



Associates of the Boston Public Library Writer-in-Residence Program Guidelines 2018-2019

Program Objectives

The Writer-in-Residence program is funded by the Associates of the Boston Public Library and is intended to:

- Provide an emerging children's writer with the financial support and office space needed to complete one literary work for children or young adults.
- Encourage the imagination of young readers, and in so doing, draw attention to the importance of authors and the essential role they perform in nurturing developing minds and furthering our culture.
- Promote the awareness of the Boston Public Library and its resources, by establishing a living link between the Library and the community.

Criteria for Eligibility

- The proposed project should be intended for children or young adults. All genres are welcome, including fiction, non-fiction, scripts, or poetry. (The format is flexible and can include illustrated children's books or graphic novels, but the majority of our submissions are generally Young Adult novels.)
- The applicant should demonstrate active engagement as a writer, whether full or part-time, as an avocation or profession.
- Since this program is intended for emerging authors, the applicant should not have any prior professional book publications. (This does not include self-published books, works for hire, articles, or short stories published in an anthology.)
- Only one proposal may be submitted per person; joint applications or proposed collaborations by more than one author are not permitted.
- Works that are already under contract with a publisher are not eligible for submission.
- There is no residency restriction to apply, but you must be able to spend at least nineteen (19) hours per week at the Boston Public Library's Central Library in Copley Square, if selected.
- U.S. Citizenship and English fluency required.
- There are NO age, gender, race or educational requirements.

Benefits of Residency

- A total stipend of \$20,000 paid in monthly installments over a nine-month period
- Access to and use of the Boston Public Library's special and circulating collections
- Use of a private office, Internet access, and a photocopier
- A forum for the presentation/promotion of your finished literary work
- Opportunities to establish connections with writers, publishers, artists and the community at large through participation in/attendance at Library readings, lectures and other events

Terms of Residency

- Must work in-residence at the Boston Public Library's Central Library in Copley Square, for a minimum of nineteen (19) hours per week from September 1, 2018 through May 31, 2019.
- Participation in a public reception toward the beginning of the residency, on a mutually agreed upon date.
- Completion and public presentation of a submission-ready manuscript at the end of residency, on a mutually agreed upon date.
- Include an acknowledgment of the Associates of the Boston Public Library in all work created during the residency and during any media opportunities stemming from the program, using mutually agreed upon language.
- Optional participation in Boston Public Library programs such as writing workshops and/or presentations to Boston-area students, as mutually agreed upon. (Participation would be only a small portion of your time.)

Application Process

To apply, please submit **hardcopies** OR **electronic copies** of the following materials:

1. **Application** (see attached form); additional pages may be attached if necessary.
2. **Proposal** describing the work to be undertaken during the residency. This should include a one-page story outline (although we acknowledge that your ideas will evolve during the writing process). Your proposal may also be used to explain the reason why a story or topic was chosen, to include a more detailed synopsis, and/or to supply additional background information about the proposed work. The proposal should not exceed five (5) double-spaced pages.
3. **Writing Sample** directly related to the proposed work. This should not exceed fifteen (15) double-spaced pages.
4. For written confirmation that submitted materials have been received by the Associates office, please include a self-addressed, stamped postcard or envelope with your application. (Optional. For hardcopy submissions only.)

This is a blind competition. Therefore, please include **two (2) copies of the proposal and writing sample**: one set should include your name at the top of every page, while the second set must contain NO identifying biographical information.

For hard copies:

- All materials must be typewritten on standard weight 8½ x 11 white paper.
- Please do not staple the proposal and writing sample lacking biographical information (it will be photocopied for the judges).

For electronic submissions:

- Only Microsoft Word or PDF format files are acceptable.
- Each document (application form, proposal with no name, proposal with your name, writing sample with no name, and finally writing sample with your name.) should be its own file.
- Label each document's file name with your first initial and last name as well as the name of the document (for example, JSmith_Application).

If the application includes illustrations (optional), please include two (2) copies of each reproduction, one of which should omit biographical information. Illustrations may not exceed 11x17 inches, and will not be returned.

