**Inspiring Communities Fund**

**Literature connects us to each other at a time of increasing division and global insecurity. The stories we read, hear, and tell each other help us to explore the complexities of our lives and make sense of the world. Now more than ever we need the power of literature in our lives.**

Literature Wales’ **Inspiring Communities Fund** is a unique funding scheme for literature events. The scheme offers financial support of up to 50% of the fees and expenses paid to writers for literary events including talks, lectures, creative writing workshops and more. These events can take place anywhere in Wales, in community halls, libraries, pubs, schools, youth clubs, – and also on virtual platforms for groups who are meeting online.

Literature Wales wants to enable more people in Wales to discover the joys of actively participating in literature. We believe that literature, in its great variety, has the power to connect communities and bring comfort, inspiration and hope to those who need it most.

The Inspiring Communities Fund is supported by the National Lottery through the Arts Council of Wales and in 2022-23 we distributed **£22,190,** with an average support level of **£183 per application.** Through the Inspiring Communities Fund, we work with individuals and communities across the length and breadth of Wales, including writers, creative readers, audiences, and participants; schools, children and young people; communities and grassroots groups.

The Inspiring Communities Fund application process is simple, straightforward, and quick. Examples of activities funding is available to assist with include:

* + One-off visits, or a series of visits, by writers to schools, libraries, pubs, clubs, societies, community centres and other venues throughout Wales to inspire audiences through readings, creative writing workshops and discussions.
	+ Venue or festival programming which is innovative, new, and exciting. Examples include programmes of literary activity at small festivals or literary tours.
	+ Literary provision in community and health settings to improve the health and well-being of the participants taking part.

**Please note** funding offers are only made to organisations; individuals cannot apply.

Please read through the following sections of the website carefully, before making an application: [**How to apply**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/how-to-apply-deadlines/)**,** [**Advice for Event Organisers**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/advice-for-event-organisers/)**,** and[**Eligibility**.](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/)

Applications must be made in writing using the new application forms. There are two application forms:

* Form for events for adults and the general public.
* Form for events specifically aimed at children and young people.

The application forms can be found in the [**Apply Now**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/apply-now/) section of the website.

**How to Apply & Deadlines**

1.    Choose a writer and event type / theme

The writers you choose should have a clear literary connection and be an appropriate choice for the proposed event. Please include information about them in your application (such as a link to their website, a writing CV, references, titles of published material). Literature Wales will consider applications for any suitable writer and for inspiration, please visit our [Writers of Wales Directory](https://www.literaturewales.org/writers-of-wales/)

Please ensure that your panels, programmes, and events are inclusive and representative – ensuring a balance of gender, writers from a wide range of ages, Black, Asian and minority ethnic writers, writers identify as disabled or have a long-term health condition, writers from low-income backgrounds and writers from the LGBTQ+ community.

2.    Book the writer

Confirm with the writer the date, time and venue for your event, subject/theme of the event, and the writer’s fee and travel expenses (if applicable) for this event.

3.    Eligibility

Ensure that your event and organisation is eligible to apply for funding from the Inspiring Communities Fund. For further information please refer to the [**Eligibility Guidelines**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/), and full **Terms and Conditions** which can be downloaded from [here](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/).

4.    Apply for funding

Applications must be made using the online application forms. There are two application forms:

* Form for events for adults and the general public
* Form for events specifically aimed at children and young people

All applications need to reach Literature Wales by the appropriate closing date for your event, as noted in the table below. If you have difficulty accessing the online application form, please contact us and we can arrange for a downloadable easy read copy to be sent to you.

Literature Wales cannot offer retrospective funding for events which have already taken place.

***Timetable of closing dates for applications:***

**Events taking place in** **Closing date for applications:**

**October 2023 31 August 2023**

**November 2023 30 September 2023**

**December 2023 31 October 2023**

**January 2024 30 November 2023**

**February 2024 31 December 2023**

**March 2024 31 January 2024**

5.    Response

Literature Wales will respond to your application within **nine working days** after the closing date to which you apply. If you do not hear from us within this time, please contact Literature Wales to ensure that we have received your application. It is the organiser’s responsibility to ensure that their application reaches us on time – sadly, Literature Wales cannot be held responsible for applications which fail to reach us successfully.

In order to assess your application, it may be necessary for us to contact you to request additional information for clarification. This may result in a delay in processing your application; you will be made aware of any delays where possible. In the first instance, contact will always be made by email, please ensure that the email address you supply is correct and that your inbox is checked regularly.

6.    Offers

If your application is successful, we will send out a confirmation of our offer by email **within nine working days** after the closing date. If we are unable to offer support, we will inform you as soon as possible.

Due to the high demand for the Inspiring Communities Fund, we are unable to discuss individual rejections. Before applying, please ensure you have read and understood the **Eligibility Criteria** and paid attention to the **Advice for Event Organisers**.

