



PLEASE READ ALL OF THE INFORMATION BELOW BEFORE APPLYING:

1. Use this form to apply for one author visit between **September 1, 2018** and **March 31, 2019**. Applications must be received by **June 1, 2018**, to be considered for Equity Initiative Funding. Applications must be received at least 4 weeks in advance of the visit date.
2. The base reading rate is \$400 per full-day visit (3 or 4 sessions) and \$300 per half-day visit (1 or 2 sessions). The Union subsidizes half of this base fee (paid directly to the author) and the school pays the remaining amount to the author. Schools are responsible for paying the difference between an author's full fee and the subsidy covered by the Union.
3. **New in 2018:** For schools serving vulnerable populations* and those who wish to host an author who is Black, Indigenous, racialized, LGBTQI2S, or living with a disability, the Union will pay the full amount of the base reading rate listed above. Schools remain responsible for paying the difference between an author's full fee and the subsidy covered by the Union. If demand for this program exceeds funding, these applications will be prioritized.
4. Each school is eligible for one subsidy per funding period (April 1 – March 31). Applications that do not fall within the guidelines described above are welcome and will receive funding on a first come, first served basis.
5. Requests will automatically be placed under an alternate choice if you request an unavailable author. If you do not list alternates and you request an unavailable author, your application will not be considered for funding.
6. All schools must apply separately; two schools cannot split one full-day visit.
7. Any form of recording, taping, or broadcasting of a visit without prior written approval from the author is strictly prohibited.

* If you are unsure if your school should be classified as serving vulnerable populations, visit www.writersunion.ca/ontario-writers-schools for more information.

Today's date: _____

Author requested: _____

Alternate choices: _____

Requested date for author visit: _____ Alternate dates: _____
 (If date has been confirmed with author, write *CONFIRMED* next to date.)

Choose one: 1 session 2 sessions 3 sessions 4 sessions

School name: _____

Full address: _____

Contact person: _____ Phone: _____ Email: _____

The Union strongly encourages hosts to hold readings in barrier-free spaces and to consider any additional presenter or audience access needs (e.g., ASL interpretation, large print materials).

Is the space for this reading barrier-free, including access to a barrier-free washroom? Yes No

Equity Initiative Funding

This school serves a vulnerable population. The requested author is (please check all that apply):

- Yes No
- Black, Indigenous, or racialized
 Lesbian, Gay, Bisexual, Trans, Queer, Non-binary, Intersex, or Two-Spirit*
 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.

Please continue sending me information about the Writers-in-the-Schools program, including funding availability. Yes No

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

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