

PUBLIC READINGS BY MANITOBA WRITERS GRANT PROGRAM GUIDELINES & CRITERIA

Administered by the Manitoba Writers' Guild on behalf of the Manitoba Arts Council.

Deadline: 6 weeks before the date of the reading

Please note that applicants must also complete the Grants to Individuals Registration Form (attached) or the Grants to Organizations Registration Form (attached).

PURPOSE OF THE PROGRAM

This program supports readings by Manitoba writers hosted by community organizations, schools and libraries. To qualify for support, readings must be open to the public (except in the case of schools).

Application may be made by a writer for a single reading event (up to two events per day), or by a host organization wishing to host a series of readings (three or more readers) or seeking support for multiple reading fees associated with a festival or conference.

The Public Readings by Manitoba Writers Grant Program pays \$150 in reading fees per reading of 15 or more minutes to a maximum of \$300 (or two readings) per writer per day. Readings of less than 15 minutes' duration are not eligible. Participation on panels or workshops is not eligible for the program.

Travel: For readings outside the writer's city or town of residence, travel and accommodation fees to a maximum of \$150 are available. Writers travelling to remote areas, or host organizations located in remote areas, may contact the Manitoba Writers' Guild to discuss travel fees beyond this maximum.

ELIGIBILITY

Eligible writers

- must be residents of Manitoba

- must have had their work professionally published, either in book form or in literary periodicals, or, in the case of spoken word artists, must have presented their work in at least three events open to the public. Playwrights must have had their work published or performed by a professional theatre company.

- must write an eligible genre: fiction, creative nonfiction, poetry, drama, children's or young adult literature.

Eligible organizations

Readings may be hosted by Manitoba community organizations, schools or libraries. Government agencies, departments, or organizations are not eligible. Priority will be given to applicants who have not been supported through this program in the previous 12 months.

The Manitoba Writers' Guild reserves the right to limit to six the number of reading fees paid to a writer in a twelve-month period. The Guild also reserves the right to limit to two per host organization the number of series/events supported by the program in a twelve-month period.

APPLICATION AND REPORTING PROCESS

1. The writer and the host organization make arrangements for the reading.
2. The writer or host organization submits the attached application form to the Manitoba Writers' Guild at least six weeks prior to the date of the reading. In the case of series/events, the form must be completed for each writer.
3. The Manitoba Writers' Guild informs the applicant whether their request for funding will be met, depending on availability of funds. If the request is awarded, a cheque will be issued with the letter of notification and the Final Report form.
4. After the reading, the applicant completes the Final Report form, which also requires the signature of the contact person from the host organization, and submits it to the Manitoba Writers' Guild. Host organizations are required to submit either signed report forms from each writer supported, or copies of cancelled cheques issued to each writer as evidence of payment. Final report forms for both individual writers and host organizations are due within six weeks after the reading or completion of the series/event.

For more information, please contact:

info@mbwriter.mb.ca

(204) 944-8013

(the Manitoba Writers' Guild offices are open Monday from 10:30-4:30, and Tuesday/Thursday from 8:30-4:30)

PUBLIC READINGS BY MANITOBA WRITERS GRANT PROGRAM

APPLICATION FORM – INDIVIDUALS & ORGANIZATIONS

| AUTHOR | |
|--|--|
| Name | |
| Address | |
| Social Insurance Number | |
| Bibliographic Info for at Least One Published Work (title, publisher, date of publication); production information for plays performed; data for 3 events for spoken word artists | |
| Location of Reading | |
| Date of Reading | |

| EXPENSES | |
|---|--|
| Total fee to writer(s) (MWG will reimburse to a maximum of \$150 per reading) | \$ _____ |
| Travel/meals/accommodation (MWG will reimburse to a maximum of \$150 per author) | \$ _____ (travel: \$0.40/km) \$ _____ (meals/accommodation) |
| TOTAL EXPENSES | \$ _____ |

| HOST ORGANIZATION/SCHOOL | |
|---------------------------------|--|
| Name of Organization/School | |
| Address | |
| Contact Person | |
| Telephone | |
| Email | |
| Mandate of Organization | |



PUBLIC READINGS BY MANITOBA WRITERS GRANT PROGRAM

REGISTRATION FORM - INDIVIDUALS

First name: _____ Middle initial(s): _____

Last name: _____

Mailing address: _____

City: _____ Postal Code: _____

Telephone (home): _____ Telephone (cell): _____

Email: _____ Website: _____

Amount Requested: \$ _____

This project will begin on (d/m/y): _____

and finish on (d/m/y): _____

DECLARATION

- I am a Canadian citizen or permanent resident of Canada.
- I have been resident in Manitoba for the 12 consecutive months prior to making this application.
- I am not a full time student.
- I have read and understand the eligibility criteria and guidelines for this program.
- I accept the conditions of this program and agree to abide by the Manitoba Writers' Guild's decision.

I CONFIRM THAT THE STATEMENTS IN MY APPLICATION ARE TRUE.

SIGNATURE: _____

DATE SIGNED: _____

PLEASE RETURN TO:

Manitoba Writers' Guild,
Public Readings Program
218-100 Arthur Street
Winnipeg, MB R3B 1H3



PUBLIC READINGS BY MANITOBA WRITERS GRANT PROGRAM

REGISTRATION FORM - ORGANIZATIONS

Name of Organization: _____

Name and position of contact person: _____

Mailing address: _____

City: _____ Postal Code: _____

Telephone: _____

Email: _____ Website: _____

Amount Requested: \$ _____

This project will begin on (d/m/y): _____

and finish on (d/m/y): _____

Is your organization incorporated in Manitoba? Yes ___ No ___

Is it registered as a non-for-profit organization? Yes ___ No ___

If for-profit, is your organization Manitoba-owned? Yes ___ No ___

DECLARATION

- I have read and understand the eligibility criteria and guidelines for this program.
- I accept the conditions of this program and agree to abide by the Manitoba Writers' Guild's decision.

I CONFIRM THAT THE STATEMENTS IN MY APPLICATION ARE TRUE AND THAT I AM AUTHORIZED TO MAKE AN APPLICATION FOR FUNDING ON BEHALF OF THIS ORGANIZATION.

SIGNATURE: _____

DATE SIGNED: _____

PLEASE RETURN TO:

Manitoba Writers' Guild,
Public Readings Program
218-100 Arthur Street
Winnipeg, MB R3B 1H3