FLANDERS LITERATURE
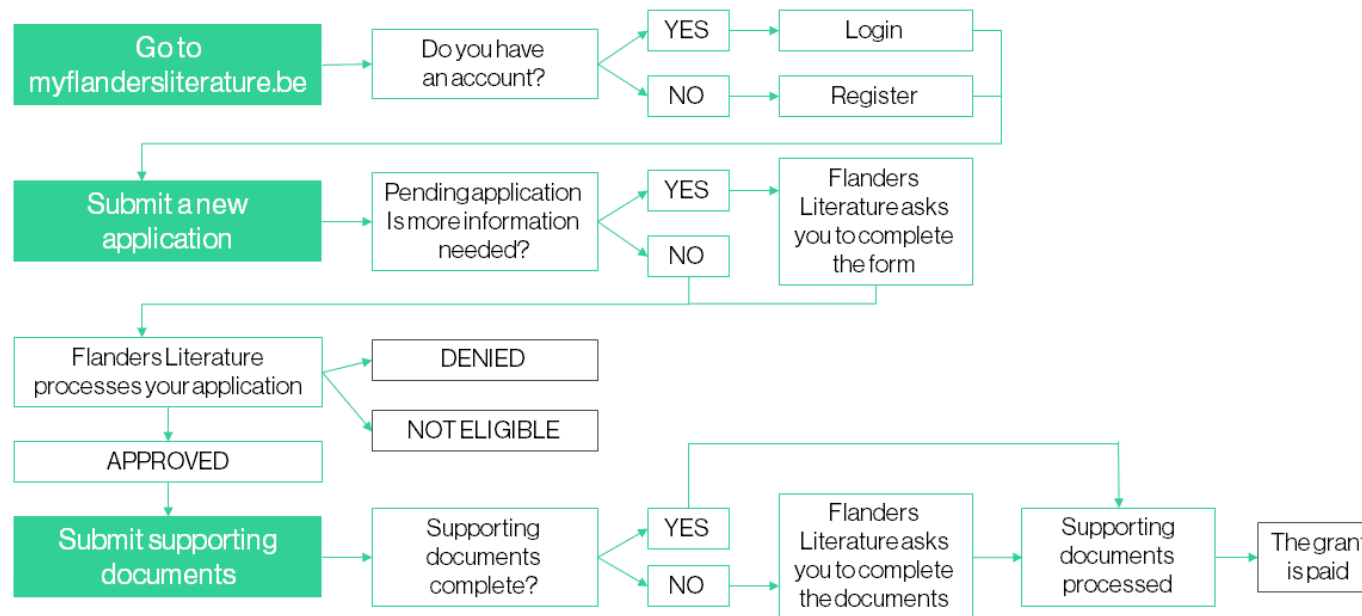
On My Flanders Literature, you can digitally apply for grants and manage your applications. Flanders Literature will inform you about your current applications through the online portal. You will get an email to notify you that a new message is available there.

This is what the application process looks like

| Go to myflandersliterature.be | → | Do you have an account? | YES → Login |
| | | | NO → Register |

| Submit a new application | → | Pending application Is more information needed? | YES → Flanders Literature asks you to complete the form |
| | | | NO |

Flanders Literature processes your application	→ DENIED
	→ NOT ELIGIBLE
APPROVED	

| Submit supporting documents | → | Supporting documents complete? | YES → Flanders Literature asks you to complete the documents | → Supporting documents processed | → The grant is paid |
| | | | NO |

A few pointers that will help the process run smoothly:

· Internet Explorer has been known to cause a few issues. We advise you to use a different web browser for My Flanders Literature.
· Use only the Latin/Roman alphabet (no Cyrillic, Chinese, Japanese or other characters).
· If for some reason you have submitted an incomplete application, do not start a new application. Please contact us through the portal so we can re-open your application.
· If you get stuck, contact us at team@flandersliterature.be – we're happy to help!

1   REGISTERING

> IMPORTANT! To apply for a grant through My Flanders Literature, you need to be registered as a contact person for an organisation. You cannot apply for grants as an individual. If you do try, you will get the notification that 'no active forms were found'.

If you[1] have never applied for a grant from Flanders Literature, or the last time you applied was before 2018, please follow the instructions for creating a new account below.

If you have applied for a grant in 2018 or 2019, it is likely that you have been assigned an account already. On the Login page, use the email address that was used for that application, click 'Forgot password?' and then 'Create new password'.

Next there are two options:

1. You see the notification 'User not found'. This means you do not have an account yet. Please create a new one. Below you will find more information on how to do this.
2. If you have already been assigned an account, you will receive an email with a link. (Be sure to check your spam folder.) When you

click on this link, you can create a new password. Your profile will already be linked to your organisation.

⬚ CREATING A NEW ACCOUNT

· On the Login page, click 'No account yet'. Fill in the form. We advise you to use your professional email address (and not your personal one) as all communication about the portal will be sent to this email address.
· You will receive an email with a link. (Be sure to check your spam folder.) When you click on this link, you can create your profile and password.
· Please check if your organisation is already in our database. This should be the case if your organisation has applied for a grant before.

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[1] By that we mean you personally, regardless of whether other people within your organisation have already submitted an application in the past.

· Fill in (part of) the name of your organisation. Click 'Find organisation' .

· If you find your organisation, click 'LINK' next to your organisation's name to link your profile to the organisation. As the link process is not always straightforward, please also send us an email at team@flandersliterature.be so that we can make sure you are linked to your organisation.
· If you don't find your organisation, try using only part of your organisation's name. If you still can't find your organisation, create a new one.

