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# Writers' Reserve

This program runs from September 1, 2016 to January 31, 2017

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**DOWNLOAD FORMS AT: [WWW.ARTS.ON.CA/PAGE119.ASPX](http://WWW.ARTS.ON.CA/PAGE119.ASPX)**

**Your application to this deadline will not be accepted if you have any outstanding final reports\* for this program, or other overdue reports.**

\* An outstanding report on a previous grant is one that is not yet due according to the date in your grant notification letter or it has been submitted incomplete and not approved.

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The OAC is committed to providing accessible services.

Deaf persons and persons with disabilities who require accommodation (e.g. assistance, alternate formats) are encouraged to contact us as soon as possible. Please see "Whom do I contact if I have questions?"

For more information about OAC's Accessibility Standards for Service to the Public Policy, please refer to the OAC website at: <http://www.arts.on.ca/Page3616.aspx>.

# Ontario Arts Council's Mandate and Vision

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## MANDATE

OAC's mandate is to foster the creation and production of art for the benefit of all Ontarians.

## VISION

We **envision** an Ontario where:

- people of all ages and communities experience, feel connected to and value the arts
- the arts sector is resilient and healthy
- Ontario artists and arts organizations are recognized locally, nationally and internationally for their work
- the arts reflect the diversity of stories of all of Ontario's people and communities

## What is the Writers' Reserve program?

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The Writers' Reserve program assists professional writers by supporting the writing and research of new work or the continuation of work in progress. Writers apply to book publishers, magazine publishers and literary organizations that have been authorized by the Ontario Arts Council (OAC) to review applications and make recommendations to the OAC for funding.

The program aims to reflect the range of artistic practices in the literary community and to support excellence, regional activity, cultural diversity and Indigenous identity.

## What kinds of projects does this program fund?

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The program funds the research, creation and development of writing projects, intended for professional print or on-line publication (*but not* writing for film, radio, television or theatre). If you are a playwright, you may apply to the OAC's Theatre Creators' Reserve program.

Writing projects may include work for children (picture books, fiction and nonfiction), short and long fiction and nonfiction (including essays and literary journalism), poetry, and graphic fiction and non-fiction intended for serialized or book publication. If you are not sure whether your project is eligible, please get in touch with us.

If you are a storyteller, dub, sound- or spoken-word poet and want funding to create work for public performance, you may apply to the OAC's Word of Mouth program.

## What kinds of projects will the program not fund?

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The following are *not* eligible for funding:

- Work that has been completed before you have received notification from the recommender
- The cost of buying equipment (such as a computer)
- Professional expenses such as the costs of translation, illustration or editing
- Plays, screenplays, radio or television drama or documentaries, visual projects with no text other than captions, academic research or writing, manuals of any kind, exhibition catalogues, curriculum materials, cookbooks, guidebooks, listings, bibliographies or dictionaries
- Costs associated with publication such as design, printing, distribution, promotion or marketing

## Who can apply?

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To be eligible for OAC project funding, you must:

- be a professional artist.  

The OAC defines a professional artist as someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.
- be a Canadian citizen or a Permanent Resident of Canada, or have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.

AND

- be a resident of Ontario who has lived in Ontario for a minimum of one year prior to making a grant application,
- have a permanent physical address in Ontario, and
- live in Ontario no less than eight months a year.

If requested, you must be able to provide one or more of the following documents to verify your residency status:

- an Ontario Health Insurance Plan (OHIP) card
- an Ontario driver's licence
- other documentation to validate your residency

If you do not produce this documentation upon request, you are ineligible.

## ABSENCES FROM ONTARIO

In some circumstances, you may be eligible to apply to OAC while you are temporarily absent from Ontario (e.g. for an educational or artistic opportunity). Your absence must be no more than one year and not recurring. You must maintain your permanent physical address in Ontario, and you cannot apply for support from the jurisdiction of your temporary residence.

## EXEMPTION

Artists living permanently in Quebec municipalities in the National Capital Region are eligible for OAC support if they:

- are applying to the OAC in English or French
- are recognized as Ontario artists
- contribute actively to the artistic life of Ontario
- have not applied for or received assistance from any public funding source in the province of Quebec for the same project

Please note that as of January 1, 2016, there are no longer exemptions for residents of Quebec municipalities in the National Capital Region (or whose permanent physical address is in Quebec) even if their arts activity takes place in Ontario. Only Ontario residents will be eligible.

