

Reading & Workshops Applicant Toolkit

Welcome! This toolkit is intended to assist those interested in applying for a [Readings & Workshops](#) mini-grant by providing guidance and basic tips for a successful application.

The R&W program provides mini-grants that pay writers to give readings and/or conduct writing workshops in diverse community settings.

Who Can Apply

Any organization or venue (nonprofit status is not required) interested in presenting a literary event can apply to our program. We accept applications from libraries, community centers, youth centers, seniors centers, hospitals, galleries, museums, parks, treatment centers, correctional facilities, reading series, presses, literary magazines, nature centers, cafes, colleges, and afterschool programs, to name a few.

An event organizer applies on behalf of a writer. To qualify, the writer must have literary credits in the genres of poetry, fiction, or creative nonfiction, which can include publication in literary magazines or anthologies, books (self-published work is accepted), or venues where they have read their work. If you're in need of a writer, you can search the [Poets & Writers Directory](#), which lists over 10,000 writers, many of whom are open to participating in literary events. In addition, you can contact the appropriate office (see contact info below) for suggestions from our staff.

Writers cannot apply for themselves, but they may encourage event organizers to apply for them by sharing this toolkit. Writers can also use this [e-mail template](#) to help introduce event organizers to our mini-grant program and easily connect them to us for application support.

Benefits of Applying

How will a grant that pays the writer benefit an organization? Here are just a few reasons why event organizers should apply:

- Paying the writer professionalizes your organization and event, and shows the writer their time, labor, and artistry are valued.
- Offering payment empowers event organizers to more confidently solicit a writer's participation in their event.



- Mini-grants allow event organizers to allocate other funds at their disposal to event costs, such as venue fees, and marketing and publicity.
- Poets & Writers' reputation as a national organization can help organizations leverage funds from other sources and attract audiences.
- Co-sponsorship by Poets & Writers helps link organizations and writers to the resources we offer, from pw.org to our print magazine, to awards, events, and other community building activities we organize.

Application Guidelines and FAQ

The first step before applying is to read the [Application Guidelines](#). Answers to most questions can be found in our [Frequently Asked Questions](#). Of course, if event organizers still have questions, our contact info is below.

Application Checklist

Here's the information event organizers will need to have ready for the online application:

- event title and description
- event date(s), time(s), site, and site address
- participating writer's mailing address, phone number, e-mail, and a brief bio that lists a few of the writer's publication and/or performance credits
- grant amount requested from Poets & Writers
- additional amount the organization will pay the writer (if any)

How to Apply

1. Event organizers begin the online application process by going to our online grants management system at <https://pw.smartsimple.com>.
2. Register your organization or log-in with your existing e-mail and password.
If you can't remember your password, select the "Forgot Password?" link to request a temporary password sent by e-mail. (This can take a few minutes. Be sure to check your junk folder.)
3. Click "Create a New Application"
4. Click the "Save Draft" button to activate the application.
5. Click "NEXT" to move to the first part of the application.



6. Review the organization information, scroll to the bottom, check “I have reviewed my profile and edited it, as needed,” click “NEXT” and move on.
Application Tip: Click “Save Draft” once you complete each section.
7. Continue to fill out each section of the application. When complete, click “Submit to P&W.” Within a few minutes, you will receive a confirmation e-mail from noreply@pw.org (please check your junk folder and add this e-mail to your address book).

If you are applying for more than one writer, complete a separate application for each writer.

What Happens Next?

1. Event organizers are notified by e-mail within four weeks of applying. If the grant is approved, both the event organizer and writer are notified by e-mail of the grant award amount.
2. Event organizers should be aware that when a grant is approved the writer is asked to register/log-in to our grants management system to verify their mailing address and provide a Social Security Number for grant payment. Event organizers should check in with the writer to let them know the event is being co-sponsored by P&W and to make sure they’ve provided the information we need to issue a grant check.
3. The check is mailed directly to the writer two-to-four weeks after the event has taken place.
4. The event organizer and writer fill out a short report within thirty days of event completion.

Assistance

We are a small team at Readings & Workshops and invite event organizers and writers to ask questions about our grant procedure or seek feedback on plans for their event. We are available by e-mail and phone, and can also set up meetings by Zoom. We can also offer technical assistance, if there are questions that come up while filling out the application.

For events taking place in New York State, Atlanta, Chicago, Detroit, New Orleans, or Washington, D.C., call (212) 226-3586 x225 or e-mail rw-east@pw.org.

For events taking place in California, Houston, Seattle, or Tucson, call (310) 481-7195 or e-mail rw-west@pw.org.



We encourage you to take advantage of our Readings & Workshops mini-grant program to bring literary events to your community. Literature sustains us in its capacity to reflect deep human emotions, tell powerful stories, encourage dialogue and conversation about pertinent issues or challenges, and bring inspiration, beauty and meaning to people's lives. As stated in [our mission](#): Poets & Writers' work is rooted in the belief that literature is vital to sustaining a vibrant culture. Let us help you sustain a vital culture in your community!

To learn about what happens after you've been awarded a grant, download our Readings & Workshops [Grantee Toolkit](#).