7.    Acknowledge Literature Wales support

If your application is successful, you should acknowledge Literature Wales’ support in all publicity prior to your event (print and digital promotional materials), as well as in person at your event. See the Terms & Conditions for details of how to correctly acknowledge Inspiring Communities funding. The **Inspiring Communities logo** can be downloaded [**here**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/)**.** Failing to include proper acknowledgement might affect future applications by your organisation..

8.    Paying writers

Paying writers in full promptly is a core condition of our funding offers. Please ensure that the writer is paid in full as soon as possible after the event. Failure to do so may jeopardise the success of future applications.

Please ensure that the fees offered to all writers are fair and considerate, and that their travel costs are taken into account. Please refer to our guide below on organising good community events for further information on suggested fees.

9.    Claiming funding

You must claim your Inspiring Communities funding **within 1 month** of your event taking place, by completing and returning the **Event Report Form** which was sent to you along with your offer letter. Funding will be paid directly to the event organiser after we have received this form including your feedback. Literature Wales reserves the right to withdraw the offer if it has not been claimed within **one month** of the event(s) taking place. It is the organiser’s responsibility to ensure that their Event Report Form reaches us within this time.

**Advice for Event Organisers**

*1..    How to Improve the Quality of your Application*

The aim of the Inspiring Communities Fund funding scheme is to support high-quality literary events which may not happen otherwise. Demand always exceeds the amount of funding available, meaning not all applications are successful, even if eligible. We are particularly looking for events that:

* Are innovative, interesting, and high quality.

This can have a very wide definition, but we are keen to fund organisations that can demonstrate their ability to attract an audience to a well-organised event and programme suitable writers.

* Fill a gap in provision.

We are keen to see events that take place in areas or reach audiences that are historically under-served by literary activity.

* Promote the career and development of the writer(s)

This includes paying your writers fairly, including travel costs and related expenses. You might like to consider whether the writer can sell their books at the event.

* Are representative and inclusive.

We like to see event programmes that are inclusive and representative – ensuring a balance of gender, writers from a wide range of ages, Black, Asian and minority ethnic writers, writers who identify as disabled or have a long-term health condition, writers from low-income backgrounds and writers from the LGBTQ+ community. We of course also expect respect for and representation of the Welsh language.

As well as the consideration of inclusivity when programming the event, we are keen to support events that have taken the access needs of their potential audiences into consideration and have been programmed as inclusively as possible. For example, this might include giving consideration to the time, location, venue, and ticket price of the event, as well as the content.

* Take environmental impact into consideration.

We like to see events where the organisers have thought about the impact the event will have on the environment. For example, you might consider the travel mode/distance for the writer to travel to the event, or whether the chosen venue is accessible by public transport.

* Are likely to appeal to a wide audience.

For example, you should make sure the event includes a writer who appeals to the audience you are trying to reach, and you make use of appropriate marketing channels to actively encourage new audiences.

* Have a positive impact on the audience’s health & well-being.

For example, will the event reduce loneliness in the community by bringing a group together to socialise and experience the joy of literature? Is the subject of the event empowering and will it encourage the audience to use literature to improve their own health and well-being?

* Continue to have an impact after the event.

We like to fund activity that will have a noticeable impact for the future. This could be as simple as a film of the event being available online after the event, or that you’re seeking funding to try a new type of literary activity that you plan to grow an audience for and become financially sustainable in the future.

*2.    Rates of Pay for Writers*

Literature Wales is uniquely placed to observe the current ranges of writers’ fees being agreed between writers and promoters for workshops, readings, and lectures in Wales. These can vary according to the experience of the writer, whether special preparation is involved beforehand, and whether significant amount of time is spent travelling to and from the event. Literature Wales is currently consulting on appropriate fees for writers. In the meantime, the following rates may serve as a useful guideline to organisers when they negotiate fees with writers:

* An author reading, followed by Q&A (1 hour): £100 – £200
* A talk, lecture or reading (1 – 1.5 hours): £150 – £200
* A writer in school for a day: between £300 – £400 for a whole day / between £175 – £250 for half a day)

These should be treated as guidelines only. Literature Wales’ contribution can be up to 50% of the total of all writers’ fees.

Literature Wales can also contribute up to 50% of reasonable travel expenses of writers through the Inspiring Communities scheme. Again, we cannot mandate reasonable rates, but through our own work we support the costs of advance train tickets or reimburse mileage at 0.45p per mile. In our projects, we also prioritise local writers, and encourage use of active/public transport, in line with our sustainability action plan.

Literature Wales cannot contribute towards other expenses such as accommodation from the Inspiring Communities Fund funding scheme.