Basic questions about the application will be answered via email by Associates staff (via AssociatesWIR@BPL.org); no calls please. Questions regarding how to present your work will not be considered.

Submission

Hardcopy application materials should be mailed to the following address, **postmarked April 5, 2018** (or earlier).

Associates of the Boston Public Library
Writer-in-Residence Program
700 Boylston Street
Boston, MA 02116

For electronic submissions, please email the application documents to AssociatesWIR@BPL.org, in Word or PDF format, by the same deadline. Each document should have its own file. Documents should NOT be included in the body of the email—attachments only.

Faxed or hand delivered applications will not be accepted. Late applications will not be considered. Once submitted, applications may not be altered by either candidates or Associates staff. Inquiries concerning applications under review will not be answered. No materials will be returned.

Selection Process

Finalists are evaluated by a panel of judges, which includes a rotating group of authors, librarians, booksellers, publishers, editors, book designers, teachers, and/or citizens representing different areas of the world of children's literature. Associates staff do not vote in this process. The judges do not know the candidates' names or any background information. The blind judging process is focused solely on the quality of the applicant's writing. The candidate selected to be the 2018-2019 Associates of the Boston Public Library Writer-in-Residence will be notified by June 30, 2018.

Key Dates

- **Application Deadline: Postmarked April 5, 2018.**
- Notification: June 30, 2018
- Residency Period: September 1, 2018 through May 31, 2019

Associates of the Boston Public Library Writer-in-Residence Program 2018-2019 Application Form

1. Name and Contact Details

Preferred Title (check one): Mr. Ms. Mrs. Other: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

2. Current Occupation (we will not contact your employer)

Position/Title: _____

Organization: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____

3. Title of Proposed Project: _____

4. Synopsis of Proposed Project (Max 250 words):

5. If/when your book is published, what will the back of the book say to draw in readers? (Max 150 words):

6. Professional Experience (list chronologically; please include any book publications):

7. Educational Experience (list degrees and dates conferred):

8. References: Please list three (3) people who can provide letters of recommendations in the event that they are requested by the Associates of the Boston Public Library. The references should be able to speak to your work as a writer rather than assessing your character. Please include the references' contact details (mailing address, email address, phone number, employer and title) but do not send letters.

9. Include two (2) copies of your proposal (description of the project, including a story outline, not to exceed 5 pages) and **writing sample** (not to exceed 15 pages.) See the guidelines above for more instructions.

10. Are you a US citizen? Yes No

11. How did you learn about this program? (Check all that apply)

- | | | | | |
|---|---------|----------|---------|-----------|
| Associates of the Boston Public Library's | Website | Facebook | Twitter | Instagram |
| Boston Public Library's | Website | Facebook | Twitter | |
| Boston Athenaeum | | | | |
| Boston Globe article | | | | |
| Craig's List | | | | |
| GrubStreet | | | | |
| Hire Culture | | | | |
| Society of Children's Book Writers and Illustrators | | | | |
| From an alumni of this program. If so, who? _____ | | | | |
| I've applied before. If so, when? _____ | | | | |
| Other: _____ | | | | |

12. Application Checklist

- Completed, signed and dated application form
- Detailed proposal (two copies: one including personal identifying information, the other without identification)
- Writing sample (two copies: one including personal identifying information, the other without identification)
- Stamped, self-addressed postcard or envelope for notification of application receipt. (Optional)

13. Confirmation

All information included in this application is true, to the best of my knowledge. I am the sole author of the proposal and writing sample submitted for evaluation. If chosen to be the Associates of the Boston Public Library Writer-in-Residence, I agree to fulfill the obligations specified by the Associates of the Boston Public Library, as part of this position.

Signature _____ Date _____

All application materials must be mailed to the following address, POSTMARKED April 5, 2018 or earlier.

Associates of the Boston Public Library
Writer-in-Residence Program
700 Boylston Street
Boston, MA 02116

OR emailed to: AssociatesWIR@BPL.org by the same deadline.