



## 2011 Writers Program Application Guidelines

The applicant must ensure that all required information is provided. Late or incomplete applications will not be accepted. The application must be received at TAC office on or before the deadline date.

### Application Deadline: June 15, 2011

#### DESCRIPTION OF PROGRAM

Toronto Arts Council (TAC) Writers Program supports the creation of new literary works or works-in-progress in the genres of fiction (*including novels, short stories, children's literature, graphic novels, etc.*), literary non-fiction, poetry and oral traditions such as storytelling, dub, rap and spoken-word.

The program provides two levels of support for writers. The following fixed amounts are available:

**LEVEL ONE: \$2,000** – for writers in the early stages of their career.

**LEVEL TWO: \$8,000** – for writers with an established writing career.

#### ELIGIBILITY CRITERIA

- Applicants must be Canadian Citizens, **or** Permanent Residents (Landed Immigrants), **or** have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.
- Applicants must be current residents of the City of Toronto and must have lived in the City for at least one year prior to the application deadline. **A Post Office Box address cannot be used to meet the residency requirement.**
- Full-time undergraduate students are not eligible.
- Professional artists pursuing graduate studies may not apply for work related to their program of study. A letter from the graduate program director specifying that the project is not related to the graduate student's program of studies must be submitted with the application.
- Writing projects in languages other than English or French are accepted if the writing sample is accompanied by an accurate English translation.
- Graphic novels are eligible projects only if the applicant is both the writer and the illustrator.
- Applicants may submit an application to either the

Playwrights or the Writers Program, but not to both.

- Applicants may apply for funding for only one project per deadline.
- Applicants may receive a grant through TAC's Playwrights or Writers Program **only once every two years**. Those who received a grant in 2010 are not eligible in 2011 but may reapply in 2012.
- Reports on previous projects must be submitted to TAC before you are eligible to apply for another grant.
- Co-applicants must be involved equally in creation of the work and must both be eligible to apply.
- TAC does not fund retroactively. Projects for which the final draft has been completed prior to notification of results are not eligible.

Projects cannot be funded more than once in this program. Writers who receive a grant may not reapply to continue or finish the same project.

**All applicants to this program must be published by a professional publisher.** Only publishers that have an independent editorial selection process are considered professional and the author must receive financial compensation for the work. Internet self-publishing, chapbooks and writing in community newspapers, trade journals, free publications, newsletters or student magazines, does not qualify as professional publishing.

**Level One Applicants** – Applicants must have a minimum of one professionally published work (e.g. article, poem, book, etc.) Artists working with oral traditions must have a history of public performance.

**Level Two Applicants** – Applicants must have a minimum of one of the following:

- 1 professionally published book
- 60 pages of articles or non-fiction published in literary magazines, periodicals or anthologies
- 20 pages of published poems

- Artists working with oral traditions must have a substantial history of public performance and be recognized as established artists by their peers

## EXCLUSIONS

**Ineligible projects include, but are not limited to:** film, video or television scripts; anthologies or collections that include a number of writers' works; children's activity books; directories; graphic novels where the illustrator is not the author; index compilations or bibliographies of minimal critical content; travel or food guides; instruction or self-help books or manuals; cookbooks; catalogues of exhibitions; commissioned works, including industrial or business histories or biographies; academic textbooks or books designed primarily for an educational/scholarly market; professional reference books aimed at a specialized audience; calendars, daybooks, agendas or almanacs; promotion or book launches; publishing, translation or tuition fees.

## ASSESSMENT

- An independent jury of professional writers and editors assess applications on the literary or artistic merit of the writing.
- Jury members are selected to reflect diverse literary genres (fiction, poetry, non-fiction, performative practices), genders, and cultural communities.
- Grants are awarded based on the recommendations of the jury.
- Assessment is done by a **blind** adjudication process, where jury members are not given the names of applicants.
- To ensure the assessment is as fair as possible for writers at all levels of career development, applications to **Level One** and **Level Two** are assessed separately.
- Decisions of the jury are final. There is **no** procedure for appealing the decision; however, TAC welcomes comments or suggestions about any of its programs.
- **Jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.**
- Applicants are required to complete the Writers Program **Application Form** and to submit the required support material, including a sample of their work.
- If possible, the writing sample should be from the proposed project. If not possible, the writing sample must be the same genre as the proposed work.
- Writers applying to create works in languages other than English or French must complete the application form in English and accompany their writing sample with an accurate English translation. This requirement does

not apply to writing intended to be comprehensible to an English-speaking audience, i.e. writing that contains some text in other languages, but is primarily an English language work; or writing in Creoles, argots, vernaculars or dialects of English. Such writing can be submitted in the original language version.