- You must show that you have a history of publication by having a recent professional publishing history with:
  - At least one professionally published book for which you have a publishing contract and receive royalties OR
  - At least three separately published essays, short stories, poems or other work for which you have received payment
- If you are an active professional documentary or drama writer for non-print media (radio, stage, screen, theatre, etc.) you are eligible if you have at least two recent production credits for which you have received payment.
- If you are an intern, volunteer, employee, publisher, editor, editorial board member, advisory board member, or director of a recommending publishing company you may not apply to that recommender for funding.
- If you are both a recommender and a writer you may not make and receive a recommendation from another writer/recommender in the same fiscal year. In other words, reciprocal recommendations are not allowed.
- We do not accept student or academic publications or work that you did as part of your employment (unless you are a professional journalist) as part of a professional publishing history.
- If you are a first-time applicant to the program you may wish to contact the OAC to ensure you are eligible.

## How much can I apply for?

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The **minimum** amount you may apply for from one recommender is \$1,500.

The **maximum** amount you may apply for from one recommender is \$5,000.

Publishers may recommend less than you request (but not less than \$1,500), but may not recommend more than you request.

### SUPPORT FOR DEAF PERSONS OR PERSONS WITH DISABILITIES

Deaf persons or persons with disabilities who need support to complete an application, or who have additional accessibility expenses related to realizing a project, can apply for supplementary funds to cover some or all of these costs.

- To request financial support to complete an application, please contact the program office.
- For additional accessibility expenses to realize the project, please include this amount on the Project Description page of the application form.

Note: Deaf persons or persons with disabilities includes people who have physical, mental or learning conditions with long-term, temporary or varying effects that may be apparent or not.

## How often can I apply?

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Normally, you may not apply to more than one OAC program for the same activity unless you have received notification that your first application has not been successful. The exception to this rule is in this program – you **may** apply to the Writers' Reserve **and** the Writers' Works in Progress program at the same time for the same activity and receive funding from both programs. You may also apply to this program and the Deaf and Disability Arts Projects program at the same time for the same activity and receive funding from both programs. You may not apply to the same juried programs (e.g. Writers' Works in Progress and Deaf and Disability Arts Projects) at the same time for the same activity.

You may receive more than one Writers' Reserve grant in any one year, toward one project or for different projects. You may receive recommendations from more than one publisher in the same year, **but may not receive more than \$10,000 from this program in the same OAC fiscal year (April 1 to March 31).**

**PLEASE NOTE: If you are recommended for more than \$10,000 (this does occasionally happen, since individual recommenders are not aware of the recommendations of others), you will only receive the total of \$10,000. Anything over this amount will be re-recommended to another applicant(s).**

## Who makes the decisions about the recommendations?

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This program is assessed by book publishers, magazine publishers and literary organizations who act as third-party recommenders for the OAC. You must apply directly to the recommenders, who will forward grant recommendations to the Literature Office for authorization and payment by the OAC.

It is the responsibility of the recommender to:

- Assess your application in terms of program eligibility, artistic merit and availability of funds
- Decide if your project will be recommended to the OAC and, if so, the amount of the grant recommendation
- Complete the publisher-recommender portion of the application form, indicating the recommender's decision and sign the form
- Forward one copy of the application form to the OAC
- Return a copy of the form to you (*if you have sent a self-addressed stamped envelope*)
- Keep a copy of the form on file

### OAC'S PRIORITY GROUPS IN ASSESSMENT

OAC is committed through its strategic plan *Vital Arts and Public Value*, to ensuring equitable access for **all Ontarians**, with particular emphasis on the following priority groups:

- Indigenous artists<sup>1</sup>
- artists and arts organizations located in regions across Ontario<sup>2</sup>
- artists of colour<sup>3</sup>
- Deaf artists and artists with disabilities<sup>4</sup>
- francophone artists<sup>5</sup>
- new generation artists (18-30 years old)

Recommenders are asked to consider these groups when reading applications and making funding decisions, taking into account the context of applicants who are members of priority groups.

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<sup>1</sup> Indigenous refers to First Nations, Métis and Inuit peoples.

<sup>2</sup> Region means outside Toronto. Toronto postal codes begin with M.

<sup>3</sup> OAC's definition of the term artists of colour is based on the Government of Canada's definition of "visible minorities,"

which is "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour."

<sup>4</sup> OAC's definition of Deaf artists or artists with disabilities includes people who have physical, mental or learning conditions with long-term, temporary or varying effects that may be apparent or not.

<sup>5</sup> Francophone is based on the Government of Ontario's Inclusive Definition of Francophone (IDF) which includes "those persons whose mother tongue is French, plus those whose mother tongue is neither French nor English but have a particular knowledge of French as an Official Language and use French at home."

