



Poets&Writers

Reading & Workshops Applicant Toolkit

Welcome! This toolkit is intended to assist those interested in applying for funding from Poets & Writers' [Readings & Workshops](#) program.

We offer three grant types that pay writers to give readings and/or conduct writing workshops in diverse community settings throughout New York State:

- **Mini-Grants** (\$150 to \$450 for readings; \$200 to \$300 per workshop session)
 - Pays writers to participate in readings and/or creative writing workshops not associated with a larger reading series or literary festival
- **Reading Series Grants** (up to \$1,500 total for multiple writers)
 - Pays writers participating in readings associated with a larger reading series
- **Festival Grants** (up to \$1,500 total for multiple writers)
 - Pays writers participating in readings and/or creative writing workshops associated with a literary festival

We encourage you to take advantage of these grants 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!

Who Can Apply

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

An event organizer applies on behalf of the writer(s). To qualify, a 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 us (see contact info below) for suggestions from our staff.

Writers cannot apply directly; however, they are required to contribute to the grant application started by an event organizer. Writers who seek to secure funding from P&W can share this toolkit with event organizers and may also use our [e-mail template](#) to introduce event organizers to our grants.

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.
- Support from 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

Be sure to check out [pw.org/funding](#) for the most current application schedules. To summarize: Mini-Grants are offered quarterly, and Reading Series and Festival Grants are offered twice a year. Before applying, read the [Guidelines](#), which are the same for all three grant opportunities. Answers to most questions can be found in our [Frequently-Asked-Questions](#). Of course, if you still have questions, we're happy to provide answers!

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) e-mail(s), phone number(s), and brief bio(s) 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 (encouraged, but not required)

Event organizers must begin the application, invite the writer(s) to participate in the process, and follow through with post-event reporting tasks. Each writer must fill out their portion of the application and must also submit a post-event report.

How to Apply

- Go to our online grants management system at pw.smapply.us.
- Register or log in with your existing credentials.
- Select the grant program you are applying for: Mini-Grants or Reading Series & Festival Grants.
- Take the eligibility quiz.
- Fill out the event organizer part of the application.
- Invite the writer(s) to fill out their part of the application.
- Submit the application.

Please note: If you are applying for a Mini-Grant, complete a separate application for each writer. If you are applying for a Reading Series or Festival Grant, you should be applying for multiple writers within the same application.

What Happens Next?

1. Event organizers are notified by e-mail when the writer(s) associated with their application(s) have accepted and completed their application tasks. If the grant is approved, both the event organizer and writer are notified by e-mail of the grant award amount.
2. When a grant is approved, event organizers should check in with the writer to let them know that their fee is being covered, in part, by a grant from P&W; to receive this grant, the writer must respond, if they haven't already, to the email invitation to provide 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. After the event, the event organizer receives an email notifying them of post-event reporting tasks that must be completed. The writer is also required to fill out a short report. All reports are due within thirty days of event completion.

Assistance

We 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 or phone and can set up meetings

by Zoom. We also offer technical assistance if there are questions that come up while filling out the application.

Call (212) 226-3586 x226 or e-mail programs@pw.org.

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