishers that do not sign the agreement by **September 30, 2019**, must also be subject to the provisions in the Contract Breach Catalog (**Anexo Único Catálogo de Incumplimientos**) which is available on our web page <https://fonca.cultura.gob.mx> in the Norms and Transparency section (Transparencia/Reglas de Operación).

- III.29 FONCA may cancel the award for any selected applicant before signing the corresponding contract, if it finds any breach or violation of the program guidelines.
- III.30 If the project holder leaves his organization once the results are published, the reasons for it must be notified to FONCA in writing. If FONCA believes it is appropriate, the publishing house may name a new project holder and the new documents will be submitted to the Selection Committee for approval. If this change is accepted, the new project leader will sign the funding contract before FONCA; otherwise, the award will be canceled. If the publishing house ends operations once the contract is signed, FONCA may demand fund reimbursement.
- III.31 Selected candidates and beneficiaries of this program who decline the award will be subject to the rules established in the Contract Breach Catalog (**Anexo Único Catálogo de Incumplimientos**) in the Norms and Transparency section (Transparencia/Reglas de Operación) available on our web page <https://fonca.cultura.gob.mx>
- III.32 Once the contract is signed, FONCA will disburse the funds in installments, as follows:

12 MONTH PROJECT	24 MONTH PROJECT
<ul style="list-style-type: none"> • 50% of the total award will be disbursed once the contract is signed. • 25% of award, upon submission of the first report of project progress. • 25% of the remaining award, upon submission of the final report, including book copies, and the tutor’s positive assessment of the cultural product. 	<ul style="list-style-type: none"> • 25% of the total award will be disbursed once the contract is signed. • 25% of award, upon submission of the first report of project progress, the first samples of the books, and the tutor’s positive assessment of the cultural product. • 25% of award, upon submission of the second report on project progress, the second book samples, and the tutor’s positive assessment of the cultural product. • 25% of the remaining award, upon submission of the final report, book copies, and the tutor’s positive assessment of the cultural product.

Thorough preparation and timely submission of the reports, and the tutor’s positive assessment of the copies of the cultural product, will be essential for authorizing the disbursement of each subsequent installment.

The publishers awarded by this program will have to cover delivery costs, when submitting the contract, the book copies, or any other document to FONCA.

- III.33** Publishers awarded agree to present partial activity reports that give an account of the project's advancement, as well as the final report of activities. Please also include a budgetary breakdown in line with the **work calendar**.
- III.34** Publishers will credit PROTRAD by printing the following caption on the legal page of the published book or books: ***Esta publicación se realizó con el apoyo de la Secretaría de Cultura a través del Fondo Nacional para la Cultura y las Artes con el estímulo del Programa de Apoyo a la Traducción (PROTRAD)*** [This publication was made possible by the Secretaría de Cultura, via the Fondo Nacional para la Cultura y las Artes, with a grant from the Literary Translation Program (PROTRAD)]

For foreign publishers, this caption must be entered in the target language and please add: Secretaría de Cultura of the Mexican Government.

Also, please insert the Secretaría de Cultura and FONCA logos on the back cover. General guidelines and logos are available for query and download on FONCA's web page <https://fonca.cultura.gob.mx>

- III.35** Publishing houses agree to publish the books according to the characteristics established in the approved translation and publishing project, as well as to comply with all requirements stated on the copyright cession contract.
- III.36** Once the work is published, the publishers agree to submit five copies to PROTRAD, delivered at the main offices, as per the dates mentioned in the contract.
- III.37** Beneficiaries accept and acknowledge that any failure to comply with the contract with FONCA will lead to the implementation of the rules set in the Contract Breach Catalog (**Anexo Único Catálogo de Incumplimientos**), available in the Norms and Transparency section (Transparencia/Reglas de Operación) on our web page: <https://fonca.cultura.gob.mx>
- III.38** This award may not be used alongside other funds, grants or resources (in cash or kind) allotted by the issuing institutions, or alongside federal resources, with the exception of those mentioned in section III.5.
- III.39** Current beneficiaries of the program cannot apply to this or any other FONCA call for applications until they have duly and timely fulfilled the obligations stated in their contract.
- III.40** The letter of release from obligations and file closing will be provided once FONCA has verified the compliance of all the obligations acquired in the contract.
- III.41** During the program rollout, FONCA may request submission of visual or audiovisual material, which may be used for non-profit promotion and outreach.
- III.42** Beneficiaries of this program agree to credit PROTRAD in the promotion and divulgation activities resulting from the award, adhering to the promotion and divulgation guidelines available on FONCA's web page.
- III.43** During environmental, sanitary, or other kinds of emergencies, FONCA may ask beneficiaries for pro-bono, direct participation in cultural and artistic activities, aimed at social relief.

IV. LEGAL FRAMEWORK & ORIENTATION FOR APPLICANTS

LEGAL FRAMEWORK

- *Decreto por el que se reforman, adicionan y derogan diversas disposiciones de la Ley Orgánica de la Administración Pública Federal, así como de otras leyes para crear la Secretaría de Cultura (Official Journal of the Federation, December 17, 2015).*
- *Reglamento Interior de la Secretaría de Cultura (Official Journal of the Federation, November 8, 2016).*
- *Manual de Organización General de la Secretaría de Cultura (Official Journal of the Federation, October 12, 2017).*
- *Presupuesto de Egresos de la Federación 2018 (Official Journal of the Federation, November 29, 2017).*
- *Ley Federal de Procedimiento Administrativo (Official Journal of the Federation, August 4, 1994. Last reform published on the Official Journal of the Federation, March 2, 2017).*
- *Contrato de Mandato que crea al Fondo Nacional para la Cultura y las Artes (modified in July, 2006). The Operation Guidelines were also modified.*
- Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, also known as the Apostille Convention, adopted at The Hague, Netherlands, on October 5, 1961.