*3.    Safeguarding*

Literature Wales aims to safeguard the welfare of children and vulnerable adults whilst attending or participating in the literary arts. Literature Wales is committed to good practice which protects children and vulnerable adults from harm. In addition, Literature Wales will provide clear guidance to its partners and clients on actions they should take, if they have concerns about the safety of children and vulnerable adults.

Literature Wales has its own in-house **Safeguarding Policy and Procedure** which we are happy to share to support your organisation developing your own safeguarding procedures.

For the Inspiring Communities Fund organisers must remember that the event belongs to the organisation arranging it and the organisation is responsible for ensuring adequate safeguarding measure are put in place. Literature Wales does not take responsibility for events funded via the scheme.

**Eligibility**

**Who will we fund?**

* Funding offers are only made to bona fide organisations; individuals cannot apply. Eligible organisations include schools, libraries, pubs, clubs, societies, community centres, arts festivals and other venues located throughout Wales.
* Literature Wales cannot offer funding to political parties, closed groups (with the exception of schools and groups working with vulnerable adults), writer in residence programmes and fundraising events.
* Organisations in receipt of Arts Council of Wales funding for this activity or general Arts Portfolio Wales funding are usually not eligible. Please contact the team to discuss eligibility if you have received ACW funding, but are planning to seek additional funding via Inspiring Communities Fund on: 01766 522811 / funding@literaturewales.org
* **Writers cannot book themselves (even if they act as ‘event organiser’ on behalf of an organisation)** and organisations cannot seek funding for events where they book their own members, committee members, employees, or officers to deliver workshops or performances.

**What will we fund?**

The Inspiring Communities Fund exists to support the practice, enjoyment and understanding of creative writing and literature, including fiction (novels and short stories), poetry, plays in written form, experimental writing, literary criticism and literature for children and young adults. These events could be:

* Practical creative writing workshops
* Lectures
* Readings/performances
* Workshops in schools\* (\*these must always incorporate creative writing work as an integral part of the activity)

This Fund is intended to support events which would otherwise be unlikely to happen. Events that predict to make a profit will not be supported. We cannot provide funds to charitable fundraising events, no matter how worthy the cause.

Events can be held **anywhere** in Wales (digitally or physically), and in **any language.** We will consider funding for events taking place outside of Wales, but within the UK, as long as they are conducted entirely through the medium of Welsh. Application forms may be completed in Welsh or English.

Events should be advertised, open and accessible to the general public, with the exception of events in schools and events involving vulnerable adults. Organisers should add details of their own events and activity directly to the [What’s On](https://www.literaturewales.org/whats-on/) section of the Literature Wales website. You may do this as soon as the details of your event are confirmed.

Topics such as national and international history, politics, medicine, foreign affairs, economics, religious history, travel, nature, broadcasting, archaeology, famous non-literary figures, gardening, yoga, or cookery do not qualify.

**Terms & Conditions**

 Any Literature Wales funding offers are made to you on the basis that you accept the [**Terms & Conditions**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/) of the Inspiring Communities Fund. Failing to comply with Literature Wales’ Terms and Conditions may result in funding offers being rejected or withdrawn and will jeopardise any future funding through the scheme.

By accepting any offers of funding from Literature Wales, you agree to these terms and conditions and are therefore bound to them. If you have difficulty with any of these, or would like to discuss them further, please contact Literature Wales on: 01766 522811 / funding@literaturewales.org

**Apply Now**

Please complete the relevant online application form, using the following links.

* [Events for adults or the general public](https://www.surveymonkey.co.uk/r/FG6B8FZ)
* [Events specifically for children and young people](https://www.surveymonkey.co.uk/r/FB5BPXB)

Monthly closing dates for applications are noted in [**How To Apply**.](https://www.literaturewales.org/our-projects/inspiring-communities-fund/how-to-apply-deadlines/)

If you are applying for funding for a festival, which includes events for both adults and children/young people, please use the **Events for adults or the general public application form.** Please use one form only, and list details of all the festival events for which you are applying for funding.

Please ensure that you have all the relevant details to hand before you begin your application: date(s), time (s), venue(s), writers’ names, writers’ fees and expenses, event details. It will **not** be possible to save your application and return to it later.

If you have difficulty accessing the online application forms, please contact us on funding@literaturewales.org / 01766 522811. We can arrange for a downloadable easy read version to be sent to you.

**Successful – what next?**

**Information for successful applicants**

If you have received a funding offer from our Inspiring Communities Fund, please follow the advice in the **What Next? Quick Guide** which can be downloaded from the [Successful – What next](https://www.literaturewales.org/our-projects/inspiring-communities-fund/successful-what-next/) page.

For advice on how to use the **Inspiring Communities logo**, please refer to the **Terms and Conditions** which can be downloaded from the [Eligibility](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/) page.