Some of these priority groups have a unique history, identity and status in Canada, some have faced historical and/or systemic barriers, others reflect OAC's province-wide mandate and all are essential to the future of the arts sector.

OAC acknowledges that there are other population groups in Ontario that face barriers. However, we believe that the priority groups identified above are the appropriate ones for OAC to focus on at this time.

*For more information on the strategic plan, refer to [www.arts.on.ca/Page525.aspx](http://www.arts.on.ca/Page525.aspx).*

## CONFIDENTIALITY

Recommenders are required to keep the contents of all applications and discussions during assessment confidential.

## CONFLICT OF INTEREST

The OAC is particularly concerned with potential conflicts of interest. There are two dimensions of conflict of interest.

Recommenders may not make recommendations to their employees, publishers, editors, editorial board members or directors, or to family members of such persons.

Recommenders may award grants to their own authors, but such grants may not exceed more than 70% of a recommender's allocation, be in lieu of payment, or be attached to any contracts, conditions or obligations between the writer and recommender.

## RESPONSIBILITIES OF THE RECOMMENDER

Before they review applications, recommenders become familiar with the program, its assessment criteria, and the OAC's strategic priorities and priority groups. They read all of the applications and the written support material. The final decisions depend on the OAC's strategic priorities and priority groups, recommenders' interests and artistic priorities, the range and number of applications in the program and the program budget.

## How do I apply?

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If you wish for grant assistance through the Writers' Reserve program, you must apply to one or more of the designated publisher-recommenders for 2016/17 listed on a form that is available from the OAC and is also on the OAC website:  
[www.arts.on.ca/Page119.aspx](http://www.arts.on.ca/Page119.aspx).

### **IMPORTANT:**

**You do NOT have to be under contract to the recommending book or magazine publishers in order to receive recommendations from them.**

You will increase your chances of success if you present your work to a recommender with a history of publishing work like yours. If you are not familiar with the recommenders' publishing programs, please look at the description supplied by the

publishers about the type of work they publish. You also might wish to check the publishers' websites or consult your local library or bookstore.

Procedures for evaluating Writers' Reserve grant applications vary with each recommender. The recommender sets its own deadlines, method of determining which writers it wishes to recommend and priorities for assistance.

Each designated book and magazine publisher has a set allocation against which grant recommendations can be made. Many of the recommenders use up their allocations before the end of the program; it is wise to send in your application well before January 2017.

Below is a detailed explanation of how to apply for a Writers' Reserve grant.

- Complete and sign the writer-applicant portion of the Writers' Reserve application form (available from the OAC or online at [www.arts.on.ca / granting programs and awards / search granting programs / Writers' Reserve](http://www.arts.on.ca/granting_programs_and_awards/search_granting_programs/Writers_Reserve)). The on-line version may be completed on your screen, then printed out and signed. **You must make three copies of the completed, signed application.**
- Send the **original and 2 copies** of the application form to the recommender, **along with your project description, publishing history and writing sample.** Keep one copy for your own files. **Please ensure that envelopes sent to recommenders are clearly marked "Writers' Reserve."**
- Enclose a self-addressed, stamped envelope (SASE) with each application. **Recommenders are not obligated to send notifications to applicants who do not include a self-addressed stamped envelope with their application.**

**VERY IMPORTANT:**

**You MUST send a project description and publishing history to the OAC. If we do not have a project description and publishing history on file when a recommendation is made, we cannot release the grant to you.**

The following support material must accompany each application:

- One copy of a description of the project for which you are requesting funding, no longer than one page.
- One copy of a selected publishing history, 1 page maximum – a list of published books and/or work published in periodicals, specifying the title, publisher and year published. You need not have a book in print or an extensive publishing history in order to apply. Please see Who Can Apply? on page 3 of these guidelines.
- One copy of up to 10 manuscript pages of your writing, unless more is requested by a publisher. A manuscript page is typed or word-processed, double-spaced (except for poetry, which may be single-spaced) on 8 1/2 in. x 11 in. paper with a 1 in. margin in a serif type face no smaller than 11 point; material in any other form may not be accepted by the recommender. Comic arts/graphic novel applications should not exceed 10 pages and should be reproduced as close to

the intended final size as is practical on 8 ½ x 11 in. paper. **Please do not submit original copies of artwork.**

The writing sample need not be from the proposal for which you are requesting funding and it may be from previously published work as long as it is in manuscript (not typeset) form.

