

# Poets & Writers

## GUIDELINES

## FUNDING FOR READINGS/WORKSHOPS

*New York State*

•  
*California*

•  
*Atlanta*

•  
*Chicago*

•  
*Detroit*

•  
*Houston*

•  
*New Orleans*

•  
*Seattle*

•  
*Tucson*

•  
*Washington, D.C.*

### GRANTS AVAILABLE

Organizations that sponsor readings or workshops in New York State, California, or Atlanta, Chicago, Detroit, Houston, New Orleans, Seattle, Tucson or Washington, D.C. may apply for grants to be used for writers' fees.

To support as many literary events as possible, we generally grant no more than \$1,500 to organizations in New York and California, and \$500 to organizations in Atlanta, Chicago, Detroit, Houston, New Orleans, Seattle, Tucson, and Washington, D.C. during the course of our fiscal year (July 1–June 30).

Decisions on maximum grant amounts are based on the availability of funds and are made at the discretion of Poets & Writers.

Grants for readings or spoken word performances range from \$50-\$350. Grants for workshops range from \$100-\$200\* per session. We encourage organizations to match our payments to writers, but this requirement may be waived if there are extenuating circumstances.

We make grants for writers' fee payments only. Grant checks are payable to the writer and sent to the sponsor, who is responsible for delivering them to the author. We do not fund administrative costs, publicity, transportation, or other expenses related to producing events. We do not fund in-school events, children's events, staged dramatic readings, or storytelling events featuring non-original or adapted works.

### ELIGIBLE ORGANIZATIONS

Organizations that may apply for grants include: colleges, cultural centers, museums, libraries, correctional facilities, hospitals, small presses, community centers, senior centers, places of worship, bookstores, cafés, galleries, and theaters.

Nonprofit status is not required. If your organization has not previously received support from the R/W program, include a brief letter that describes your organization, the program for which you're seeking funding, and publicity plans for the event. Please enclose publicity samples from past events.

### ELIGIBLE WRITERS

Published poets, fiction writers, creative nonfiction writers, and performance poets are eligible to receive fee payments from P&W. If the writer is not listed in P&W's Directory of Writers (see [www.pw.org/directory](http://www.pw.org/directory)), the organization must submit a bio for the writer that includes verifiable publication or performance credits for the writer's original works.

The project director and employees of the organization sponsoring the event are not eligible for support. Writers are paid as freelance consultants and as such are not employees of Poets & Writers.

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*\*In California, we generally grant no more than \$500 total for a workshop series.*

## FUNDING PRIORITIES

Due to the high volume of applications we receive, priority will be given to organizations that:

- serve a culturally diverse audience
- feature culturally diverse writers
- feature writers who have not previously presented at that venue
- present programs in rural or other underserved areas
- have not previously received P&W support (If an organization has received P&W funding in the past, we consider whether it has followed the grant guidelines and returned reports in a timely manner.)
- are able to match P&W's payment to the writer (not including in-kind contributions such as meals, lodging, or travel)
- have a publicity plan and/or strong publicity samples from past events

## HOW TO APPLY

To request funds, complete a separate application for each writer to be presented. Fill out one application for an event that consists of multiple sessions (such as a poetry festival during which a writer reads several times or a multi-week workshop). Events must be open to the public, with the exception of events taking place in institutions such as prisons or nursing homes. All requests are considered on an event-by-event basis.

We consider applications from organizations only. However, we encourage writers to initiate events and let organizations know they can apply on their behalf.

**Submit completed applications only.** We cannot consider incomplete applications.

Be sure to include the writer's social security number and contact information, which we need in order to process checks.

## TIMELINE

**You *must* submit your application at least eight weeks before the proposed event.**

You are encouraged to apply more than eight weeks in advance, if possible, as we approve grants on a rolling basis. Applications received fewer than eight weeks before the event date will be declined.

You will be notified regarding the status of your application within four weeks of receipt.\*\*

Please see the Frequently Asked Questions portion of our Web site for information about the application process and how to follow up ([www.pw.org/faq](http://www.pw.org/faq)).

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\*\*Notification time may vary depending on the volume of applications received. If you have any questions about the event, filling out the application, or the status of your grant, please feel free to contact the appropriate office.

*For events taking place in New York State, Atlanta, Chicago, Detroit, New Orleans, or Washington, D.C., contact R/W East:*

Poets & Writers, Inc.  
90 Broad Street  
Suite 2100  
New York, NY 10004  
Tel: (212) 226-3586  
Fax: (212) 226-3963

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*For events taking place in California, Houston, Seattle, or Tucson, contact R/W West:*

Poets & Writers, Inc.  
2035 Westwood Boulevard  
Suite 211  
Los Angeles, CA 90025  
Tel: (310) 481-7195  
Fax: (310) 481-7193

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*On the World Wide Web:*  
[www.pw.org](http://www.pw.org)

# Poets & Writers

## APPLICATION

New York State

California

Atlanta

Chicago

Detroit

Houston

New Orleans

Seattle

Tucson

Washington, D.C.

