

Preparing the Shortlist

Literature Wales will check the applicants' eligibility as outlined in the call-out documents. The remaining eligible applicants will be assessed by the Panel Chair, and sifted down to no more than 40 applications to make it more manageable for the Panel.

For transparency, a summary of the non-eligible applications and the non-successful applications will also be provided to the Panel, and the creative writing examples of unsuccessful applicants can also be viewed by Panel Members on request.

If no video applications reach the shortlist, all remaining applications will be anonymised for the Panel. Should a video application reach the shortlist, all the remaining applications will be presented with the name of the applicant to ensure consistency and fairness.

How to assess

You will all receive the shortlisted applications to assess individually, and to mark using an assessment framework spreadsheet. In addition to marks, you can also add comments as guidance for when you will be discussing together as a group.

To ensure fairness – should the applications not be anonymised, we kindly ask you to **declare an interest** if a particular applicant is a relative/partner, a good friend, a business partner, or any other relevant reason. Please contact us if you'd like to discuss this. We will then kindly ask you to withdraw assessment of that particular writer, and Literature Wales will award a median mark to the applicant on your behalf.

Before starting on your assessment, please **re-read the call-out documents** to refamiliarize yourself with the general aims and values of the Professional Development Programme for Writers of Colour.

When completing the assessment framework spreadsheet, these following points might be useful:

- Everyone's reading taste is different. But give your personal mark out of 5 to the applicant's quality of **creative writing excerpt**.
- Our call-out highlight **potential** as one of the most important qualities. Again, everyone's definition of potential might be different. As prompts to help you: how about looking at the originality of the writing and application, the freshness of ideas and voice. Do they have the potential to become a new, successful, exciting voice in Wales' Literary Culture? Are they enthusiastic, and ambitious? The writer might need more workshops and guidance to develop the creative writing work, but do they have the **potential to be excellent writers**?
- Applications will come in from brand new writers, early career writers, mid-career writers, and some experienced writers who are facing barriers to success or recognition – or who are interested in experimenting with a brand-new genre. Therefore, we are looking for writers who will benefit the most out of this programme at **this stage of their careers**.
E.g. Have they provided a good reasoning for why they believe this programme will help

them **now**? Have they faced recent barriers that they can't overcome? Are they brand-new writers and have no idea where to start? Have they published once and lost all confidence?

The Assessment Panel Meeting

When meeting as a group, we will collect your individual marks to guide a consensus. The Assessment Panel Meeting will be an opportunity to argue your case for particular applicants, and whilst the total of marks awarded will guide the process and offer a solution for disagreements – the discussion at the meeting will lead to the decision on the appointment of the 12 successful writers, together with 3 runners up in their correct order of merit.

As explained in the call-out documents, language and geographical balance can also be taken into consideration by the panel.

Should the Panel not be able to come to a consensus, the Panel Chair will have a casting vote.

For further information about the assessment process please get in touch with Literature Wales.