

84000 TRANSLATION GRANTS APPLICATION
2017 Grant Cycle
 (April 15, 2016 – July 15, 2017)

Please study the guidance below before preparing your grant application.

Step 1: Identify the text you wish to translate. Choose one of the texts listed in [G2] 84000 Selected Source Texts List; alternatively, 84000 will consider applications for other text of which you have specialised knowledge or in which you are particularly interested. Please check the list of works in progress, to avoid applying for a text that we have translated or are currently working on.

It is strongly recommended that teams applying to 84000 for the first time choose a text that is shorter than 30 Tibetan pages (15 folios) in length (or several very short sutras totalling no more than 30 Tibetan pages or 15 folios). Teams which have already received one grant from 84000 are welcome to apply for another grant after they have successfully submitted their final draft and all ancillary material to the review process.

Step 2: Study [G4] 84000 Guidelines for Translators and [G5] 84000 Guidelines – Checklist to learn about the standards to which you must prepare your translation and the additional ancillary materials such as translators' introductions, glossaries, etc. that you will be required to submit. Also study the format and style of the published translations that have been completed according to the Guidelines and Checklist on the 84000 reading room at read.84000.co. [G6] 84000 Editorial Policy is also available for your review at 84000.co/G6.

Step 3: Translate three Tibetan pages of the text you are applying to translate, carefully preparing them according to 84000 standards. Please avoid translating the first three pages of the text, as these are usually formulaic, but choose instead a representative passage from the body of the text that includes varied content and syntactic structures, if possible. Avoid simple lists or purely repetitive passages. This three-page sample forms a very important part of your application.

Carefully revise and supplement your three-page translation with glossaries etc., to approach as closely as possible the Guidelines and Checklist, as well as the completed translations posted online in the 84000 reading room. The experience gained from preparing the sample translation will help you assemble your team and prepare your budget.

Submit pdf copies of the 3 Tibetan pages together with your translation, glossaries, etc.

Step 4: Prepare a pdf copy of your complete translation grant application, resumes, translation sample, Tibetan original, etc. Use the application format and advice provided on the following page. Please submit your application and all attachments, including the 3 pages of

Tibetan text, as a **single PDF file**. For questions on preparing your application, contact grants@84000.co.

Step 5: Forward your completed application to be received no later than July 15, 2017 at: grants@84000.co.

We offer the following documents to help translators in your applications:

[G1] An Overview of Translation and Grant Policies

[G2] 84000 Selected Source Texts List

[G3] 84000 Grant Application Form and Guidance

[G4] 84000 Guidelines for Translators

[G5] 84000 Guidelines – Checklist

The document **[G6] 84000 Editorial Policy** may also be consulted for a wider perspective on 84000's plans, although all the information it contains that is relevant to grant applicants and translators has been included in **[G4] 84000 Guidelines for Translators**.

Continue to the next page to prepare your application.

APPLICATION FORMAT:

Section 1: Overview

Applicant Organization's Name: _____

Project Manager's Name: _____

Text Proposed to be translated

- Degé cataloguing number: _____
- Tibetan title: _____
- Sanskrit title: _____
- English title: _____
- Location of the text in the Kangyur (e.g. Ka. 108a2-120b5): _____

No. of Tibetan pages (one folio = two Tibetan pages): _____

Total cost of the project (including volunteer hours and outside funding): US\$ _____

Amount requested from 84000: US\$ _____

Proposed period: from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

proposed start date should be any date after **January 1, 2018.*

Section 2: Names of Team Members Who Will Work on This Project and Their Qualifications

You may choose to work on this project as a team, or individually as you prefer, however the following types of skills are necessary to complete the project: Project manager, Tibetan Dharma master, Tibetan language expertise, English language expertise, editor, and proofreader. In most cases, it will be necessary to have access to a Sanskrit expertise, and in some cases also a Chinese or European language expertise. (References may be available upon request.) More than one skill may be combined in a single person. Include a separate resume for each team member in Appendix A.

Complete the list below for your team. For each person, please indicate the monastery, university, or other institution where they currently work. If you are applying as a single translator, please so state, and ensure that your resume demonstrates that you have skills in the following areas:

	Full Name	Mailing Address	Contact Email	Institution/ Organization
Project Manager				
Tibetan Dharma master/s				
Tibetan language expertise				

	Full Name	Mailing Address	Contact Email	Institution/ Organization
English language expertise				
Sanskrit language expertise				
Other language expertise				
Editor/s				
Proofreader/s				
Other role/s				

Please be sure that the resumes clearly describe each person's training and prior experience with respect to the work they will be performing on the translation team, and also describe level of facility in 1) Dharma-language Tibetan, 2) English, 3) Sanskrit 4) Chinese or European languages. Resumes are required for all team members, including Himalayan Dharma masters.

84000 encourages the involvement of Himalayan translators, women translators, and junior translators. Please identify any of your team members included in those categories.

Himalayan translators: _____

Women translators: _____

Junior translators: _____

Section 3: Work Plan

Examine the entire text you wish to translate and plan your work in detail. The proposed start date should be any date after January 1, 2017. Based on your three-page sample translation, how many hours will each of your team members require to complete a final edited translation with all the various ancillary elements described in **[G4] 84000 Guidelines for Translators**? How will your team members work together? What will you do first, etc. How will you edit and review your work? Clearly explain your work plan in this section of the application, describing step by step how you and your team members plan to undertake the translation activities and preparation of the ancillary materials.

