



Canada Council
for the Arts

Conseil des Arts
du Canada

WRITING AND PUBLISHING SECTION

Literary Readings and Author Residencies Program: Literary Readings

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the checklist (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

- **1 September** – For readings between 1 January and 31 December
- **1 March** – For readings between 1 July and 30 June

Organizations hosting readings may apply to both competitions for a period of six months each. Organizations planning activities spanning the 12-month periods indicated above may apply to only one competition.

If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

Further Information

Mona Kiame

Program Officer

Writing and Publishing Section

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PROGRAM GUIDELINES

<p>Program Description</p>	<p>The Literary Readings and Author Residencies Program increases knowledge and appreciation of Canadian authors and writing by providing opportunities for authors to read from their works, be in contact with an audience or public, and contribute to the quality of life of a community by their presence. The program has two components:</p> <ul style="list-style-type: none"> • Literary Readings, and • Author Residencies. <p>These guidelines describe the Literary Readings (there are separate application guidelines and form for Author Residencies). Literary Readings provides financial assistance to organizations that wish to invite authors to give public readings. The purpose is to promote the literary works of writers and to give audiences across Canada greater access to authors.</p> <p>This program is also open to Aboriginal organizations and organizations of diverse cultural and regional communities of Canada.</p>
<p>Eligibility of Host Organizations and Activities</p>	<p>Hosts of Literary Readings</p> <p>Canadian organizations such as post-secondary institutions, public libraries, writers' associations, national service organizations, museums, art galleries and community centres that intend to host four or more full readings (or an equivalent that includes joint readings) may apply for assistance to invite writers to their region. A full reading is considered to be one presented by a single writer and lasting approximately one hour. A joint reading consists of two writers reading for approximately 30 minutes each.</p> <p>Note that meeting the eligibility requirements allows you to apply to the program. It does not, however, guarantee that you will receive a grant.</p> <p>Activities</p> <p>Host organizations may team up with other small local and (or) regional organizations, and combine their requests in one application, to meet the minimum requirement of four full readings (or the equivalent). Collaborating organizations <i>must not</i> submit separate applications for the same readings.</p> <p>Before applying to the program, host organizations must contact proposed writers to obtain their agreement to potentially read on the dates planned. Hosts must also determine whether the writers are Canadian citizens or permanent residents of Canada and whether they have been published professionally before the application deadline.</p> <p>Host organizations may apply for their choice of the following:</p> <ul style="list-style-type: none"> • 6-month period: individual readings: minimum 4 and maximum 12 joint readings: minimum 8 and maximum 24 (or a combination of both) • 12-month period: individual readings: minimum 4 and maximum 24 joint readings: minimum 8 and maximum 48 (or a combination of both).

<p>Eligibility of Host Organizations and Activities (continued)</p>	<p>Applicants must demonstrate that they intend to pay at least the minimum scales for honoraria and travel expenses that the Canada Council uses for payment to writers.</p> <p>Restrictions</p> <p>The following activities are not eligible:</p> <ul style="list-style-type: none"> • conferences, workshops, roundtable discussions, fundraising events and book prizes • readings for which the writers have not yet been chosen at the time of the request, and • readings for which honoraria and travel costs are funded by another Canada Council program or through a national organization funded by the Canada Council.
<p>Eligibility of Invited Writers</p>	<p>Invited writers must be Canadian citizens or permanent residents of Canada and must have been published professionally at least once before the application deadline. Eligible publications include a complete book of fiction, short stories, poetry, drama, children’s literature or literary non-fiction that lends itself to a public reading.</p> <p>A host may invite the same Canada Council–supported writer only once in a two-year period.</p> <p>Hosts are strongly encouraged to invite writers from distant communities or remote parts of Canada.</p> <p>Illustrators of children’s books are eligible, provided they have illustrated the complete text of a work.</p> <p>Literary translators are eligible for joint readings when they read with the original author of the translated work.</p> <p>Restrictions</p> <p>The following are ineligible:</p> <ul style="list-style-type: none"> • authors of travel guides, bibliographies, cookbooks, exhibition catalogues, instruction manuals, self-help books, scholarly books, textbooks, chapbooks and specialized reference works • authors whose publication lists include only self-published books, or works in anthologies, literary magazines, web publications, community newspapers, free or student newsletters, or newsletters of associations or other organizations • spoken word artists and storytellers (please refer to the Spoken Word and Storytelling Program for information on supported projects) • authors who sit on a board or executive committee of an organization that has applied for funding, for the period during which the host organization has applied for and received funding • authors who are coordinators, directors or volunteers with the host organization that is applying, and • authors who are the editors and professors responsible for the proposed readings.