- For adaptation projects, include a copy of the letter indicating copyright permission.
- **Applications must be received at TAC no later than 5:00 pm on June 15, 2011.** It is the applicant's responsibility to ensure that the application is complete and submitted on time. **Late or incomplete applications will not be accepted. Applications received after the deadline will not be accepted, regardless of the postmark.** TAC does not accept applications submitted by e-mail or facsimile transmission.
- Writing samples are not returned to applicants.

In keeping with the blind assessment process, jurors receive applicants' project descriptions and writing samples only. **Applicants found to have identified themselves to jurors may be disqualified at any point in the assessment process.**

## APPLICATION PROCESS

Applicants are encouraged to thoroughly read and understand the eligibility criteria before submitting the application. If you are not sure your project is eligible after reading these guidelines, you can contact the grants officer before submitting the application.

## CONDITIONS OF FUNDING

Grant recipients are required to file a final report on their projects. Applications for future grants will not be considered unless reports on previous projects have been received and approved by TAC.

## GRANTS ARE TAXABLE INCOME

Grant recipients are required to maintain adequate accounting records as to the receipt of funds from TAC. A T4A form will be issued and should be retained for income tax purposes.

## NOTIFICATION

**Applicants will be notified of the results of their requests, in writing, approximately three months after the closing date. Results are not released over the telephone.**

## PROGRAM INFORMATION

William Huffman, Associate Director  
Telephone: 416-392-6802 x208  
william@torontoartscouncil.org



## 2011 WRITERS PROGRAM - APPLICATION FORM

The applicant must ensure that all required information is provided. Use the enclosed checklist to verify that your application is complete. Late or incomplete applications will not be accepted.

### SECTION A

#### 1. IDENTIFICATION *(please print clearly)*

Principal Applicant: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Co-Applicant *(if applicable)*: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

#### 2. PRINCIPAL APPLICANT'S PERMANENT ADDRESS *(no P.O. boxes)*

Street: \_\_\_\_\_

City: **Toronto** Province: **Ontario** Postal Code: **M** \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 3. CITIZENSHIP

Canadian Citizen  Permanent Resident *(Landed Immigrant)*

Application for Permanent Residence status has been submitted and is being considered.

#### 4. I am a resident of the City of Toronto and have been since at least June 15, 2010: Yes No

#### 5. GRANT LEVEL: Level One - \$2,000 Level Two - \$8,000

#### 6. PREVIOUS RECIPIENTS

Have you ever received a grant from Toronto Art Council's Writers Program?

No  Yes Year: \_\_\_\_\_ *(2010 recipients not eligible)* Project Report:  Previously Submitted  Enclosed

**NOTE:** Report must be completed using **Project Report Form B** which is posted on <http://www.torontoartscouncil.org/Grant-programs/Literary/Report-Forms>

#### 7. PROJECT TITLE AND SUMMARY *(you must complete this section):*

**Working Title** *(required):*

**Description** *(Maximum 40 words. Completing this section is a requirement. Do not direct us to another section of your application.):*

#### 8. PROJECT STATUS: New Project Work in Progress

#### 9. GENRE: Fiction Non-Fiction Poetry Other *(please specify)* \_\_\_\_\_

#### 10. ESTIMATED COMPLETION DATE FOR THIS PROJECT IS: Month \_\_\_\_\_ Year \_\_\_\_\_<sup>1</sup>

<sup>1</sup> TAC does not fund retroactively. Projects for which the final draft has been completed prior to notification of results are not eligible.

#### 11. PROJECTS IN LANGUAGES OTHER THAN ENGLISH OR FRENCH

Original Language: \_\_\_\_\_

Name of Translator: \_\_\_\_\_ Phone # of Translator: ( ) \_\_\_\_\_

## **SECTION B**

### **CURRICULUM VITAE OR BIOGRAPHY** (*maximum 3 pages*)

Attach a curriculum vitae or biography outlining your literary activities.

List your published books and/or magazine articles including the titles of the books or articles, the names of the publishers or periodicals, the dates and locations of publication and the number of pages.

## **SECTION C**

### **DECLARATION**

*In signing this application, I certify that:*

- I have read and agree to all of the regulations, terms and conditions outlined in the Program Guidelines.
- I am the artist named in the application and to the best of my knowledge the information provided herein is true.
- I have full creative and financial control over the work for which I am requesting support.
- I currently maintain a residence or an artist's studio in the City of Toronto, and have for at least one year prior to the deadline.
- I understand that jury deliberations are confidential and there will be no disclosure of jury proceedings or comments.
- I understand that jury decisions are final and cannot be appealed.
- I agree that TAC is not responsible for loss or damage of support materials, however caused.
- I consent to the release of information in this application and in any reports submitted under these terms to other government granting agencies to which the applicant has applied and to the TAC jurors.
- The City of Toronto requires that all organizations and individuals adopt this Declaration of Non-Discrimination as a condition of receiving a grant from the City. Please note this requirement does not restrict artistic content in any way.
- In any business that I conduct regarding this project, I will adopt and uphold the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics. I understand that this requirement does not restrict artistic content in any way.

