

# ELIGIBILITY

This program works on a first-come, first-served basis. Therefore, it is advisable 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 the Union 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.

**New in 2014:** Readings that take place in or host an author from an **Official Language Minority Community** are eligible to receive an additional 20% of the total cost of a reading to help offset additional travel costs or supplement honoraria as needed. An Official Language Minority Community is defined by the Canada Council for the Arts as groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live. For example, if an Anglophone author is invited to speak at an English language reading that takes place in what is deemed as a French-language province, they would be eligible for this aspect of the program. Or, if an Anglophone author who is from an Official Language Minority Community and is invited to read outside of their province, they would be eligible for this program as well, i.e.: an Anglophone author from Quebec is invited to speak in Ontario. For further clarification about what is defined as an Official Language Minority Community, please contact the Canada Council for the Arts.

Payment of an administrative fee of \$79.10 (\$70 + HST) per full (solo) reading or \$39.55 (\$35 + HST) per half (joint) reading must be made at time of application. An application will only be accepted upon receiving both payment and a completed application form. Once funding for a reading has been confirmed, payment will be processed and the host organization and requested author will receive (by mail) a Booking Confirmation Form. Payment will only be processed if an application has been approved.

Administrative fees are non-refundable. The Union requests that copies of advertisements, posters, or publicity plans be sent upon receiving the Booking Confirmation Form.

**NO FUNDING IS CONFIRMED UNTIL THE HOST HAS RECEIVED A BOOKING CONFIRMATION FORM 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.

