**2023 Early Career Bursaries for London Writers: Terms and Conditions**

Please read these Terms and Conditions before submitting your application.

You can view the **BSL video** and read **.doc** versions of the Terms and Conditions on the Early Career Bursaries for Writers website: [www.spreadtheword.org.uk/early-career-bursaries](http://www.spreadtheword.org.uk/early-career-bursaries)

1. The Early Career Bursaries is a 12 month programme for writers aged over 18 and resident in London who are on a low income. By a low income we mean writers:
	1. whose income is through benefits (i.e.: Universal Credit, PIP);
	2. or whose income is paid at or below the London Living Wage hourly rate: <https://www.livingwage.org.uk/what-real-living-wage>;
	3. and whose savings do not exceed the amount needed to pay for three months of living costs (rent, gas and electricity, food etc.).
2. The Early Career Bursaries particularly welcomes entries from writers from the following communities:
	1. Black, Asian, Global Majority;
	2. Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ);
	3. Working class or from a working-class background;
	4. Deaf and disabled;
	5. Refugee;
	6. Care experienced.
3. The 2023 Bursaries accept applications from writers developing an existing project or a developed idea for a new project in the following genres:
	1. Literary fiction (including short stories);
	2. Commercial fiction (includes: romance, crime, science fiction, thriller, fantasy, horror, historical fiction);
	3. Narrative non-fiction (includes: life writing; biography, memoir, nature writing and non-fiction with a strong literary intent).
4. Applications will be accepted either online through our Submittable page: <https://spreadtheword.submittable.com/submit/237243/early-career-bursaries-for-london-writers> Or using a paper entry form downloadable from [www.spreadtheword.org.uk/early-career-bursaries](http://www.spreadtheword.org.uk/early-career-bursaries) and posted to: Early Career Bursaries 2023, Spread the Word, The Albany, London SE8 4AG.
5. To qualify, an application must consist of two items: the completed entry form and a writing sample from your proposed bursary project OR, if you have not begun this yet, an extract from a piece of writing that is either narrative non-fiction, novel, part of a short story collection or novella you have written in the past three years.
6. The writing sample when submitted online must be submitted as a text document [.doc, .docx, .pdf], typed in black, 12-point font, double spaced and paginated and submitted online via Submittable, or in the post with an entry form;
	1. Answers to the other entry form submission questions (Eligibility Supporting Statements, Access Fund, About Your Project) may be provided in text [.doc, .docx, .pdf] or audio [.aac, .aiff, .flac, .mp3, .wav] formats in spoken English, or video [.mp4, .mov, .wmv] format in spoken English or British Sign Language.
7. Unfortunately, we cannot return entries submitted by post but we will acknowledge receipt of entry.
8. Only one application will be considered per writer.
9. Incomplete applications will not be considered or acknowledged.
10. Applications must be written by a single author who meets the eligibility criteria of the Early Career Bursaries for London Writers.
11. All work submitted must be the individual and original work of the applicant.
12. Applicants must be living full-time in London at the point of application and during the programme.
13. The Application entry form must be in English or British Sign Language and the writing sample must be in written English.
14. Writing samples longer than the word count of 3,000 will be disqualified. There is no minimum word count.
15. Applications received after the deadline of 12pm (midday) on Tuesday 1 November 2022 will not be accepted.
16. Entries will be judged anonymously. To that effect, please do not include your name on any printed or uploaded documents or files. This includes your writing sample. Any writing samples with names or identifying information on them will render the application disqualified.
17. The Early Career Bursaries for London Writers will offer three bursaries to the value of £15,000 to each successful applicant:
	1. With £10,000 cash towards creating time to write, for e.g.: covering living costs, rent, child care;
	2. £5,000 towards craft and career development for e.g.: mentoring, memberships/ subscriptions, research costs (for e.g.: travel and accommodation), equipment (for e.g.: laptop), retreats, feedback.
	3. A plan for the 12 months of each bursary and a tailored package of support from Spread the Word including:
		1. one to one professional development sessions;
		2. Access to our regular programme of workshops, masterclasses, courses, networking events and opportunities.
18. A Bursary cannot be used for the following: match-funding for a grant or other funded opportunity and/ or towards payment for or to pay off university fees.
19. Entrants will hear the outcome of their submission and if it has made the longlist by Friday 18 November 2022. 12 writers will b longlisted.
20. Due to the high number of applications, Spread the Word will not be able to offer any feedback on applications. We hope you understand and are sorry to not be able to provide this.
21. Longlisted writers will be offered the opportunity of having a special mention on Spread the Word’s website.
22. From the longlist, a judging panel of practising writers will select a shortlist of six entrants, with longlisted writers being given feedback.
23. Shortlisted writers will be emailed week commencing Monday 12 December 2022 and invited for an interview on Wednesday 11 January 2023 either online via Zoom or at the Spread the Word offices at The Albany, Douglas Way, London SE8 4AG. Please check that you are available on this date before applying. We will confirm the interview format and other details in January.
24. The announcement of the three recipients of the 2023 Early Career Bursaries for London Writers will be on week commencing Monday 6 February 2023.
25. Reasonable adjustments will be made for writers through the Bursaries’ Access Fund.
26. Successful applicants must be available to attend all the activities associated with the programme.
27. Spread the Word reserves the right to withdraw and reclaim the financial value of a bursary or access fund monies and to ask a Bursary recipient 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 or withheld any information or material in their application.
28. Spread the Word will make final decisions on eligibility and perform due diligence checks on interview candidates, this includes providing documentation on your financial situation. Our decisions are final, and no correspondence will be entered into on the subject. Please also refer to the eligibility criteria document.
29. Notifications of changes in circumstances to the relevant government body or any tax liabilities arising from the awarding of a Bursary are the responsibility of the recipient.
30. Successful applicants must be available to participate in media and PR for the Early Career Bursaries for London Writers’ announcement and related activity.
31. 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 and/ or accept a place on a longer-term development course during the application and judging process. In this case you will become ineligible for a Bursary.
32. Judges, their close family members, employees or trustees of Spread the Word or our major donor are not permitted to apply.
33. Submission of an application to the Early Career Bursaries will be taken to mean acceptance of these Terms and Conditions. Entries that fail to comply with these terms and conditions will be disqualified.
34. The judges’ decision is final and no correspondence or discussion about the judging process will be entered into.
35. Spread the Word reserves the right to alter dates, timeline, and terms and conditions stated above should it be necessary for any reason.

If you are considering submitting an entry to the Early Career Bursaries please make sure you have read the **Eligibility Criteria**, available on the website in BSL and .doc formats.

If you have any questions about entering the Early Career Bursaries for London Writers:

* Please take a look at the **Frequently Asked Questions** which are available on the website in BSL and .doc formats.
* Sign up for a **free online information session** taking place 7pm-8pm, Wednesday 5 October. The session will be BSL interpreted: [https://early-career-bursaries-for-writers-information-evening.eventbrite.co.uk](https://early-career-bursaries-for-writers-information-evening.eventbrite.co.uk/)
* Contact Emily Ajgan at Spread the Word by email at: emily@spreadtheword.org.uk

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***September 2022***