



CENTRE FOR THE BOOK

GUIDELINES FOR THE COMMUNITY PUBLISHING GRANT

BACKGROUND

- The Community Publishing Grant is awarded by Centre for the Book to South African Writers to self-publish their works.
- The grant is made available annually and the results will be announced 3 months after the closing date.
- The closing date is 30 April each year

AIMS AND OBJECTIVES

- **The Community Publishing Grant** aims to make it possible for individuals, community groups and community based organisations to publish books.
- The grant also aims to empower individuals and groups to develop the necessary skills and capacities to enable them to publish, which in turn means that interesting and worthwhile books, which would otherwise not be published will see the light of day.
- Underlying this grant is the belief in the beneficial and enriching influence of books in society, particularly of books that reflect a diversity of voices and experiences.

WHO IS ELIGIBLE TO APPLY ?

- South African or permanent resident writers/writers groups/wannabe small publishers.
- Manuscripts that are clearly works of non-fiction are not eligible.
- The manuscript must be an original work written in any of the official South African languages. However, writers are encouraged to write in indigenous languages.
- The manuscript should not be a re-issue or a re-working of a previously published book.
- The manuscript must be published in South Africa.
- The award is given to a manuscript that is recognizably South African in character.
- National Library of South Africa employees are eligible for the grant but will not receive preferential treatment.
- Only typed manuscripts shall be considered.

WHAT WILL YOU GET ?

- The Community Publishing Grant pays up to R10 000 to cover the printing costs of a small print run only. Applicants should be realistic about the number of copies they hope to have printed as such amount is generally only sufficient to cover print runs of about 100 – 300. The money awarded is purely intended for printing, binding, editing, proof reading, illustrations, layout and design.
- Marketing and distribution (although these should be estimated in your marketing plan).
- Community Publishing Grant is payable once to provide opportunity to other writers.

WHAT KINDS OF MANUSCRIPTS ARE SUITABLE ?

- A Community Publishing Grant is intended for books that are about reading for pleasure and NOT for books that could be construed as textbooks.
- Novels, collections of stories, plays/drama, collections of poems, collections of works by groups of writers, essays, are all welcome.

CONDITIONS AND PROCESSING OF THE GRANT

Once the call for applications has been announced:

1. Download from National Library of South Africa (NLSA) website an application form or request a copy from the Community Publishing Project Co-ordinator.
2. Send to Centre for the Book a fully completed application form and an original manuscript. **(No emailed manuscripts and no late submission of applications will be accepted)**
3. Centre for the Book will send you an acknowledgement letter.
4. Once internal process has been done, all applicants will receive letters informing them about the decisions taken by the independent selection panel.
5. Provisionally approved applicants will receive and sign an agreement form which must be returned to the Centre for the Book.
6. Author with the help from Centre for the Book will identify and request a quote from the Editor.
7. After the approval of quotations, the Editor will proceed with editing and supply Centre for the Book with report, invoice and statement.
8. Author does necessary corrections and changes as recommended by the Editor.
9. After the changes have been effected, the manuscript will be sent for proof reading.
10. Author, with Centre for the Book assistance, will identify a designer for book design, layout and typesetting including book cover.
11. After the approval of the quotes, the designer will proceed with the work and submit the designed book, invoice and statement to Centre for the Book.
12. The manuscript / galley proofs will be sent back to the author for verification.
13. Once both parties are satisfied, the book is ready for printing.
14. Author and Centre for the Book identifies printers and request for quotations on an agreed print-run.
15. The printer submits **one** copy to Centre for the Book before printing in bulk. Centre for the Book signs it off.
16. The Printing Company submits invoice and statement upon completion of the job.
17. The author receives his/her books and submits required copies to Centre for the Book.

*For further information on the Community Publishing Grant, please contact:
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