ORIENTATION FOR APPLICANTS

For any additional information, you may reach us from Monday to Friday, 10:00-14:00 (Mexico City Time UTC – 5h) at:

Tel. +52 (55) 4155 0730, ext. 7006, 7007 and 7765.

E-mail: convocatoriaprotrad@cultura.gob.mx

Web Page: <https://fonca.cultura.gob.mx>

TRANSPARENCY AND ACCES TO PUBLIC INFORMATION

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COMPLAINTS, REPORTS & SUGGESTIONS

Complaints, reports and suggestions related to this call for applications may be submitted to:

- **FONCA Executive Department**
63 Sabino St., Santa María la Ribera, Mexico City, Zip code 06400, tel.: +52 (55) 4155 0730, ext. 7006 and 7007, e-mail: convocatoriaprotrad@cultura.gob.mx
- **Secretaría de Cultura's Internal Control Department**
175 Paseo de la Reforma, 15° floor, Cuauhtémoc, México City, Zip code 06500, Tel.: (0155) 4155 0200.
- **Secretariat of Civil Service:**

Online, at: <https://sidec.funcionpublica.gob.mx/#!/home#top>

Telephone assistance, at 2000 2000 for Mexico City and 01 800 1128 700 for the rest of the country.

Walk-ins, at cubicle 3, located at 1735 South Insurgentes Ave., ground floor, Guadalupe Inn, Zip code 01020, Mexico City.

Post mail, at the Secretariat of Civil Service Complaints and Investigation Department, 1735 South Insurgentes Ave., 3rd floor, north wing, Guadalupe Inn, Zip code 01020, Mexico City.

For suggestions or feedback, e-mail us at: contactociudadanofonca@cultura.gob.mx

This program is public and non-related to any political party. Its use for purposes different to those established in the program is forbidden (Art.28 section III line a, Federal Omnibus Spending Bill 2018).

V. CALENDAR

PROCEDURE	DATE
Online publication of call for applications	November 7, 2018
Online registration beginning	November 16, 2018
Registration period and file upload	November 16, 2018 to February 22, 2019
Call for applications deadline*	February 22, 2019 *
Publication of results	July 19, 2019
Signing of contracts	July-September, 2019
Commencement of award	September, 2019

* The deadline for file upload is definitive and will expire at 15:00 h (Mexico City time UTC-5).

VI. GLOSSARY

AWARD

Financial funds in Mexican pesos granted by FONCA, during a specified period, to the beneficiaries of a program, as formalized in the corresponding contract.

ASPIRANT

A person interested in obtaining an award from FONCA.

AVISO FONCA

Notification generated by the Foncaenlinea platform during the Administrative Phase. It is a result of the administrative review, and its purpose is to request the complete upload of missing application documentation.

BENEFICIARY

Person/institution selected by a committee, and who has signed the corresponding contract with FONCA.

CO-EDITOR

Organization, institution, company, or individual, who furnishes resources, in cash or kind, for the development of a project submitted by an aspirant.

COLLABORATOR

Person invited to participate in a project, with a specific activity, while receiving financial compensation in an application registered in this call by the aspirant.

EDITOR IN CHARGE OF THE LITERARY PROJECT

The person in charge of carrying out the project.

TEAM MEMBER

A person belonging to the work team, registered by the project holder in the Application Format.

AMENDMENT PERIOD

Five-work-day period generated during the registration process, so that the missing documentation may be entered onto the application, according to article 17-A of the Ley Federal de Procedimiento Administrativo.

APPLICANT

An aspirant who has obtained a participation code in one of the public calls for applications operated by FONCA.

APPLICATION

Set of documents and materials presented by an aspirant, in the context of his participation in a call for applications.

SERVICE PROVIDER

Person or company who supplies or furnishes a service to the aspirant or beneficiary with the purpose of producing, distributing, exhibiting or divulging a product, among other aspects.

SELECCTED APPLICANT

Applicant chosen by the corresponding FONCA advisory committee, whose name is on the jury memorandum and was published in the results display.

PROJECT HOLDER

Legal representative of the Publisher, and responsible for the project and its contract's fulfillment before FONCA.

VII. TECHNICAL REQUIREMENTS

The computer used for the registration and file upload must have the following features:

- Windows 7 or newer operative system. For MAC, OS Mountain Lion (10.8) o later versions.
- 1 GB RAM or more.
- Updated web browser: Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge are recommended. Other browsers or versions may work, although it's possible that they won't perform adequately.
- JavaScript and cookies must be allowed by your settings.
- An updated and active antivirus is recommended.
- Broadband internet connection is recommended.
- Before beginning to fill out the application, we recommend that you close all other applications, as well as additional windows or tabs in your browser.

SPECS FOR FILE UPLOAD

Files must comply with the following requirements:

- Video: mp4 (MPEG-4) with H.264 video quality and 720 x 480 resolution; AAC or MP3 audio with 128 kbps quality.
- Photo: 1280 x 960 pixels, 300 dpi minimal resolution, black and white, in JPG format.
- Recorded music: MP3.

The file upload time will vary considerably according to its size and the internet connection speed. Consider that a 10Mb file comprises around 1 minute of video with audio.

VIII. PROTRAD 2018-2019 PROCEDURAL FLOW CHART

