



Poets&Writers

E-mail Template for Writers to Share with Event Coordinators

We're providing this e-mail template as a service to writers who would like to encourage event coordinators to apply for a [Readings & Workshops](#) Mini-Grant, Reading Series Grant, or Festival Grant on behalf of the writer. Please feel free to copy, paste, and edit to your purpose this handy template.

Dear [Event Organizer],

[opening paragraph, option 1] As a writer who gives readings and conducts workshops, I'm interested in offering a reading of my work and/or a writing workshop with your community. If you're interested in working with me, I wanted to bring your attention to Poets & Writers' Readings & Workshops program which offers grants to pay writers who participate in literary events.

[opening paragraph, option 2] I'm pleased to be invited to offer a [reading and/or workshop] presented by your organization. I wanted to bring your attention to Poets & Writers' Readings & Workshops grants, which pay writers like me who participate in literary events like yours.

While these grants pay writers, it's the event organizer who must apply. The application process is online at pw.smapply.com, and I hope you'll consider applying on my behalf. You can learn all about the grants available at <https://www.pw.org/funding>.

Co-sponsorship by Poets & Writers would be great for this event because it helps me get paid and allows your organization to benefit from P&W's reputation as a national organization, which can help you leverage support elsewhere and attract audiences.

To apply, you begin by logging in or registering for an account with P&W's grants management system at pw.smapply.us. Once registered and logged into the system, you'll be able to choose to apply for a Mini-Grant, or a Reading Series & Festival Grant. The information you'll need for the application is:

- event title and description
- event date(s), time(s), site, and site address
- my phone number, e-mail, and a brief bio, all of which I've listed here: [...]
- grant amount requested from Poets & Writers
- additional amount the organization will pay me (encouraged by P&W, but not required)

If you have any questions about applying, P&W also has a handy [Applicant Toolkit](#) with basic information, and the Readings & Workshops staff is always happy to help. Here is their contact information:

E-mail programs@pw.org; or call (212) 226-3586 x226 for events in New York State and 310-481-7195 for events in California.

I hope you'll consider applying on my behalf. I'm looking forward to working with you!

Sincerely,

[Writer]