

POET LAUREATE SUBMISSION FORM

The City of Windsor's Poet Laureate program aims to promote poetry to a wide and appreciative audience, while strengthening the public's relationship to literature. The program helps to celebrate poetry, writing, and the contribution of poets to the cultural life of our diverse community.

Submission Form ID: _____ (for office use only).

• SUBMISSION CHECKLIST • ENSURE YOU INCLUDE ALL REQUIREMENTS •

- Completed and Signed Submission Form; 6 copies
- Work Sample(s) – not to exceed six pages; 6 copies
 - No more than one poem per page; pages should be 8.5" x 11"; all type should be 12-point font
 - The poet's name cannot appear on any of these pages
 - The poet's contact information cannot appear on any of these pages
 - Submitted works will not be returned
 - Submitted works must be the poet's own original works
- Resume or Curriculum Vitae (CV) – not to exceed two pages; 6 copies
- Explanation of what applicant would do with role as Poet Laureate – not to exceed one page; 6 copies
- Three reference letters; 6 copies of each letter

Please complete ALL sections for consideration. Please PRINT and Complete.

• APPLICANT INFORMATION – IF YOU ARE NOMINATING SOMEONE ELSE •

Name of Nominator (Who are you?): _____

Address: _____ Phone: _____

Email: _____ Web: _____

Name of Nominee (Who are you nominating?): _____

Is the poet 14 to 24 years old?: _____ Is the poet 25 years or older?: _____

Is the poet a Windsor resident?: _____

• APPLICANT INFORMATION – IF YOU ARE NOMINATING YOURSELF •

Name: _____

Address: _____ Phone: _____

Email: _____ Web: _____

Are you 14 to 24 years old?: _____ Are you 25 years or older?: _____

Are you a Windsor resident?: _____

• **TELL US ABOUT YOURSELF / YOUR NOMINEE** •

Please answer the following questions on an attached sheet of paper.
Not to exceed 500 words.

1. Have you / your nominee published at least one book of poetry (not including self-publication), OR are you a recognized spoken word artist with an established body of work?
2. How would you / your nominee be an ambassador for literacy, writers, and literary arts in Windsor?
3. What would you / your nominee do with this position, if selected as Windsor's Poet Laureate?

• **FINANCIAL MATTERS** •

The Poet Laureate honorarium is \$2,500 per year. The Youth Poet Laureate honorarium is \$1,000 per year. Would this be acceptable to you / your nominee?

The positions of Poet Laureate, Youth Poet Laureate, and Poet Laureate Emeritus represent an honour bestowed and do not represent a position of employment with the Corporation of the City of Windsor. These honorariums are intended to support the poet laureate program and projects set forth within the program, and are not intended to cover living costs.

• **FOR ACCOUNTING PURPOSES** •

Please complete the following information for the issuance of honorarium funds, if selected:

Name of Payee on cheque: _____

Address to Mail Cheque: _____

City: _____ Postal Code: _____

• **HOW TO SUBMIT** •

Please hand-deliver or mail application packages to:

Cultural Affairs Office

c/o Parks, Recreation and Culture, and Facilities Main Office
2450 McDougall Street Windsor ON. N8X 3N6

For further information, contact:

Cathy Masterson

Manager of Cultural Affairs

519-253-2300 x2724; cmasterson@citywindsor.ca

Christopher Lawrence Menard

Cultural Development Coordinator

519-253-2300 x2752; cmenard@citywindsor.ca

• YOU ARE FINISHED! •

Please sign and date this document. *Please note that by signing, you are agreeing to abide by all DUTIES, ROLES AND RESPONSIBILITIES as outlined in the City of Windsor Poet Laureate Guidelines.*

Submissions to the City of Windsor's Poet Laureate Program are subject to the *Freedom of Information and Protection of Privacy Act*. The personal information is collected under the authority of the *Municipal Act, Section 10*. This personal information may be used for the purpose of processing the submission form and may become part of the public agenda at a City Council meeting or Committee meeting. Questions about this collection may be directed to the Manager of Cultural Affairs, (519) 253-2300 extension 2724 or by mail to:

350 City Hall Square West, Room 203
Windsor, ON. N9A 6S1
Canada.

If you are nominating a Poet Laureate or Youth Poet Laureate, we ask that you inform the nominee in advance so that the nominee has adequate time to submit the supporting documents along with this application.

Signature: _____

Please print name: _____ Date: _____

Please refer to the checklist on page 1 to ensure you have completed/attached all required documents.

• TO BE COMPLETED BY THE CULTURAL AFFAIRS OFFICE •

Date/Time Received	Complete?	Sent to Committee?	Adjudication Complete	Shortlisted Applicant	Final Decision

Print Name: _____
Manager of Cultural Affairs, City of Windsor

Print Name: _____
Chair, Poet Laureate Program Selection Committee