### FOR P&W OFFICE USE ONLY

Grant made: \_\_\_\_\_

Date: \_\_\_\_\_

Director's initial: \_\_\_\_\_

Credit line: \_\_\_\_\_

P&W: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Writer's name: \_\_\_\_\_

Writer's SSN: \_\_\_\_\_

Grant declined: \_\_\_\_\_

Date: \_\_\_\_\_

Director's initial: \_\_\_\_\_

Reason: \_\_\_\_\_

## FUNDING FOR READINGS/WORKSHOPS

Mail or fax completed applications for events taking place in **New York State, Atlanta, Chicago, Detroit, New Orleans, or Washington, D.C.** to:

Poets & Writers, Inc.  
Attn: Readings/Workshops Program  
90 Broad Street, Suite 2100  
New York, NY 10004  
Phone: (212) 226-3586 • Fax: (212) 226-3963

Mail or fax completed applications for events taking place in **California, Houston, Seattle, or Tucson** to:

Poets & Writers, Inc.  
Attn: Readings/Workshops Program  
2035 Westwood Blvd., Suite 211  
Los Angeles, CA 90025  
Phone: (310) 481-7195 • Fax: (310) 481-7193

### SPONSORING ORGANIZATION

Start date of event \_\_\_\_\_

Project director \_\_\_\_\_

Project director's title or relationship to organization (example: executive director, volunteer, etc.) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_

County name \_\_\_\_\_ Organization type \_\_\_\_\_

If your organization has not previously received support from the R/W program, include a brief letter that describes your organization, the program for which you're seeking funding, and publicity plans for the event. If possible, enclose publicity samples from past events.

### WRITER

Name \_\_\_\_\_

Address \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail \_\_\_\_\_ Social security # (required) \_\_\_\_\_

County in which writer lives \_\_\_\_\_

Race (optional):

African American  Asian American  European American  Other  \_\_\_\_\_  
Latino/Latina  Mixed Race  Native American

Age range (optional): 25 and under  26-35  36-45  46-55  56-65  66 and over

Is the writer listed in P&W's Directory of American Poets and Writers ([www.pw.org/directory](http://www.pw.org/directory))?

If not, please attach writer's bio listing publications (magazines, anthologies, books) or featured performances or readings.

Yes  No

Writer category (check all that apply):

Poet  Fiction writer  Creative nonfiction writer  Performance poet

## EVENT

Event category (check whichever genre(s) the writer will be presenting at this event):

Poetry  Fiction  Creative Nonfiction

The event consists of (check all that apply):

Reading  Workshop  Other \_\_\_\_\_

Reading date(s) and time(s) \_\_\_\_\_ Number of reading sessions: \_\_\_\_\_

Workshop date(s) and time(s) \_\_\_\_\_ Number of workshop sessions: \_\_\_\_\_

Event site and address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Event site county \_\_\_\_\_

*\*Poets & Writers Online features a calendar of upcoming events that are supported by Readings/Workshops program funds. Please provide the following so that visitors to the Web site can obtain further information about this event:*

Contact name \_\_\_\_\_

Contact phone number OR e-mail address \_\_\_\_\_

Check this box if this event is **NOT** open to the public

## INFORMATION

*Please answer the following questions as fully as possible*

### ✓ ALL APPLICANTS

Audience number projected for this event \_\_\_\_\_

Please describe the community you expect to serve. (Example: rural, African American, young adults, Caribbean, senior citizens, etc.) \_\_\_\_\_

Will there be an admission fee? Yes  No  If so, how much? \_\_\_\_\_

Was the application for this event sponsor-initiated?  or writer-initiated?

Has your organization ever received support from P&W? Yes  No

If YES, in what year? \_\_\_\_\_

Annual budget for literary events: \$ \_\_\_\_\_ Number of readings per year \_\_\_\_\_ Number of workshops per year \_\_\_\_\_

### ✓ NEW YORK APPLICANTS ONLY

Is this your first time sponsoring a literary event? Yes  No

If NO, in what year did your organization start presenting literary events? \_\_\_\_\_

Have you applied to the Literature Program of the New York State Council of the Arts (NYSCA) in the past two years? Yes  No

Are you currently receiving funds from the NYSCA Literature Program? Yes  No

Are you currently receiving funds from NYSCA Decentralization? Yes  No

If YES, please give the R/W staff a call before sending in your application.

Applications will not be considered unless all information is provided. Please check that your application is complete before you send it. Please keep a copy of your application for your files.

## REQUEST

Amount requested from P&W: \$ \_\_\_\_\_ Amount sponsor will provide for writer's fee: \$ \_\_\_\_\_ Total fee to writer: \$ \_\_\_\_\_

Signature of project director \_\_\_\_\_

Date \_\_\_\_\_

### Checklist

- ✓ Completed all sections of the application
- ✓ Signature of project director (see Request section)
- ✓ Writer's most recent publication credits (if writer is not listed in P&W's Directory of American Poets and Writers)
- ✓ Publicity samples