

## Literature Works concessions and bursaries policy

### Concessions

In order to keep our opportunities accessible to all, concessionary tickets are available across our programme for participants in the following categories:

- Disabled/ in receipt of PIP (Personal Independence payment)
- Full time carer
- Full time student
- In receipt of Universal Credit
- In receipt of Pension Credit

We ask concessionary bookers to email proof of eligibility to [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk) after booking. Information provided is used to confirm the concession and is then destroyed.

In addition to the advertised concessionary rates, we also offer additional bursary support for selected courses and workshops. The availability of bursaries is always clearly indicated in the course or event listings.

### Bursaries

Our courses and workshops are intended for anyone wishing to get involved, regardless of their income or background. If you live in South West England – the region we serve - and are unable to book a place on an eligible Literature Works course or workshop without financial support in addition to the concessionary rate, you can apply for bursary support. You may apply for any amount up to the full course or workshop fee. Please email [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk) to let us know the level of bursary you are requesting.

Bursaries are offered on the basis of financial need, not writing ability. Bursaries are limited and are allocated on a first-come-first-served basis, so make sure you apply as soon as you can. Please note, priority will be given to participants who are engaging with Literature Works for the first time.

### Eligibility

You are eligible to apply for a Literature Works bursary if:

- You are a full-time student
- You are a full-time carer
- You are in receipt of Pension Credit
- You are in receipt of Universal Credit, Income Support, Disability Benefits (Personal Independent Payments) or Working Tax Credits
- Yours is a low-income household. Current UK government definition of a low-income household is 60% of the median household income, currently estimated at a national low-income threshold of around £18,000 per annum.

We will ask you to submit a short statement outlining your financial circumstances and the ways in which a place on the course will impact on your progress as a writer. If none of the above describe your circumstances, a statement which shows evidence of financial need not outlined above may be considered. Please note that available funds are limited and an application does not guarantee success.

## How to apply

To apply for a bursary, please email [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk) with the name of the course or workshop you would like to attend. Please also attach one of the following proofs of low income:

### If you are in receipt of state benefits, please provide a copy of:

- Proof of means-tested state benefits (such as Housing Benefit, Council Tax Benefit, Universal Credit, Income Support, Pension Credit, Job Seeker's Allowance, or other similar benefits), or
- Proof of Disability Living Allowance or Personal Independence Payment

### If you are not in receipt of state benefits:

Please send documentary evidence to fully illustrate your household's financial situation and thereby demonstrate that you do not have the financial means to cover the cost of the eligible course or workshop. Documentary evidence can include one or more of the following:

- Recent bank statements (current / savings)
- Your most recent pay slips or proof of earnings

Applicants are encouraged to blank out sensitive information such as account numbers and sort codes, as long as it remains clear the documentation refers to them personally.

**For a confidential discussion about bursaries and proof of eligibility, please email [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk)**

## Terms and conditions

1. The Literature Works bursary scheme is for writers who otherwise cannot afford to book onto a course or workshop. Bursaries are awarded on the basis of meeting the specific eligibility criteria of the relevant scheme or financial need, and not writing ability.
2. Literature Works bursaries are only available to writers living permanently in South West England. We are unable to offer grants to people living outside of the region. For the purposes of our policies, a resident is defined as a person who has their main home in the South West of England, who is registered with a medical practitioner in the region, and who has been resident in the region for 6 months out of the last 12.
3. A Literature Works bursary does not cover transportation, food or accommodation.
4. Travel to and from the workshop must be arranged by the bursary recipient, and all travel costs must be paid by the bursary recipient. Unless otherwise stated in the course details, Literature Works cannot provide financial assistance with travel.
5. We can only offer one grant per person in any given year and will not be able to consider applications from those attending more than one course or workshop in that year. Priority is given to those who have not received a bursary or attended a Literature Works course before.
6. It is a condition of the bursary award that a short statement outlining financial circumstances is submitted.
7. Decisions will be made by Literature Works staff. Bursaries will be awarded solely on the basis of the financial information provided.
8. Applicants will be notified of the decision regarding their application promptly, whether or not they have been successful.

9. Literature Works reserves the right to withdraw the bursary scheme in whole or in part at any time.
10. Should a bursary recipient need to cancel a booking, the bursary award will be withdrawn but a fresh application can be made in the future.
11. Our decisions on bursaries are final and we will not enter into any correspondence about them.
12. Literature Works bursaries cannot be exchanged in whole or in part for any cash equivalent, nor transferred to another person.
13. Applications from previous Literature Works bursary recipients who have failed to attend a course or workshop without notice or good reason will not be considered.
14. Literature Works reserves the right to withdraw any offer of a bursary if the conditions of the award are not met.

**Literature Works, November 2021**