



## London Writers Awards 2019 – Terms and Conditions:

1. Applications will be accepted online through our Submittable page: <https://spreadtheword.submittable.com/submit> Or using a paper form downloadable from <https://www.spreadtheword.org.uk/projects/london-writers-awards/> and posted to: Bobby Nayyar, Spread the Word, The Albany, London SE8 4AG. If you have access requirements and need assistance to apply please contact [bobby@spreadtheword.org.uk](mailto:bobby@spreadtheword.org.uk) or call the office on 020 8692 0231 ext. 249.
2. To qualify, an application must consist of two items: the completed online/paper form and a sample/extract from the creative work in progress the applicant would like to develop as part of the programme.
3. Incomplete applications will not be considered or acknowledged.
4. Applications must be written by a single author who meets the eligibility criteria of the Awards.
5. All work submitted must be the individual and original work of the applicant.
6. Applicants must be permanently resident in London. This is a condition of the funding for the Awards from Arts Council England.
7. Applications must be in English.
8. Applications received after the deadline of 11.59pm on Friday 31<sup>st</sup> May 2019 will not be accepted.
9. The writing sample sent as part of your application should be from the project you would like to develop during the programme. The sample could be a novel, novella, short story collection or non-fiction narrative. Applications to develop individual short stories or poems will not be accepted. The sample must be a maximum of 3,000 words, please ensure your prose extract is double-spaced, 12-point font and paginated.
10. Entries will be judged anonymously. To that effect, please do not include your name on any uploaded documents. This includes your



writing sample. Any writing samples with names or identifying information on them will render the application disqualified.

11. Only one application will be considered per writer.
12. If a writer applies for more than one genre category, only their first application will be accepted. All other applications will be disqualified.
13. Due to the high number of applications, Spread the Word will not be able to offer any feedback on applications.
14. Shortlisted applicants will be invited for an interview on either Tuesday 30 July, Wednesday 31 July, or Thursday 1 August 2019 at the Spread the Word offices at The Albany, Douglas Way, London SE8 4AG. Please check that you'll be available on these dates before applying.
15. Successful applicants must be available to attend all the activities associated with the Awards, including a launch event on Saturday 21 September 2019, critical feedback groups, masterclasses, one-on-one support, and a networking event in May 2020. A full schedule of dates will be made available to successful applicants.
16. Participation in the programme is free at the point of delivery. Travel and other costs associated with participating in the Awards will not be covered by Spread the Word.
17. Bursaries will be awarded to writers deemed to be most in need and made at Spread the Word's discretion. If you request a bursary you must complete the bursary section of the application form.
18. Access funding will be given to writers with access requirements and made at Spread the Word's discretion. If you request access funding, you must complete the access funding section of the application form.
19. Spread the Word reserves the right to withdraw and reclaim the financial value of an Award, bursary or access fund monies and to ask an Awardee to leave the programme if they fail to attend activities without a valid reason, break our code of conduct, or are found to have fabricated any information or material in their application.
20. Spread the Word will make final decisions on eligibility and perform due diligence checks on interview candidates. Our decisions are final and



no correspondence will be entered into on the subject. Please also refer to the eligibility criteria document.

21. Successful applicants must be available to participate in media and PR for the Awards' announcement and related activity.
22. It is the writer's responsibility to inform Spread the Word if they are offered a contract to sign up with an agent and/or publishing contract during the application and judging process.
23. Judges, their close family members, employees or trustees of Spread the Word or our major supporters Arts Council England, Esmée Fairbairn Foundation and ALCS are not permitted to apply.
24. Submission of an application to the London Writers Awards will be taken to mean acceptance of these terms and conditions. Entries that fail to comply with these terms and conditions will be disqualified.
25. The judges' decision is final and no correspondence or discussion about the judging process will be entered into.
26. Spread the Word reserves the right to alter dates, timeline, and terms and conditions stated above should it be necessary for any reason.

Please also read the Awards' Eligibility Criteria before applying (downloadable on the [Awards' webpage](#)).

Limited Bursaries and an Access Fund are available. Information about these is available on the [Award's webpage](#).

If you have a question, please download and read the [Awards' FAQs](#).

If your question is not answered through the FAQs, please contact Bobby: [bobby@spreadtheword.org.uk](mailto:bobby@spreadtheword.org.uk)

April 2019