



## APPLICATION GUIDELINES

The health and social benefits of engaging with reading and creative writing are proven. For some, access to literature is obvious and easy; for others the benefit remains harder to reach, behind barriers of low income, language, location and social disadvantage.

Literature Works fundraises for and delivers the Annual Fund, a small grants scheme which aims to identify and support opportunities to develop reading and writing activity in the South West of England.

The Fund offers awards of between £100-£500 designed to help communities to get involved in reading and writing and to celebrate writing talent in the South West, particularly in areas where funds might be otherwise hard to find.

We want people of all ages to have the best artistic experiences they can have in order to develop their abilities in all aspects of their lives.

We are pleased to announce that Literature Works Annual Fund 2018 is now open for applications.

*We welcome all applications which meet our criteria, but please note that for the application period January-December 2018 the Trustees of Literature Works will prioritise applications that benefit children and young people up to the age of 18 years.*

### Who can apply?

Funding is available to groups, companies and not-for-profit organisations based in the South West of England to develop literature activity, provided your activity is carried out on a not for profit basis. You do not need to be a registered charity to apply. We especially welcome applications from:

- Schools
- Libraries
- Community Groups
- Organisations that work with children and young people with disabilities

We will consider all applications that fall within Literature Works' principal charitable objective which is to advance the education of the public through the appreciation, knowledge, understanding and enjoyment of literature for the public benefit in the South West of England.

In 2018, we will prioritise applications which benefit children and young people up to the age of 18 years of age. We favour applications that work with talent based in the South West of England.

All applications are assessed by a panel comprised of Literature Works' staff and trustees.

### We are looking for:

**Clear outcomes:** we want to fund activities for people that have a clear and demonstrable benefit. We want to know how many people will benefit and how. It is critically important to us that you use the Evaluation Form that is sent to successful applicants with your grant letter, showing us what impact the grant has had on your chosen beneficiaries at the end of the activity. We also request that you complete a Case Study at the conclusion of your activity which Literature Works may publish on its website and share with others.

**Fresh ideas and projects:** we seek high quality new ideas and projects benefitting people where funding is otherwise hard to find. We are less likely to fund a well-established activity that is already significantly funded or has a long track record of major funding.

**We do not fund:**

- Individuals
- Organisations, companies and not-for-profit organisations that are based outside the South West of England. Click [here](#) to view a map of the territory which Literature Works defines as its South West of England region.
- Multi-year funding
- Organisations which restrict their beneficiaries to a single religious or single ethnic group
- Shortfall funding

**How do I apply?**

Download and fill out our application form and read our terms and conditions for the grant and email it to [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk)

Please note we only accept applications to the Literature Works Annual Fund made via the **Application Form**.

**When do I apply?**

There will be two opportunities to apply to Literature Works Annual Fund in 2018.

**Round 1:** Open Friday 19<sup>th</sup> January 2018 closing date Friday, 8 June 2018 midday: decision: Monday 25 June 2018

**Round 2:** Open Monday 2<sup>nd</sup> July 2018 closing date Friday, 7 December 2018 midday: decision: Friday 21 December 2018

Your activity needs to be completed within 6 months of receipt of grant funds.

**Re-applications**

If you are unsuccessful in Round 1, you can contact us to discuss your application and re-apply in Round 2.

In order to encourage diversity and to be fair to as many groups as possible, if you are successful in Round 1 or Round 2 of this year's Annual Fund, you will not be eligible to apply for a grant again until June 2020.