**IMPORTANT:**

**Support material and recommendation forms will be returned only if you have included a self-addressed, stamped envelope (SASE) with adequate postage. Do not send manuscripts to the OAC.**

## **Regional Recommendations**

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In order to increase the Writers' Reserve program's support for regional writers, recommenders located in Ontario's regions (outside the M postal code area) have been given an extra "regional allocation" on top of the base allocation amount. Regional allocations will be used to provide direct granting support to writers from Ontario's regions who apply to regional publishers.

Artistic merit remains the primary assessment criterion for all applications, but the small extra regional allocation money *must* go to regional writers.

Regional publishers may use regional allocation money for writers from any of Ontario's regions (outside the M postal code), not just from their own region. As well, non-regional recommenders have not been discouraged from recommending to regional writers.

## **What do I have to send to the OAC?**

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Send a project description and publishing history to the OAC when you submit applications to recommenders. Do not send writing samples or application forms.

Send only *one* copy of the project description and publishing history per project to the OAC, even if you are applying to multiple recommenders.

## **When do I find out whether I have been recommended for a grant?**

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*If* you have sent a SASE to the recommender, the recommender will return to you a signed copy of the application informing you whether you have been recommended for funding.

Recommenders have their own deadlines for reviewing applications; you may have to wait for several months before receiving a response.

All applications will be reviewed by the recommenders by February 15, 2017.

All cheques will be mailed by the OAC by March 31, 2017.

If you include a SASE with your application and have not heard from a recommender by February 28, 2017, please notify the OAC by emailing Helen Floros at [hfloros@arts.on.ca](mailto:hfloros@arts.on.ca).

## **What happens if I receive a recommendation?**

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If you have been recommended for a grant, the OAC will:

- Make a final decision on your eligibility and the eligibility of your project.
- If we approve the recommendation, we will send you a cheque for the amount of the recommendation.

If your recommendation has been denied by the recommender, the OAC will not contact you; if you sent an SASE to the publisher, the copy of the application returned to you by the recommender will serve as notice of the denial.

## **What do I have to do if I receive a grant?**

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If you receive a grant, you must acknowledge the support of the OAC in any publication (including on-line) of the work funded through the Writers' Reserve program.

If you receive a grant, you must send us a progress report – a short narrative about the work for which the funding was given – six months after you received the funding.

We will send you a report form with your notification letter and let you know when the report is due. If you do not submit a final report, the OAC may require you to repay the grant. You will be ineligible to submit future applications to any OAC program or receive grant payments from the OAC until the grant is repaid or an acceptable report submitted.

## **What else should I know about the program?**

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**A Writers' Reserve grant is outright and unconditional to you from the OAC.**

A Writers' Reserve grant cannot be represented or designated as any form of payment either owed or advanced by the publisher-recommender for past or future writing. Under no circumstances can a grant be substituted for royalties or fees.

A Writers' Reserve grant cannot be used to underwrite expenses that are the responsibility of the publisher. A Writers' Reserve grant is not subject to an agent's commission. Any manuscript resulting from a project assisted through the Writers' Reserve shall remain your property. There is no obligation on the part of the recommender to publish your work.

You do not have to be under contract to the recommending publisher at any time to qualify for a grant recommendation. Your contractual obligations to your publisher/s do not prohibit you from requesting a recommendation from other publishers.

At no time does a grant recommendation place you under any obligation whatsoever to the recommender. Nor does a recommendation or grant in any way oblige the recommender to you.

The recommender must respect both the confidentiality of the application and copyright of the support material.

## **Whom do I contact if I have questions?**

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If this is your first grant application to OAC, or you want to check your eligibility, or you want to review the application process, please contact the OAC. Because we receive so many telephone calls in the weeks before the deadline, please call with your queries as far in advance as possible.

A current application form may be downloaded from the OAC website at [www.arts.on.ca/Page119.aspx](http://www.arts.on.ca/Page119.aspx). For a paper copy to be mailed to you, contact us at 416-961-1660, 1-800-387-0058 or [info@arts.on.ca](mailto:info@arts.on.ca).

We do not send application forms by fax or email.

**For questions about the Writers' Reserve program, contact:**

Helen Floros, Program Administrator, ext. 7440, email [hfloros@arts.on.ca](mailto:hfloros@arts.on.ca)

**If you are a first time applicant to OAC and are unsure whether your project fits with this or other OAC programs, contact:**

Janice Lambrakos, Information Services Coordinator

1-800-387-0058 ext. 7429 / 416-969-7429, [jlambrakos@arts.on.ca](mailto:jlambrakos@arts.on.ca)

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