

Literature Wales Support Fund Bursaries 2020 – Guidelines for Applicants

Please read the following guidelines before completing the application form for a 2020 Support Fund Bursary.

SUPPORT FUND BURSARIES

The new **Support Fund Bursary Awards** are awarded annually and can be awarded to writers at all stages of their careers. Published writers and new/emerging writers are eligible to apply for a Support Fund Bursary. The Support Fund Bursary Awards enable a writer to concentrate on developing a specific work in progress, in one of the eligible genres, over a twelve-month period.

Support Fund Bursaries are awarded to assist writers with limited mobility or disabilities, for capital expenditure or special assistance (e.g. specialist equipment to assist with writing and researching the work in progress.)

Examples eligible for funding can include aid for the following:

- to purchase specialist equipment to assist with writing
- to assist with specific travel costs related to researching your current work in progress
- towards secretarial assistance such as typing the work in progress
- for training opportunities relevant to your writing

Literature Wales can also consider applications for assistance with other issues affecting writers with limited mobility or disabilities.

Applicants for the **Support Fund Bursary** may apply for any amount up to £1,000. (Support Fund Maximum award: £1,000). The Support Fund Bursary offered may be less than the sum applied for.

Support Fund Bursaries are awarded first and foremost according to excellence. Each award is decided on its literary merit. The Support Fund is not ring-fenced in terms of genre/category. However, due to the competitive nature of the scheme, and limited funds available, applications which reach this standard may then be prioritised by the Bursaries Panel according to need.

No single applicant can receive more than 3 Literature Wales Support Fund Bursaries in total (applicable from 2011 onwards).

To apply for a 2020 Support Fund Bursary, applicants must complete and submit 5 documents (mandatory):

- 1. 2020 Support Fund Bursary Application Form**
 2. A **sample of the work in progress** for which the Bursary funding is sought
 3. A **synopsis/summary** of the work in progress (maximum 2 pages)
 4. A **professional writer's CV or writer's biography** (maximum 2 pages)
 5. **Literature Wales Equalities and Diversity Form**. Anonymous.
- **Published writers** (who have published at least one volume of their own work) also need to submit by post ONE copy only of one previous publication and provide an SAE for return.

In your application, you will need to clearly demonstrate

- a) the need for a Support Fund Bursary at this stage in your career
- b) how the Support Fund will enable you to concentrate on the specific work in progress for which funding is sought
- c) how you intend to use the sum applied for from the Support Fund. You will need to provide a budget of projected expenditure/costs. The Bursaries Panel reserve the right to request further information on your budget.

Applicants for the **Support Fund Bursary** may also apply for a **Writer's Bursary** *if applicable*. Applicants who are applying for a **Writer's Bursary** will also need to complete the Application Form for a Writer's Bursary and will have to demonstrate the need for the fixed sum Bursary of £3,000 (in addition to the Support Fund), to complete the work in progress.

Eligibility for the Support Fund Bursary

Support Fund Bursaries are awarded to assist writers with limited mobility or disabilities, for capital expenditure or special assistance required to complete the work in progress (e.g. specialist equipment to assist with writing and research the work in progress.)

Eligible genres for the Support Fund Bursary:

Bursaries are awarded to support writers creating new work in the following genres:

- Poetry
- Prose (including novels, short stories)
- Creative non-fiction (including biography/autobiography, Literary criticism)
- Children's literature (fiction/poetry)
- Young Adult fiction
- Graphic novels

Plays, screenplays and scriptwriting are not eligible under this service.

Bursaries will not be awarded to assist work on a thesis or any other piece of formal academic research or creative writing coursework which is part of a current degree or higher degree course.

General non-fiction books, educational materials, and picture books for children are not eligible.

Submitting your work in progress –Support Fund Bursary

Applicants may submit one work in progress, in one of the eligible genres. Please see submission requirements below:

PROSE:

FICTION

Minimum: 5,000 words. Maximum: 8,000 words.

Short stories: please submit more than 1 one short story if proposed collection is less than 5,000 words in total, a full draft should be submitted.

YA FICTION:

Minimum: 5,000 words. Maximum: 8,000 words.

If proposed book is less than 5,000 words in total, a full draft should be submitted.