<p>Grant Amount</p>	<p>Literary Readings</p> <p>Canada Council support is paid in advance to host organizations for the funded readings. Hosts are responsible for paying writers' honoraria and travel costs, using the following scales:</p> <p>Support for a full reading consists of a \$250 reading fee and payment of travel expenses to a maximum of \$400 per reading. The Canada Council will support up to two full readings by the same writer per day, provided these readings are held at different venues.</p> <p>Support for a joint reading consists of a \$125 reading fee and payment of travel expenses to a maximum of \$300 per reading. The Canada Council will support up to two joint readings by the same writer per day, provided these readings are held at different venues.</p> <p>If a writer's travel expenses exceed \$400 for a full reading or \$300 for a joint reading, host organizations and writers are encouraged to arrange for a minimum of two readings in the same region. For travel to and from northern (north of 55° latitude) and remote parts of Canada (e.g. some communities in Newfoundland and Labrador), travel expense maximums may be doubled. The applicant must provide a written statement justifying the request for excess travel funds.</p> <p>Unspent travel funds for one writer may be used to offset the extra costs of travel for another writer, provided the total does not exceed \$400 for a full reading and \$300 for a joint reading. Transfer of travel funds to honoraria and vice versa is not permitted.</p> <p>Organizations are encouraged to generate other sources of income.</p> <p>Literary Reading Tours</p> <p>Three or more readings by a writer are considered a tour. Host organizations may collaborate with other local and (or) regional organizations to create a tour for one author or more. In addition to the travel expense maximum of \$400 per full reading (for a maximum of two readings per day), applicants may request \$300 for a third reading, to a total maximum of \$1,100 per author for full readings only. The request can be made as follows:</p> <ul style="list-style-type: none"> • Travel costs for a reading tour with the same author: <ul style="list-style-type: none"> - first individual reading: maximum of \$400 - second individual reading: maximum of \$400 - third individual reading: maximum of \$300 for a total maximum of \$1,100. • Any additional individual readings for this tour: Applicants may request travel funds for four or more readings that exceed the \$1,100 maximum, but they must request this in writing and include the justification. <p>Please note that applicants may also request travel costs for tours with joint readings to a maximum of \$300 per reading, for a maximum of two readings per day. Applicants may request an additional \$200 for a third reading, to a total maximum of \$800 per author for joint readings only. The request can be made as follows:</p>
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<p>Grant Amount (continued)</p>	<ul style="list-style-type: none"> • Travel costs for a reading tour with the same author: <ul style="list-style-type: none"> - first joint reading: maximum of \$300 - second joint reading: maximum of \$300 - third joint reading: maximum of \$200 for a total maximum of \$800. • Any additional joint readings for this tour: Applicants may request travel funds for four or more readings that exceed the \$800 maximum, but they must request this in writing and include the justification. <p>Eligible Transportation Costs</p> <p>Travel costs must be reasonable and reflect actual needs.</p> <p>For airfare transportation, host organizations are encouraged to take advantage of excursion fares whenever possible.</p> <p>The rate normally accepted for the use of a personal vehicle is \$0.32/kilometre (\$0.52/mile). This rate includes the use of a vehicle and gas expenses.</p> <p>If an invited writer lives outside Canada, the Canada Council will cover travel costs, up to the travel allowance limits, from the point of entry into this country.</p> <p>Ineligible Costs</p> <p>Per diem, accommodations, administrative costs, and other related hosting costs are not covered by this program.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. A peer assessment committee will evaluate all eligible applications. Committees are composed of professionals from the writing and publishing community. Committee members will also be selected with consideration to fair representation of cultural and regional diversity, Aboriginal peoples, gender, and Canada’s two official languages.</p> <p>New committees are formed for each competition.</p> <p>Assessment Criteria</p> <p>The committee evaluates applications based on:</p> <ul style="list-style-type: none"> • the literary excellence of the writers and the artistic quality of the proposed reading series (that is, the suitability of the selection of authors in regard to the mandate of the organization) • the contribution of the proposed reading series to the cultural life of the host’s community (that is, the capacity of the readings to interest the community and attract the general public) • the host’s success and professionalism in organizing and promoting readings (that is, the capacity of the host organization to promote the authors and to attract a sufficient audience) • the host’s ability to work cooperatively with other hosts or groups in the writing and publishing community to use the Canada Council’s support effectively, and • the host’s ability to diversify its list of authors to include Aboriginal authors and culturally diverse authors.

IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested in the application form, and choose carefully the material you include. Extra material will not be shown to the peer assessment committee. This ensures that all applications are assessed on the same basis. Also, committee members have a limited time in which to study each grant application.

How will I know that my application has been received at the Canada Council?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out up to four weeks after your application has been received.

Is my information protected?

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. **The Canada Council will protect personal information as required by the Privacy Act.** The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

The Canada Council for the Arts may share information related to applications and awards on a confidential basis with officials in other arts and cultural industry funding agencies to assist with program planning and evaluation.

When and how will I find out the results of my application?

You will receive the results, by letter, approximately **four months** after the application deadline date. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors.

What are the terms and conditions of receiving a grant from this program?

All recipients of Canada Council for the Arts grants must comply with certain conditions, which will be included in the grant notification. Some conditions are described below.

Grant Conditions

Once a host organization has received written confirmation of a grant from the Canada Council, it must make the writers aware, in writing, of the terms of the reading and the contribution that the Canada Council will provide through the host.

Honoraria must be paid by cheque at the time of the reading. Hosts are encouraged to pay more than the Canada Council's honorarium contribution, whenever possible. They must pay the GST or HST to authors who provide a GST or HST registration number. Grant funds may not be used to cover this additional cost.

Host organizations may substitute writers, should approved writers become unavailable. However, substitute writers must comply with the Canada Council's eligibility criteria. Peer assessment committees will take into account the quality of substitute writers in their assessment of future requests.

Any unused funds over \$100 must be returned by cheque made payable to the Canada Council for the Arts. Outstanding reimbursements will affect the host's eligibility to apply for future funding from the Canada Council.

The host organizations are responsible for disbursing the funds to writers and must keep detailed, clear financial records. The Canada Council may request verification of costs and proof of payment. Hosts should not send copies of receipts to the Canada Council, but the receipts must be available to the Canada Council on request.

Payment of Grants

Grants are paid to host organizations for the budgeted honoraria and travel expenses presented in the application and recommended by the peer assessment committee. **Please note that readings might not be supported to the maximum amount requested.** Grant payments are usually made four weeks after the announcement of the committee's decision, unless the host organization has not reported on a previous reading series or has not submitted the Grant Acknowledgement Form. Grant payments are made in one instalment.

Acknowledgement of Canada Council for the Arts Support

Host organizations must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification.

Final Reports

Host organizations must submit a final report within three months of the completion of the reading series, using the "Literary Readings – Host Organization Final Report Form". The form accompanies the letter announcing the results of the competition. Hosts are asked to complete the form, sign and return it to the Canada Council. A written report is not required. Any host organization unable to submit a final report within the specified time must send a completed "Request for Final Report Due Date Extension" form to the program officer. The form is available on the Canada Council's website.

Authors are expected to complete and return the "Writer's Report on a Literary Reading" form. This form is available through the host organization or on the Canada Council's web page for this program.