As part of the work plan, please give a brief survey of the major scholarly work, if any, that has already been published on the text you are proposing to translate. This can, for example, include

editions of the Sanskrit, studies on terminology and concepts, or reliable translations into other languages. If such publications exist, how do you plan to use them in your own work ?

Section 4: Schedule of Deliverables and Payments

Include a proposed schedule for deliverables and payments, planning the project to begin anytime after January 1, 2018. This means that you should break the entire project into a number of parts, then break your requested budget into the same number of parts. If you are awarded a contract, 84000 administrative office may contact you to discuss possible modifications to your proposed payment sequence as necessary so that it fits 84000 policies.

As a general guide, for short projects that can be completed within a year, we recommend that the deliverables be submitted every quarter. For longer projects that require more than a year to be completed, we recommend that deliverables be submitted every six months. If necessary, this schedule can be modified for very long or very short projects.

Please note that at this point, 84000 is only able to make financial commitments on a yearly basis. Should a multi-year contract be awarded to your team, 84000 will formally approve the funds required for the first year. The remaining funds to be disbursed in subsequent years will be provisionally committed, subject to annual approval by the 84000 Board of Directors.

84000 policy is to provide payments upon delivery of completed draft translations, or sections of it in the case of very long texts. However, 15% of the total, up to a maximum of US \$5,000 per text, will be paid in advance upon signing of the contract. Also, 20% of the total will be held until the very end, when you have incorporated all final 84000 editorial comments on your completed manuscript. After submission of each deliverable, the 84000 editors will review the submitted draft to ensure that it is of acceptable quality and timeliness. If acceptable, funds will be disbursed within three weeks. If exceptions to the payment arrangements are warranted, please discuss with the 84000 administrative office.

Section 5: Budget

Provide a budget showing tasks, salary, and hours required for each of your team members to complete the main translation and each of the ancillary elements.

As a general guide for your budgeting process, translators are encouraged to see their work as an act of merit and offering to the service of the Buddhadharma. Where financial support is necessary, 84000 is able to offer \$200-\$250 per Degé-edition page, i.e. one side of a Tibetan folio in the Degé Kangyur, for a final finished translation. This amount includes all ancillary elements as described above and in **[G4] 84000 Guidelines for Translators**. It also includes all subsequent revisions that may be required as your manuscript is reviewed by the editor and reviewers, and prepared for final publication.

It is expected that approximately 80% of the budget will be required for the translation and subsequent revisions to it, and approximately 20% for the ancillary materials and their subsequent revisions. This budget guide has been developed based on pilot studies of the amount of time and effort required to produce similar translations.

Generally, 84000 prefers to make payments on the following schedule:

- 15% (or a maximum of US \$5,000 per text) upon signing of a contract.
- Deliverables to be submitted every 3-6 months, with demonstration of completion of major milestones up until the submission of a completed draft including ancillary materials for review
- 10% at the end of the project, incorporating the editor's and reviewers' comments

For guidance on budgeting for multi-year projects, please contact us at grants@84000.co.

If your proposal is accepted, the actual payment and delivery schedule will be discussed and finalized at the time when the Grant Agreement is being developed.

Please note that 84000 does not fund the following:

- capital (building/construction) expenses
- purchase of computers or software
- educational expenses, or payment for translators to receive teachings on the text they are preparing to translate.

Please use a template similar to the one below for submitting your budget. Add additional tasks and team members as needed.

SAMPLE BUDGET TEMPLATE

Task	Name, expertise, hours and rate of team member #1	Name, expertise hours and rate of team member #2	Name, expertise hours, and rate of team member #3	Sub total amount in U.S. \$	Volunteer Hours or Outside funding	TOTAL REQUSTED FROM 84000
First draft translation						
Second draft translation						
Editing						
Researching problems						
Post-submission revisions in response to editors' suggestions						
Translators' introduction						
Glossary						
Sanskrit (as needed)						
Comparison to other editions of the Kangyur using the <i>dpe bsdur ma</i>						

Other costs (list each separately)						
TOTAL AMOUNT IN US \$						

Section 6: 3-page Sample Translation

In Appendix B, provide a pdf version of your sample translation, glossaries, and other ancillary material. Also include pdf copies of the original Tibetan text from which it was translated. Because the accuracy and readability of this sample translation will be an important criteria upon which your application will be reviewed, please be sure to edit and proofread your submission carefully and prepare it to 84000 standards as described in **[G4] 84000 Guidelines for Translators** and **[G5] 84000 Guidelines – Checklist**, and so that it is similar to the texts already published in the 84000 reading room.

Section 7: Pledge to follow 84000 standards

The project manager you assign is responsible for ensuring that all deliverables and the final completed translation follow 84000 guidelines and meet 84000 standards. The manager is also responsible for ensuring that the project does not exceed its budget. Please note that signing a statement to this effect will be part of the contract issued to successful applicants.

The grant evaluation committee will evaluate your proposal on various criteria such as the following:

- What is the quality of the sample translation?
- How qualified and experienced are the team members? Does the assembled team possess strength in all of the necessary areas such as project manager, Tibetan Dharma master, Tibetan language expertise, English language expertise, Sanskrit language expertise, editor, proofreader. What is the reputation of their previous work in the field? Is the team properly availing itself of the scholarly work, if any, that has already been done on the text?
- Does the budget and number of hours appear realistic? Please be advised that 84000 does not accept applications that cost more than US \$250 per page.

Applications with the following inclusions will be considered favorably:

- Inclusion of Himalayans, women, and junior translators.
- Inclusion of matching funds and volunteer work to reduce the total cost to 84000 to less than US \$200 per page.

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