FICTION FOR CHILDREN:

Minimum: 5,000 words. Maximum: 8,000 words.

If proposed book is less than 5,000 words in total, a full draft should be submitted.

CREATIVE NON-FICTION:

5,000 words. Maximum: 8,000 words.

POETRY:

10 poems.

Minimum: 10 poems. Maximum: 10 poems. (Maximum: 10 pages)

GRAPHIC NOVELS:

Synopsis – 1-page summary of proposed work in progress (text only)

Sample of work: Minimum: 10 pages. Maximum: 10 pages.

Sample of work to include text and at least one page of sample illustration/storyboard)

Eligibility – Support Fund Bursary

- Applicants must be resident in Wales throughout the year. Applicants resident outside Wales, whose work in progress is in the Welsh language will also be eligible. [Periods of research travel do not affect our definition of your permanent address]. Applicants may need to provide proof of residency, if requested.
- If you have received a Support Fund Bursary in the past, you may apply for a **2020** Literature Wales Support Fund Bursary this year. No single applicant can receive more than **3** Literature Wales Support Fund Bursaries in total (applicable from 2011 onwards).
- Geographical area is all Wales; and outside Wales only where applicant's work in progress is in the Welsh language.
- Bursaries are awarded first and foremost according to excellence. However, due to the competitive nature of the scheme, applications which reach this standard may then be prioritised by the Bursaries Panel according to need.
- Bursaries are awarded to an individual writer. The work in progress must be the original work of a single author. Joint projects or co-authored books are not eligible.
- Literature Wales is part of the Weston Jerwood Creative Bursaries Programme, which supports arts organisations to expand their approach to diverse recruitment and talent development. We are committed to welcoming candidates from a wide range of backgrounds, which includes assessing applications partly on the strength of potential.

Eligibility - Other awards and grants

- **Welsh Books Council Commissioning grants**
Recipients of Welsh Books Council commissioning grants are ineligible for funding from Literature Wales Writers' Bursaries for the same work in progress. For information about publishing grants please contact the Welsh Books Council: 01970 624151 / <http://www.cllc.org.uk/>

Support Fund Bursary – examples of eligible funding

- Writers with limited mobility or disabilities may apply for the **Support Fund Bursary**, for assistance or funding towards specialist equipment to assist with writing.
- For assistance with travel costs associated with researching the work in progress.
- Examples include: visits to libraries, museums, site visits; specialist equipment for writing (e.g. voice recognition software).
- You are advised to apply for the amount that you need, up to £1,000.

Examples of items not eligible for funding

- Support Fund Bursary funding does not support: illustrations/artwork, photography, stationery, website development, internet and phone costs, marketing, printing, self-publishing or publishing costs, or further/higher education course fees.
- Courses and retreats at Tŷ Newydd Writing Centre are not eligible for Literature Wales Writers' Bursaries or Support Fund Bursaries funding. Tŷ Newydd Writing Centre is part of Literature Wales.

Timetable for 2020 Support Fund Bursaries and Writers' Bursaries:

Bursaries will run from February 2020 until 31 January 2021. Bursaries must be completed by **31 January 2021**.

Conditions – Support Fund Bursary

- Recipients will be required to send an end of term report, a further sample of the work in progress, and proof of expenditure (e.g. itemised list, with receipts, invoices, or financial statement). Failure to provide proof of expenditure may result in legal action, and may affect any future Bursary applications.
- Literature Wales will ask for complimentary copies of any work published as a result of the bursary.
- Any work begun, developed or completed under the terms of the bursary award **must** carry an acknowledgment to **Literature Wales and National Lottery funding through the Arts Council of Wales**. The exact wording must be discussed with Literature Wales before publication.

Payment to Support Fund Bursary Recipients:

The Support Fund Bursary will be made in a single payment at the beginning of the Bursary period.

Bursaries are awarded to an individual writer and the bursary is payable directly to the bursary recipient. Under no circumstances can a bursary be paid to an employer, organisation or academic institution.

