

## Project Proposal

### Statement of Purpose

*Applicants: Please complete all sections of this form and refer to the checklist on page 7 for additional forms to include with application.*

Project Title:

Translator's Name:

Please provide a one sentence statement of objective and purpose for this project.

### Project Relevance

*OCTS evaluates proposals partially on their relevance to given categories. Which of the following categories best describes the content of this text? Please choose up to three categories, ranking their relevance or relative importance from 1 (most important) to 3.*

1. Most relevant/important category

2. Second category

3. Third category

## Proposal Text Overview

|   |
|---|
| Title of original text:                   |
| Author:                                   |
| Original publisher:                       |
| Original date of publication:             |
| Page Count of Original Work:              |
| Original language:                        |
| Translation (target) language:            |
| Imprimeur of original work if applicable: |

|   |
|---|
| Provide a 150-250 word synopsis of this text: |
|---|

## Translator's Statement:

*Provide a brief statement about this project providing following information:*

- 1. Why is this project is worthy of funding?*
- 2. Who is the intended audience for the translation?*
- 3. Provide information about research done to ensure that the text has not already been translated.*
- 4. If the work has been translated, explain why there is a need to create a new translation.*

## Permissions

*Before submitting an application, the translator should have attempted to get permission from the original author and/or the copyright owner of the text in order to create the translation. Please discuss in detail any measures you have taken to get permission for this translation. (Copies of any correspondence between the translator and original author/copyright owner should be provided as a separate file with the application.)*

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*Please provide contact information for the original author and/or copyright owner.*

|                             |
|-----------------------------|
| Name of author/organization |
| Other contact person        |
| Mailing address             |
| Phone number                |
| Email address               |
| Website                     |

## Compensation

Once a project is chosen for funding, OCTS commits to follow the project through to completion (translation, editing, publishing, distribution). In order to do this, OCTS compensates translators according to varied contracts based on the needs of the translator and availability of funds. Please choose **one** of the compensation methods below. Then provide details about how you would like these funds to be assigned, given the questions below your chosen method.

Hourly rate: *I would like to be compensated by the hour for my translation work.*

|  |                                      |
|--|--------------------------------------|
| Estimated hours to complete first draft                        | Proposed hourly rate in U.S. dollars |
| Total for first draft (click anywhere in the box to calculate) |                                      |

Page rate: *I would like to be compensated by the page for my translation work*

|  |  |
|--|--|
| Page count for text  | Proposed per page rate in U.S. dollars |
| Total for first draft (click anywhere in the box to calculate) |  |

Flat rate: *I would like to be compensated with a flat rate sum for my translation work.*

|  |
|--|
| Proposed flat rate for first draft translation in U.S. dollars |
|--|

Royalties Only:

*I am willing to translate this work without initial compensation, but I want to receive royalties from final sales.*

|                             |
|-----------------------------|
| Proposed royalty percentage |
|-----------------------------|

Initial Payment and Royalties:

*I would like to receive an initial single payment to begin translation, and I also want to receive royalties from sales.*

|  |
|--|
| Proposed initial payment in U.S. dollars |
| Proposed royalty percentage              |

Other: *I would like to be compensated according to the following suggested arrangement. (Please describe.)*

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

Other expenses

*List any other known expenses for which you would need funding from OCTS.*

|   |
|---|
| Payment for copyright permissions                 |
| Purchase of books for research                    |
| Other   |
| (Please describe the other expenses listed above) |

Total proposed cost for initial translation

|  |
|--|
| (Click anywhere in box to calculate total without regard to royalties) |
|--|

## Timeline and Deliverables

*Please provide a suggested timeline for the first draft translation. Times should be provided in increments of months from the initial award of grant. Please provide milestones based on hours and/or number of pages in addition to percentage of project complete. Provide up to 8 milestones based on the specifics of the proposal. Consider the following examples as a guideline, but feel free to provide more details as necessary.*

### *Example A*

|             |                               |                          |           |
|-------------|-------------------------------|--------------------------|-----------|
| Milestone 1 | 240 hours work/ 25% complete  | Time from award of grant | 3 months  |
| Milestone 2 | 480 hours work/ 50 % complete | Time from award of grant | 6 months  |
| Milestone 3 | 720 hours/ 75% complete       | Time from award of grant | 9 months  |
| Milestone 4 | 960 hours/ 100% complete      | Time from award of grant | 12 months |

### *Example B*

|             |                          |                          |          |
|-------------|--------------------------|--------------------------|----------|
| Milestone 1 | 150 pages/ 50% complete  | Time from award of grant | 2 months |
| Milestone 2 | 300 pages/ 100% complete | Time from award of grant | 4 months |

|             |                          |
|-------------|--------------------------|
| Milestone 1 | Time from award of grant |
| Milestone 2 | Time from award of grant |
| Milestone 3 | Time from award of grant |
| Milestone 4 | Time from award of grant |
| Milestone 5 | Time from award of grant |
| Milestone 6 | Time from award of grant |
| Milestone 7 | Time from award of grant |
| Milestone 8 | Time from award of grant |

### Additional information

*Provide any additional comments or information about milestones given above or the proposed schedule.*

## Checklist

*A complete project proposal must include all of the following. Please use this checklist to ensure that all portions of the proposal have been completed. All portions should be submitted in digital format as indicated.*

*Submit all forms by email to [bod@orthodoxtranslations.org](mailto:bod@orthodoxtranslations.org).*

|  |
|--|
| Completed Project Proposal Form P1 (this form)   |
| Sample translation of a section of the proposed text (1000-2000 words) in DOC or PDF format                      |
| Translator's Curriculum Vitae in DOC or PDF format   |
| 2 or 3 Translation Related References submitted directly to OCTS using Form P2                                   |
| Sample of other translation completed by translator (1000-2000 words) in DOC or PDF format                       |
| Letter from translator's parish priest submitted directly to OCTS using Form P3                                  |
| Correspondence between translator and original author regarding permissions (if applicable) in DOC or PDF format |

## Translator Contact Information

|                 |
|-----------------|
| Mailing address |
| Phone number    |
| Email address   |
| Website         |