CREATING A NEW ORGANISATION

Click 'new organisation' and fill in the form.

Once you save the organisation you are immediately linked to it as a contact. You can now add all details for the organisation by clicking 'My organisation' in the drop-down menu under your name on the top right.

Please fill in the address and bank details of your organisation in those tabs.

The Contacts tab offers an overview of the other contact persons of your organisation (if there are several). If you want to add a new contact, that person will have to create an account and link themselves to your organisation.
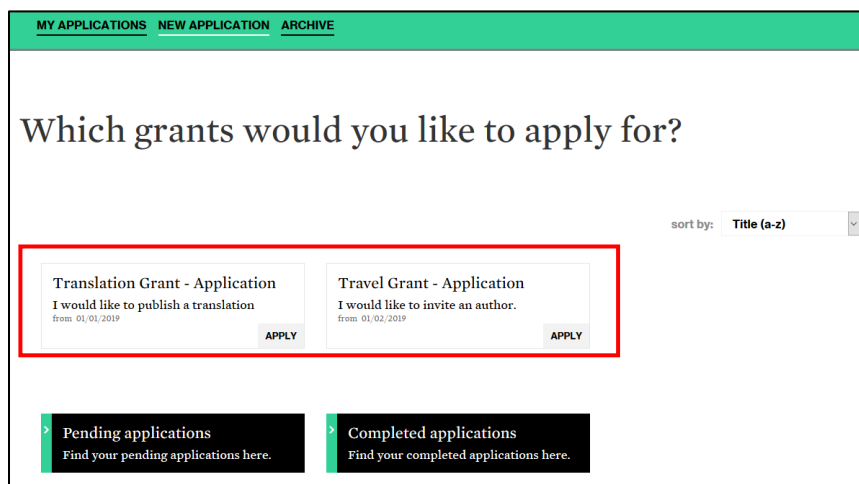
2 SUBMITTING A NEW APPLICATION

> IMPORTANT! To apply for a grant through My Flanders Literature, you need to be registered as a contact person for an organisation. You cannot apply for grants as an individual. If you do try by clicking 'new application', you will get the notification that 'no active forms were found'.

You can change your status (individual/organisation) by clicking your name in the top right corner:

You need to choose between two kinds of grants: translation grant or travel grant.

TRANSLATION GRANT APPLICATION

Follow the instructions on the screen and provide as many details as possible.

For an illustrated book, graphic novel or poetry collection, please include details about the production costs. If you are applying for any other kind of translation, leave these details blank.

· Please break down the production costs as much as possible, as indicated in the form.
· If you cannot break down the production costs to e.g. paper costs, printing costs and binding costs (because your quote from the printer does not specify these details), just fill in the total in one of the fields.

You can scroll to the bottom of the page to save your application draft at any point in the application process. The form will be saved for you to complete and submit it at a later time.

When you have completed the form, please check the box to indicate that you have read and accepted the guidelines. You can now submit the application.

TRAVEL GRANT APPLICATION

Follow the instructions on screen and fill in as many details as possible.

You can scroll to the bottom of the page to save your application draft at any point in the application process. The form will be saved for you to complete and submit it at a later time.

When you have completed the form, please check the box to indicate that you have read and accepted the guidelines. You can now submit the application.

3   PENDING APPLICATION

You will get a message in the My Flanders Literature mailbox notifying you that your application is being processed by the Flanders Literature team. You can access the mailbox by clicking the envelope on the top right.

The submitted application is now added to the tab 'My applications' (top left).

It is possible that while processing your application we will need more information. In that case, you will be notified through the My Flanders Literature mailbox. (You will receive an email asking you to check your My Flanders Literature mailbox in the portal.) The status of your application will be changed to 'Please complete the form'. You can now make changes and resubmit the application form. The status will now change to 'Application updated' and later 'Pending application'.

4   APPLICATION APPROVED / DENIED / NOT ELIGIBLE

APPLICATION APPROVED

You will be notified of the changed status. Please open the application to see more details about the grant decision. You can download the official notification letter stating the conditions ('grant decision document'). Please make sure you read this letter thoroughly.

Once the translation is published/performed or the author's visit is over, the status will change to 'Please submit the supporting documents'.

▢ APPLICATION DENIED

You will be notified of the changed status. Please open the application to see more details about the grant decision. Reasons for denying translation grant applications usually are the literary and/or artistic quality of the source text, the quality of the translation or the status of the publisher. Reasons for denying a travel grant application are usually the literary and/or artistic quality of the invited author's work, the lack of an activity open to the public in their programme, or the lack of a recent translation in the language in which the event takes place.

▢ APPLICATION NOT ELIGIBLE

You will receive a personal email explaining why your application is not eligible. An application is ineligible if it does not meet the formal requirements (e.g. the application was submitted after the deadline, the translation is an unaltered reprint, it is a self-published text or an advance excess of 25,000 euros has been paid).

5   SUBMIT SUPPORTING DOCUMENTS

When, according to our information, the translation is published or the author's visit is over, the status of your application will change to 'Submit supporting documents'. Please open the application to upload the necessary documents.

For a translation grant application for an illustrated book, graphic novel or poetry collection, please also upload the invoices for production costs.

It is possible that while processing your documents we will need more information. In that case, you will be notified of this through the My Flanders Literature mailbox. The status of your application will be changed to 'Please complete the form'. You can now make changes and resubmit your form.

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6   SUPPORTING DOCUMENTS PROCESSED

When all the necessary supporting documents have been received and processed, you will be notified that the final grant amount has been decided upon. This sum will be paid into your account within a month.