Literary Readings and Author Residencies Program: Literary Readings

The information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT

Name of Host Organization :

Mailing Address:

Street address and apartment or suite number

City

Province or territory

Postal code

(_____) _____

(_____) _____

Telephone

Fax

Email

Website

Name and Position of Contact person:

Contact person

Position

DECLARATION

In which language do you prefer to communicate with the Canada Council? English French

For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As a representative of the host organization:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization I represent meets the criteria.
- I accept the conditions of the program and agree to accept the Canada Council's decision.
- I certify that the information contained in this application is accurate and complete, to the best of my knowledge. I will act as sole representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application, where applicable.
- I confirm that all invited writers are eligible and are Canadian citizens or permanent residents, as defined by Citizenship and Immigration Canada.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my organization is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED



Literary Readings and Author Residencies Program: Literary Readings

The information that you provide from this point onward will be submitted to the peer assessment committee.

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.).

PART A1 – NAME AND LOCATION OF APPLICANT

Name of Host Organization:

Mailing Address:

Street address and apartment or suite number

City

Province or territory

Postal code

Website

Name and Position of Contact person:

Contact person

Position

PART A2 – GRANT REQUESTED

See “Grant Amount” in the application guidelines.

Honoraria \$ _____ + Travel costs \$ _____ = **Total requested \$** _____

Has the host organization requested funds for one or more tours? Yes No

Period for which funds are being requested:

For September deadline

6 months (1 January to 30 June)

12 months (1 January to 31 December)

For 1 March deadline

6 months (1 July to 31 December)

12 months (1 July to 30 June)

PART B – PROFILE OF APPLICANT

Please describe your organization in a **maximum of 1,200 words**, on an attached page. To make the processing of your application easier, print on one side only of white, 8½ x 11 inch paper.

Address each of the points below:

- description of the host organization and each of the collaborating hosts (to achieve a minimum of four full readings or the equivalent), if applicable
- mandate and objectives of the organization (not necessary for libraries and post-secondary institutions), and
- organizational structure or chart with a list of names and positions of current board members, including names of full-time and part-time staff (not necessary for libraries and post-secondary institutions).

PART C – PROJECT DESCRIPTION

While your project description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, please be as clear, brief and focused as possible. Limit your description to a **maximum of 1,200 words**, in total, for this section. To make the processing of your application easier, print on one side only of white, 8½ x 11 inch paper.

Please provide the following information:

- description of your proposed reading series or tour, including an explanation of how the reading series will benefit your community and the authors, and
- overview of the efforts you have made to collaborate with other hosts to share travel costs, if applicable.

Assessment Criteria

Please take into consideration the criteria listed under “Assessment of Applications” in the program guidelines.

PART D – SUPPORT MATERIAL

You must submit the following support material with your application:

- brief biographies of all writers (100-word maximum for each), with a **bibliography that includes title, publication dates and publishers of their latest books**, and any important prizes or recognitions they have received. Please do not provide copies of authors’ resumés or website printouts.

Writers may be considered ineligible if any required information is missing

- a list of readers your organization has hosted in the past 12 months and amounts paid to them for honoraria and travel. Please identify readings supported by the Canada Council and any substitutions made during the last reading series.
- attendance at the readings hosted in the last 12 months, if applicable, and
- a sample of promotional material (in 8½ x 11 inch format).

PART F – CHECKLIST

Use the following checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Include the name of your organization or collective and the title of the proposed project on all items.

Submit the items in the order shown below:

- Part A1 – Identification of Applicant
- Part A2 – Grant Requested
- Part A3 – Declaration (with original signature)
- Part B – Profile of Applicant (maximum of 1,200 words)
- Part C – Project Description (maximum of 1,200 words)
- Part D – Support Material
 - brief biographies of all writers (100-word maximum for each), with a bibliography
 - a list of readers your organization has hosted in the past 12 months
 - attendance at the readings hosted in the last 12 months, if applicable, and
 - a sample of promotional material.
- Part E – List of Invited Writers

Do not submit originals or “only copies.” The Canada Council for the Arts is not responsible for the loss or damage, whatever the cause, of support material. Your support material should not include any information that your organization considers confidential. These materials will be sent to peer assessment committee members, and the materials will not be returned to applicants.

Mail your application form to the:

Writing and Publishing Section
Canada Council for the Arts
350 Albert Street
P.O. Box 1047
Ottawa, ON K1P 5V8

Remember:

- Keep a copy of your completed form and all support material.
- Your application, together with all required support material, must be postmarked on or before by the deadline date.