



TRANSLATION PROPOSAL FORMAT

(Please complete all sections carefully. Incomplete proposals may not be considered.)

1. Basic Project Information

Proposed Title (Translated):

Original Title:

Original Author:

Original Language:

Target Language:

Genre / Category:

- Poetry
- Fiction
- Non-Fiction
- Academic
- Cultural / Indigenous Documentation
- Children's Literature
- Other: _____

Estimated Word Count: _____

Status of Translation:

- Not Started
- In Progress
- Completed

2. Translator Information

- Full Name:
- Address:
- Phone:
- Email:
- Academic / Literary Affiliation (if any):
- Translator Bio (150–200 words)

Include previous translation work, published books, relevant academic background, or awards.

3. About the Original Work

A. Summary (250–400 words)

Provide a concise description of the original work.

B. Literary / Scholarly Significance

- *Why is this work important?*
- *Has it received awards or recognition?*
- *Is it part of a significant literary movement or cultural context?*

C. Publication Details

- *Original Publisher*
- *Year of First Publication*
- *Number of Editions (if known)*
- *Awards / Recognitions (if any)*

4. Rationale for Translation

- *Why should this work be translated into the target language?*
- *How will it contribute to literary or academic discourse?*
- *Cultural or regional importance?*
- *Relevance to contemporary readers?*

5. Target Audience

- Primary readership (age group / academic level / interest group)
- Secondary readership
- Academic / syllabus relevance (if applicable)
- Regional / national / international scope

6. Translation Approach

- *Describe your translation philosophy (literal, interpretative, adaptive, etc.)*
- *Any linguistic or cultural challenges anticipated?*
- *How will culturally specific terms be handled?*
- *Will you include glossary / footnotes / introduction?*

7. Rights & Permissions

Copyright Holder of the Original Work:

Current Copyright Status:

- Translation rights already obtained (attach NOC / Agreement)
- Rights under negotiation
- Public domain

If rights are not yet secured, please explain the current status.

8. Sample Submission

Please attach:

- 10–20 pages of translated text (*or representative sample*)
- Corresponding original text
- Proof of permission (*if available*)

9. Market & Positioning

- Comparable titles in target language
- Expected readership base
- Institutional or academic interest (*if any*)
- Translator's promotional reach (*events, academic networks, literary festivals*)

10. Timeline

- Estimated date of submission of full translation
- Any grant funding applied for / secured (*if applicable*)

11. Declaration

I hereby declare that:

- The translation sample submitted is my original work.
- I have disclosed the accurate status of translation rights.
- The proposal is not under exclusive consideration elsewhere (unless stated).

Signature: _____

Date: _____

Submission Instructions

Please email:

Completed Proposal (DOC/MS-WORD file only. No PDF.)

Sample Translation

Original Text Sample

Copy of NOC / Rights Agreement (if available)

Subject Line:

“Translation Proposal – [Your Name] – [Original Title]”

Email ID: _____