



## WRITERS GUILD FOUNDATION

### John Furia Visiting Writer Fellowship/grant Guidelines

Under certain circumstances, the Writers Guild Foundation may consider covering certain costs to allow a writer to spend several days in residence at a university, college or media center in a traditionally underserved area. In general, the Foundation will only fund a very limited number of out-of-state visits per application period.

The following guidelines apply:

1. Applications will be considered twice each year. The closing date for applications will be January 15 and September 20.
2. Organizations should send a single copy of their application materials.
3. In general, funded visits will not be made to the same institution/organization in two consecutive years.
4. Expenses covered will generally be in the \$250 to \$750 range, and on no account will exceed \$1000.
5. **Application form:** please make sure you fill out the application form completely.
6. **Proposal:** the proposal is designed to give us information additional to that contained on the application form, and which may assist us in making our decision. Please include the following in your proposal, which should be on college or institution letterhead and which should on no account exceed two pages in length:
  - Request statement: a single sentence including the name of course/class or event and the grant amount requested.
  - A brief description of the course, class or event for which you request a visiting writer, and a statement outlining what you expect from the visiting writer. Please indicate what preparation the students will have received prior to the class.
  - A statement explaining why the institution or organization needs financial assistance for a visiting writer and what benefit you expect for your institution/program from the presence of a visiting writer.
  - A statement explaining why your constituency/community is underserved.
  - Information about the number of people who will benefit from or participate in the program.
  - Information about whether you have a specific writer in mind who has agreed to attend if funding is available or whether you need us to assist you in finding a suitable candidate.

Brevity and succinctness will be appreciated.