

# ELIGIBILITY

This program works on a first-come, first-served basis. It is advisable, therefore, that you apply as soon as possible to guarantee funding for your reading.

This program is open to all members of The Writers' Union of Canada, but we cannot solicit readings on behalf of members under this program. The host organization must contact and arrange a date with an author before applying for funding.

To be eligible for funding, the reading(s) must be held in a publicly accessible venue (a library, book store, festival location, etc.) and must be advertised to the general public. This program cannot fund conferences, workshops, roundtable discussions, fundraising events, or book prizes.

The program also cannot fund 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.

The following are also ineligible:

- 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.

Once the author and date have been secured, this application has been received, and funding for a reading has been confirmed, the host organization will receive a Booking Confirmation Form & Invoice for the administrative fee(s) of \$70 + applicable taxes per full (solo) reading or \$35 + applicable taxes per half (joint) reading, which is due 30 days after receiving the invoice. Administrative fees are nonrefundable. Copies of advertisements, posters, or publicity plans must accompany payment of the administrative fees.

**NO FUNDING IS CONFIRMED UNTIL THE HOST HAS RECEIVED A BOOKING CONFIRMATION FORM & INVOICE FROM THE UNION.** If the host does not receive the form in a reasonable amount of time, it is the host's responsibility to contact the tour coordinator; no funding is ever guaranteed over the phone or by payment of the administrative fee with application.

The Union pays the author a \$250 honorarium per full (solo) reading or a \$125 honorarium per half (joint) reading upon receipt of the author's completed Reading Report & Invoice. There is approximately \$300 (solo)/ \$150 (joint) in travel expenses per reading available. The host organization is responsible for the author's accommodation and meals. There is a maximum of 2 full or 4 half readings per host, and 2 full or 4 half readings per author. This program cannot fund readings for which honoraria and travel costs are funded by another Canada Council program.

All publicity materials must acknowledge the financial assistance of The Canada Council through The Writers' Union of Canada. Please send the Union copies of all advertising when they become available.



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

Please mail, or fax a copy of this application form to:

**THE WRITERS' UNION OF CANADA**

90 Richmond Street East, Suite 200, Toronto, Ontario, M5C 1P1 or FAX. 416-504-9090

For more information, please contact the Projects Coordinator:

TEL. 416-703-8982 x226 or nmacleod@writersunion.ca