

## Literature Wales Writers' Bursaries 2020 – Guidelines for Applicants

Please read the following guidelines before completing the application form for a 2019 Writer's Bursary.

### WRITERS' BURSARIES

**Writers' Bursaries** 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 Writer's Bursary. The new 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. Certain awards are ring-fenced (see below) to specifically develop new and emerging writers, offering opportunities for early career writers to develop their creative and professional development. Early career writers can be of any age. Except for the above conditions, the funding is not ring-fenced in terms of genre or category; each award is decided on the literary merit of the work in progress. The amounts are fixed sum awards at **£3,000** per writer.

Writers' Bursaries are awarded first and foremost according to excellence. 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. Our focus will be on developing early career writers by offering the right support at the right time. We will also enable a culture of risk-taking and artistic innovation.

Each bursary awarded will be a fixed sum of £3,000 per writer. There will be a maximum of 20 Writers' Bursaries in 2020.

5 Bursary awards will be ring-fenced for new/emerging writers (who have not previously published a volume of their own work)

In addition, 1 Bursary award will be ring-fenced for a writer under 25 years old. Applicants who will be under 25 on 01 January 2020 will be eligible for consideration for the under 25 award.

The recipients of the above ring-fenced awards will also be offered a place on the **Literature Wales Mentoring scheme**, including a place on the residential course at Tŷ Newydd which will take place on **2-7 March 2020**.

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

**To apply for a 2020 Writer's Bursary, applicants must complete and submit 5 documents (mandatory):**

1. 2020 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 (maximum 2 pages) OR a writer's biography
5. LW 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 Writer's Bursary Award at this stage in your career
- b) how the Writer's Bursary will enable you to concentrate on the specific work in progress for which funding is sought
- c) how you intend to use the fixed-sum award of £3,000. You will need to provide a budget of projected expenditure. The Bursaries Panel reserve the right to request further details about your budget.

Applicants may apply for a **Writer's Bursary**, and/or a **Support Fund Bursary**, *if applicable*.

#### **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 (e.g. specialist equipment to assist with writing and research the work in progress.) To apply for a Support Fund Bursary, please complete the application form for a **Support Fund Bursary**.

#### **Eligible genres for Writer's 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

#### **Genres which are not eligible**

- Plays, screenplays and scriptwriting are not eligible under this service.
- General non-fiction books, educational materials, and picture books for children are not eligible.

- 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 course or higher degree course.

### **Submitting your work in progress – Writer’s 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**

- 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.
- Applicants who have previously received a Literature Wales Writer’s Bursary cannot reapply for a minimum of three years (e.g. if an applicant received a 2019 bursary, the earliest he/she can reapply will be for a 2023 bursary). If you have received a Writer’s Bursary in the last 3 years (2017, 2018 or 2019), you may not apply for a 2020 Literature Wales Writer’s Bursary this year.
- No single applicant can receive more than 3 Literature Wales Writers’ Bursaries awards 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.

### **Writer's Bursary - Examples of eligible funding**

Bursaries can offer support related to specific writing projects in the eligible genres. Examples of eligible costs include: travel costs, research e.g. visits to libraries, museums, site visits, renting a quiet space to write, income replacement. Applicants should supply detailed itemised projected costs for travel / research, childcare costs / carer's costs, income replacement - taking unpaid leave or time out from work.

### **Examples of items not eligible for funding**

- Writers' Bursaries cannot be awarded for capital expenditure for equipment. Writers with limited mobility or disabilities may apply for the **Support Fund Bursary**, for funding for specialist equipment to assist with writing.
- Bursaries 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 at Tŷ Newydd are not eligible for Literature Wales Writers' Bursaries funding.

### **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 contact the Welsh Books Council: 01970 624151 or visit <http://www.clc.org.uk/>

### **Conditions of Writer's Bursary Award**

- In addition to submitting a mid-term and end of year report, each bursary recipient will be required to write a short summary noting what they have achieved during the bursary period and note how the scheme has benefitted them as a writer. The summaries will be published on the Literature Wales website (as condition of award). (Reports will remain confidential and will not be published).
- An extract from the work in progress produced during the Bursary period *may* be selected for publication on the Literature Wales website, subject to prior agreement of the writer.
- By accepting a bursary award, each recipient agrees to take part in two industry networking events during the award year:

- One event in Wales organised by Literature Wales and partners, focusing on the publishing industry in Wales
- One event in London organised by external partners focusing on the UK-wide publishing industry.
- By accepting a bursary award, the 5 new/emerging writers, as well as the young writer under 25, will also commit to participating in the Mentoring programme (as a mandatory condition of grant). This includes attending the residential mentoring course held at Tŷ Newydd on **2-7 March 2020** and 3 follow-on individual mentoring sessions during the year.
- 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 Bursary Recipients:**

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.

For the **Writer's Bursary**, payment will be made in three instalments, at fixed points during the Award year, as follows:

- The first payment will be made at the commencement of the Bursary in February 2020.
- The second payment will be made on receipt of a mid-term report together with a further sample of the work in progress. Report due by 1 July 2020. Literature Wales appreciates that progress may be slow; however, we nevertheless need to see examples of what the bursary is buying
- The final payment will be made at the end of the Bursary period, on receipt of an end of term report, and manuscript of the work in progress. Report due by 31 January 2021. At this point we shall require evidence of work achieved, whether successful / completed or not.

If you fail to submit your mid-term report and work in progress, any outstanding Bursary payments from the sum awarded to you will not be made.

If you fail to submit your end of term report and manuscript, the final bursary payment from the sum awarded to you will not be made.

**Timetable for 2020 Bursaries:** Bursaries will run from February 2020 until 31 January 2021. Bursaries must be completed by **31 January 2021**. Payments will be made at three fixed points during the year: February 2020, July 2020 and January 2021.

## 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 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** or writer's biography (maximum 2 pages)
5. **Literature Wales Equalities and Diversity Form** (Anonymous).

**Please include your name in the file name of each document to be emailed (except for the Equalities and Diversity Form).** E.g. Bursary Application John James, CV John James, Synopsis John James. CV 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](mailto:Apply@literaturewales.org) **OR** [Cais@llynyddiaethcymru.org](mailto:Cais@llynyddiaethcymru.org)
- 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 BURSARIES:**

**5.00 pm TUESDAY 10 SEPTEMBER 2019**

Please email your application to the dedicated email address:  
[Apply@literaturewales.org](mailto:Apply@literaturewales.org) OR [Cais@llynyddiaethcymru.org](mailto: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](mailto:post@literaturewales.org)

[www.literaturewales.org](http://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 2019 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.