Other information:

Income and Income Tax:

- You will need to clarify with the Inland Revenue any personal tax implications of a bursary award. Award recipients are personally responsible for any tax liability arising from any award and should seek professional advice on this matter. For further information on writers and tax please refer to *The Writers' and Artists' Yearbook 2019* (Bloomsbury).
- Bursaries do not include V.A.T., and V.A.T. may not be claimed from Literature Wales.
- For bursaries aimed at capital purchases (for writers with limited mobility or disabilities only), research, travel, etc., the Inland Revenue is likely to calculate a tax liability. Again, applicants should seek professional advice on this matter

SUBMITTING YOUR APPLICATION:

Applications to be submitted by email, with 5 documents attached, in Word or PDF format:

1. **2020 Support Fund Bursary Application** form to be completed
2. A **sample of the work in progress** for which the Bursary funding is sought. The work in progress should be typed and submitted in a Word document or PDF. Each page should be numbered. Use a standard font, 11 or 12-point size.
3. A **synopsis/summary** of the work in progress (maximum 2 pages)
4. A **professional writer's CV** (maximum 2 pages) or Writer's biography.
5. **Literature Wales Equalities and Diversity Form**. Anonymous (do not include your name in this file name).

Please include your name in the file name of each document to be emailed. E.g. Bursary Application John James, CV John James, Synopsis John James, Work in progress John James.

- Supporting publication. In addition, published writers (who have published at least one volume of their own work) need to submit **ONE** copy only of a previous publication in print, by post, and provide an SAE for return. Please do not use franked postage (this is only valid on the day of issue). Please ensure that your publication fits into the SAE.
- Applications **must be sent by email** to Literature Wales to the dedicated email address Apply@literaturewales.org **OR** Cais@llynyddiaethcymru.org
- **Applicants for the Support Fund Bursary who require assistance to complete an application form are welcome to contact Literature Wales at least 2 weeks in advance of the closing date, to arrange a telephone call or face to face meeting.**
- Literature Wales welcomes enquiries regarding any matter of detail concerning your application. If you have any difficulties in completing an application by email, please let us know at least 2 weeks in advance of the closing date, and we shall arrange alternative ways for you to apply for a bursary.
- Please note there is no facility to accept entries by hand outside core office hours. Monday – Friday 9.30 - 5.00 pm.
- Late applications will not be accepted.
- It is the applicant's responsibility to ensure that an application reaches Literature Wales by **5.00 pm** on the closing date.
- Literature Wales cannot accept responsibility for applications which are lost in transmission or in the post.

DEADLINE FOR APPLICATIONS FOR 2020 SUPPORT FUND BURSARIES:

5.00 pm TUESDAY 10 SEPTEMBER 2019

Please email your application to the dedicated email address:

Apply@literaturewales.org OR Cais@llynyddiaethcymru.org

Please do not email your application to any other Literature Wales email addresses.

Literature Wales

Glyn Jones Centre, Wales Millennium Centre, Bute Place, Cardiff CF10 5AL

tel: 029 2047 2266

post@literaturewales.org

www.literaturewales.org

What happens next

The information provided by you is checked to make sure that the application is eligible for our funding.

Literature Wales will process the personal data provided by you in the **application form** to administer your application for funding. It will be retained for the duration of the application process and for a reasonable period for reporting and evaluation requirements. The data provided in the **Equalities and Diversity form** is anonymous and will be used for monitoring purposes only.

You will receive an acknowledgement letter. If the application is not eligible, or if the information is incomplete, we will contact you.

Assessment timetable

The Bursaries Panel will assess the Bursary applications during the three-month period following the closing date (September to November 2019). The Bursaries Panel will meet at the end of the assessment period (in November 2019). Within six weeks of the Bursary Panel's decision meeting, every applicant will be individually informed of the Bursary Panel's decision by letter. It is anticipated that applicants will be informed by mid December 2019. The names of successful bursary recipients will be announced within seven weeks of the Panel's decision meeting (in January 2020). *The dates in this timetable may be subject to change.*

Literature Wales is the national company for the development of literature. Our vision is a Wales where literature empowers, improves and brightens lives.

Literature Wales is a registered charity and works with the support of the Arts Council of Wales and the Welsh Government

Literature Wales Writers' Bursaries and the Mentoring Scheme are supported by The National Lottery through Arts Council of Wales.

