



INFORMATION FOR 2023-2024 WRITERS GROUP GRANT

This is a professional development grant intended to help members of Saskatchewan writers groups develop their craft.

Deadline: Wednesday, June 28, 2023 at 4:30 pm.

Completed applications must be received by the SWG office by this deadline – late or incomplete applications will not be accepted. If you are planning to mail your application to the office, please postmark by June 23 to ensure we receive it on time.

How to Submit:

- 1) Complete an application package, which includes:
 - a. Group information
 - b. Budget Request
 - c. Membership List
 - d. If your group has received funding in the last year, a follow up report must be sent **with** your application package.

- 2) Email all documents to swgpr@skwriter.com, or mail them to the SWG Office at PO Box 3986, Regina SK S4P 3R9. If you mail your application to the SWG office, please notify staff to expect it.

Grant Amount

Each writers group may apply for up to **\$750** for the fiscal year August 01, 2023 – June 30, 2024. If the group is approved for funding, you will be notified in August and payment will be issued September 2023.

NEW in 2023 – payment can be issued to groups by cheque in the mail, or by e-transfer. Please note your group's preference on the application form. To process payment, the SWG will need to know the appropriate email address to use, and whether the recipient has auto deposit or requires a security question & answer. If the latter, please provide the question and answer (one word, lower case).

Criteria for Funding Eligibility

A Saskatchewan writing group is eligible for funding if it meets the following criteria:

- a minimum of five active members
- two-thirds of the group are members of the SWG (membership must be renewed annually)
- group meets a minimum of five times per year to discuss writing by members
- members meet in order to develop their craft

- provided a follow-up report (with all the requested documentation) for the previous grant.

A guide for how to put together a follow-up report and what to include can be found in our [How to Create a Follow-Up Report document](#).

Responsibilities of Groups Who Receive Grants:

- include mention of SWG sponsorship on all appropriate publicity issued by the group
- provide follow-up reports with the next year's grant application, which includes copies of receipts or cheques as part of the follow-up report. Please see [Our How to Create a Follow-Up Report document](#) for more information about follow-up reports.

Acceptable Uses of the Grant

Allowable expenses may include, but are not limited to, the following:

- fees to an author to offer a workshop (in-person or online)
- member travel expenses to allow them to attend meetings and craft development sessions
- member participation fees in conferences, workshops, and other craft development sessions
- critique manuscripts
- attend conferences or workshops (in-person or online)
- hold retreats
- attend author readings
- give readings locally/arrange Open Mics (i.e. cost of venue)
- writing exercises
- costs associated with holding writers group meetings (i.e. venue rental)
- fees for Zoom or other digital platforms that facilitate online writing group meetings

Restrictions

The grant may not be used:

- for self-publication
- to buy books for the group
- for the costs of a website
- to promote the group or individual members
- for social events, food, alcohol, or party favours, and
- writing groups receiving a grant through this program are not eligible for funding to host readings through the Author Readings Program within the same grant period. Individual members may do readings through the Author Readings Program if they meet program eligibility.

Unspent Funds

Any unspent grant money above the amount of \$50.00 must be returned to SWG by June 30, 2023. Groups are not entitled to purposefully hold back \$50.00 each year. For any unspent funds \$50.00 or under, please indicate how much is left over of your SWG funding and your intended use for it. The SWG encourages writing groups to spend their full funding amount.

Questions?

If you have any questions about this grant, its acceptable uses or how to apply, please contact Program Assistant Tea Gerbeza at swgpr@skwriter.com or call 306-791-7749.

More information about the SWG and this grant is available at <https://skwriter.com/programs-and-services/swg-writers-group-grants>