

**SPRING SESSION** Applications due February 4

Use this form to apply for readings taking place between **April 1, 2019**, and **August 31, 2019**. Applications are accepted between **December 3, 2018** and **February 4, 2019**. If you are applying for funding for multiple author readings, please submit separate applications for each author.

Please note: The Union will not refund reading fees and travel expenses to host organizations or venues. TWUC reimburses its members directly after the event has taken place. This program cannot fund readings for which honoraria and travel costs are funded by another Canada Council for the Arts program.

> **Equity Initiative Funding:** Within the National Public Readings Program, Equity Initiative Funding has been designated to prioritize readings serving priority communities (details below). Administrative fees for these readings will be waived.

**READING DETAILS**

Today's date: \_\_\_\_\_

Requested author: \_\_\_\_\_

Requested reading:  Full (solo) reading  Half (joint) reading

Planned date: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Venue full address: \_\_\_\_\_

The Union strongly encourages hosts to hold readings in barrier-free venues and to consider any additional presenter or audience access needs (e.g., ASL interpretation, large print materials). We also encourage you to make accessibility information available to your audience (e.g., on your website and promotional materials).

Is the venue for this reading barrier-free, including a barrier-free washroom?  Yes  No

Name of reading series (if applicable): \_\_\_\_\_

Cover charge (if applicable): \$ \_\_\_\_\_

Reading takes place in and/or author is from an Official Language Minority Community\*:  Yes  No

\* If you are unsure if this reading is eligible for Official Language Minority Community funding, please visit [www.writersunion.ca/national-public-readings](http://www.writersunion.ca/national-public-readings) for more information.

**Equity Initiative Funding**

In order to assess if this reading qualifies for Equity Initiative Funding, please check all that apply:

**The requested author is** (please check all that apply):

- Black, Indigenous, or racialized  
 LGBTQI2S\*  
 Living with a disability\*\*

**This venue largely serves and/or this event is specifically planned to host community members\*\*\* who are:**

- Black, Indigenous, or racialized  
 LGBTQI2S\*  
 Living with a disability\*\*

\* The author publicly self-identifies using one of these terms or a related term from the LGBTQI2S lexicon.

\*\* The author publicly self-identifies as living with a disability.

\*\*\* If you are unsure if your venue qualifies, consider the following guiding questions: Does your venue largely serve or program for these populations? Are you taking into consideration the specific access needs of these populations? Are you prioritizing outreach to these groups for your event?

TWUC asks hosts to honour the spirit of our equity initiatives in responding to these questions. If you are unsure how to answer, please contact us before submitting your application.

## **FUNDING ELIGIBILITY**

Please check:

- This reading's travel and honoraria is not funded by another Canada Council for the Arts program.
- This reading is advertised to the public and is not part of a conference, workshop, roundtable discussion, fundraising event, book prize, or book launch.

**Any form of recording, taping, or broadcasting of the reading without prior written approval from the author is strictly prohibited.**

## **ORGANIZER INFORMATION**

**Host organization:** \_\_\_\_\_

**Full address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please continue sending me information about the National Public Readings Program, including funding availability:

- Yes  No

## **SUBMIT APPLICATION**

- I have identified above that this event qualifies for Equity Initiative Funding. The administrative fee is waived and this application will be prioritized for funding.
- I am sending payment by cheque for the administrative fee of \$79.10 (\$70 + HST) per full (solo) reading or \$39.55 (\$35.00 + HST) per half (joint) reading with my completed application. Please note: An application will only be accepted upon receiving both payment and a completed application form. Payment will not be processed unless application is approved.

Send completed application forms to The Writers' Union of Canada

*By mail:* 600-460 Richmond St W, Toronto, ON M5V 1Y1

*By fax:* 416.504.9090

*By email:* info@writersunion.ca

Please note: If enclosing payment for the administrative fee, please submit your application by mail. Readings that qualify for Equity Initiative Funding and do not owe an administrative fee may submit applications by mail, fax, or email.

Direct any questions to the Office Administrator at info@writersunion.ca or 416.703.8982 x 224.