

Email Template for Writers to Share with Event Coordinators

We're providing this email template as a service to writers who would like to encourage event coordinators to apply for funding on their behalf. Please feel free to copy, paste, and edit to your purpose this handy template, which has the information you'll need to share with event organizers to enable them to apply for a Readings & Workshops mini-grant for your event.

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 mini-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 mini-grants, which pay writers like me who participate in literary events like yours.

While this mini-grant pays the writer, it's the event organizer who must apply. The application process is easy, and I hope you'll consider applying on my behalf. You can learn all about the mini-grants program 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 registering for an account with P&W's grants management system at <https://pw.smartsimple.com/>. Once registered and logged into the system, you'll see the path to submit an application. The information you'll need for the application is:

- event title and description
- event date(s), time(s), site, and site address
- my mailing address, 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 (if any)



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:

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.

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

Sincerely,

[Writer]

