**Inspiring Communities: Terms and Conditions & Eligibility Criteria**

**General Terms and Conditions**

**Applications**

Applications must be made in writing 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 must reach Literature Wales by the appropriate closing date for your event, as noted in the table in [**How to Apply**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/how-to-apply-deadlines/) on Literature Wales’ website.

If you have difficulty accessing the application forms online, please contact us to request a downloadable, easy-read version.

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

**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 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 or 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.

**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 increasingly high demand being placed on the Inspiring Communities Fund, we are unable to discuss individual rejections and refer you to both the [**Eligibility Criteria**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/) and [**Advice for Event Organisers.**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/advice-for-event-organisers/) -

**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) – this includes posters, programmes, flyers, newsletters, websites, as well as verbal acknowledgement at your event.

Media releases and media interviews should also acknowledge Literature Wales’ support. Failing to include proper acknowledgment could jeopardise the success of future applications by your organisation.

See the **Terms and Conditions** below for details of how to correctly acknowledge Inspiring Communities Funding.

**Use of Inspiring Communities logo**

The Inspiring Communities logo should be used to acknowledge support. It should be legible and positioned wherever most practical, but must not be altered in any way. The Inspiring Communities logo must be in proportion to other logos carried by the organiser.

The Inspiring Communities logo should always appear in a horizontal format. Do not stretch, compress, rotate or distort the logo. Make sure there is enough contrast between the logo and the background. You should always try to use the Inspiring Communities logo rather than just stating Literature Wales’ involvement.

If publicity is prepared prior to your application to Literature Wales and does not credit Literature Wales, this may jeopardise the success of your application. Literature Wales asserts the right to withhold all or part of the agreed funding of any event or project where the organisers have wilfully or carelessly been in breach of the above conditions.

Any difficulty in compliance with any of the above requirements should be reported immediately to Literature Wales. If, for any reason, you cannot use an image of the Inspiring Communities logo, please include the following line: “We wish to acknowledge the financial assistance of Literature Wales’ Inspiring Communities Fund.”

**The Inspiring Communities logo can be downloaded from the** [**Eligibility**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/) **page on Literature Wales’ website.**

**Paying writers**

Paying writers in full promptly is a core condition of our funding offers. Event organisers must ensure that the writer(s) booked is/are 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 [**Advice for Event Organisers**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/advice-for-event-organisers/) **for** further information on suggested fees.

**Claiming Funding**

Event organisers must claim your Inspiring Communities funding within **one month** of the event(s) taking place, by completing and returning the **Event Report Form** which was sent to you 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.

**Events**

We expect all funded events to align with Literature Wales’ [values](https://www.literaturewales.org/about-us/our-values/) and breaching those values might jeopardise the success of future applications. Please refer to [**Advice for Event Organisers**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/advice-for-event-organisers/) for further information on organising community events and examples of good practice, and our [**Eligibility Criteria.**](https://www.literaturewales.org/our-projects/inspiring-communities-fund/eligibility/)

**Writers**

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.**

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 who identify as disabled or have a long-term health condition, writers from low-income backgrounds and writers from the LGBTQ+ community. We expect respect for and representation of the Welsh language.

**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 measures are put in place. Literature Wales does not take responsibility for events funded via the scheme.

**Terms & Conditions**

\*Any Literature Wales funding offers are made to you on the basis that you accept the above **Terms & Conditions**. 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: 01766 522811 /  funding@literaturewales.org