**Inspiring Communities: Terms and Conditions**

**Applying:**

* Applications must be made in writing using the online application forms.
* 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. 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.
* Literature Wales cannot offer retrospective funding for events which have already taken place.
* Only eligible applications will be considered.

**Contact from Literature Wales:**

* Contact from Literature Wales will be made by email as default. Please ensure the email address you supply is correct. Please check your spam folders occasionally for correspondence.
* 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:**

* You must 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.
* The Inspiring Communities logo should be used wherever practical. It should be legible and must not be altered in any way. The Inspiring Communities logo must be in proportion to other logos used for your event.
* 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.
* If you are unable to use a logo in your publicity materials, you must include a text acknowledgement, for example, using the wording, “We wish to acknowledge the financial assistance of Literature Wales’ Inspiring Communities Fund”.
* Literature Wales reserves 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.

**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:**

* The organiser must pay writers a fair fee as outlined in [Literature Wales’ Fee Guidelines.](https://www.literaturewales.org/wp-content/uploads/2024/03/Literature-Wales_Writer-Fee-Guidelines_2024-25.docx)
* The organiser must ensure that the writer is paid in full as soon as possible after the event.

**Claiming Funding**

* Event organisers must claim their Inspiring Communities funding within **one month** of the event taking place, by completing and returning the **Event Report Form** which was sent with the offer letter.
* Literature Wales reserves the right to withdraw the offer if it has not been claimed within one month of the event taking place. It is the organiser’s responsibility to ensure that their Event Report Form reaches us within this time.

**Safeguarding**

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.

However, Literature Wales aims to safeguard the welfare of children and vulnerable adults whilst attending or participating in the literary arts. 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.

**Withdrawing Funding:**

Any Inspiring Communities funding offers are made to you on the basis that you accept the above **Terms & Conditions**. Failing to comply with the 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