**Principal Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Applicant Signature** (*if applicable*): \_\_\_\_\_ **Date** \_\_\_\_\_

## **SECTION D**

### **PROJECT DESCRIPTION** (*maximum 2 pages, single-sided, using a font size of 11 point or larger*)

Briefly describe or summarize your project. Describe the genre, format and structure of your writing project along with its length (approximate number of words, pages, poems, essays or chapters). State what stage of writing you are at and how many pages are written to date. Include a synopsis of the work.

**It is important that you do not identify yourself anywhere on this page or in the writing sample.** If the jury discovers information that identifies the writer, the application will be withdrawn from competition. Do not reference the names of other individuals you may be working with, or reference prior published work. From time to time, jury members may surmise the identity of an applicant. In these cases, jurors are prohibited from making the identity of the applicant known to other jury members.

Please ensure that you include the **Working Title** of the proposed project. For adaptations attach a copy of the letter indicating copyright permission.

**PLEASE NOTE:** You must supply a total of 5 copies of your combined Project Description and writing sample (*including translation, where applicable*) with your application. Each copy must be fastened with a secure paper clip. **Do not staple or bind copies.**

## **SECTION E**

### **SUPPORT MATERIAL**

Your writing sample must meet the following specifications:

**PROSE:** (*fiction and literary non-fiction*): 13 to 15 pages, double spaced or a maximum 4,000 words

**POETRY:** maximum 10 pages (*single spaced*)

**ORAL TRADITIONS:** provide the written text of the pieces included on your CD

The writing sample must be typed on single sided, white, 8.5x11 paper, using a font size of 11 point or larger.

- Do not submit illustrative materials unless the proposed project is of the graphic novel genre.
- If possible, the writing sample should be from the proposed project. If not possible, the writing sample must be the same genre as the proposed work.
- The title of the project and the page number must appear in the upper right-hand corner of each page.
- Do not submit originals. Samples are not returned to applicants.

Literary artists working in an oral tradition must provide 5 copies of a CD of their work. This submission should be no longer than three pieces and/or 15 minutes.

Return your application form to:

**Toronto Arts Council  
Writers Program  
101-141 Bathurst Street  
Toronto, Ontario M5V 2R2**

**Complete application packages must be received at TAC office before 5:00 p.m. on June 15, 2011.**

**Applications received after the deadline will not be accepted, regardless of postmark.**

Applications may not be submitted by fax or email.

## 2011 Writers Program

### ✓ Checklist

Please check off each item to indicate compliance with the requirement or use NA to indicate it is not applicable:

- You have read the **2011 Writers Program Application Guidelines**.
- You have been a resident of the City of Toronto since at least June 15, 2010.
- You are a Canadian Citizen, Permanent Resident (*Landed Immigrant*), or your application for Permanent Residence is pending.
- You have indicated the level of grant support for which you are applying: Level One \$2,000 or Level Two \$8,000
- If you have previously received funding through the **Writers or Playwrights Program**, you have submitted a report on your previous project. *The report must be completed using **Project Report Form B** downloaded from [www.torontoartscouncil.org](http://www.torontoartscouncil.org).*
- You have not previously received a grant through the **Writers Program** for this project.
- You have provided SECTION B, a curriculum vitae or biography outlining your literary activities (*maximum 3 pages*).
- You have provided SECTION D, **Project Description**. **You have not identified yourself in this section** (*maximum 2 pages*).
- If you are working on an adaptation project, you have enclosed a copy of a letter indicating you have copyright permission.
- You have provided a sample of your writing **that meets the following specifications:**
  - PROSE:** (*fiction and literary non-fiction*): maximum 13 to 15 pages double spaced or 4,000 words)
  - POETRY:** maximum 10 pages (*single spaced*)
  - ORAL TRADITIONS:** provide the written text of the pieces included on your CDYour writing sample is typed on single sided, white, 8.5x11 paper, no smaller than 10 point type font.
- You have not identified yourself anywhere in the writing sample.**
- If you are a literary artist working in an oral tradition, you have provided 5 copies of a CD of your work. Your submission is no longer than three pieces and/or 15 minutes. **You have not identified yourself anywhere on the CD** (*including labels and packaging*).
- You have signed and dated the application form.
- You have supplied a total of 5 copies of your combined Project Description and writing sample** (including translation, or written versions of spoken word submissions where applicable), each copy is fastened with a secure paper clip.
  - You have **not** stapled or bound the copies (*ie Cerlox, Duotang, etc*).
  - You have **not** added cover pages, section dividers, contents tables etc.

#### For Projects in Languages Other than English or French:

- You have completed the application in English. An accurate English language translation of your writing sample accompanies the original language text.
- You have provided the name and phone number of the person who translated your writing sample.