



Jerwood/Arvon Mentoring Programme 2017/18

Dear writer,

We're glad that you're applying to take part in the Jerwood/Arvon Mentoring Programme 2017/18. The programme is a unique opportunity that offers twelve writers the chance to be guided for one year by three successful and established writing mentors. The programme is designed for those interested in developing both their writing and professional practice, and who have a clear idea of what they would like to achieve over a one-year period.

This pack will guide you through how to prepare an application. You will need to include four **printed** copies of your submission (biography, personal statement and work samples) **sent to us by post**. It also contains an application cover sheet and equal opportunities form, of which you should provide just one copy.

Please read through the submission guidelines carefully before preparing your application.

The closing date for applications is **5pm on Monday 9th January 2017**.

If, after reading through the pack, you still have questions, please get in touch. You can call me on 0207 324 2562 or email on joe.bibby@arvon.org

We look forward to receiving your application and wish you the best of luck!

Joe Bibby
Learning and Participation Coordinator
Arvon



Jerwood/Arvon Mentoring Programme 2017/18

Application Guidelines

These guidelines will help you decide whether or not you are eligible for the programme and will guide you in preparing a complete application. Please read the submission instructions carefully before completing your application.

Eligibility

1. The Jerwood/Arvon Mentoring Programme is open to any writer aged 18 or over who has booked or attended a 2015 or 2016 Arvon course. This includes Arvon residential courses, Partnership courses, Arvon City courses, Retreats and Clockhouse Retreats.
2. Applicants must be UK residents.
3. Applicants must not have published a full-length work of fiction, non-fiction or a collection of poems, or have had work professionally produced for film, TV or the stage. This does not include self-published work; work published online; chapbooks and pamphlets; short stories, articles or poems published within an anthology; works produced non-professionally for film, TV or the stage.
4. Applicants must not have a publishing contract.
5. Applicants must not be in formal education or training during the period of the programme. Previous Jerwood/Arvon mentees are not eligible to apply.
6. The scheme is open to writers of any genre, but you must choose to be mentored in either Poetry, Fiction or Playwriting, and submit work of that genre in your application.
7. Applicants must be able to attend the Masterclass Residential 13th-18th March 2017, and the Writers' Retreat 5th-10th February 2018.
8. Applications must be submitted in accordance with the submission guidelines. We reserve the right to disqualify any submissions that do not fully comply.

Please note: Each applicant's place is fully supported by funding from Jerwood Charitable Foundation. Financial support covers each applicant's place on the Masterclass and Retreat, travel costs for these weeks, mentoring throughout the year, and anthology production.



Submissions

1. Poetry: up to six poems of any length which together total a maximum of 4000 words
Fiction: one or more works which together total a maximum of 4000 words
Playscripts: one or more works which together total a maximum of 4000 words
2. You must only apply to be mentored in one genre, though if appropriate you may submit as part of your application writing samples in a combination of any of the above genres, which together total a maximum of 4000 words.
3. Your statement should be no longer than 1000 words, 12pt and double spaced.
4. Your biography should be no longer than one A4 page, 12pt and double spaced.
5. Do not include CVs.
6. Your biography may be as formal or as informal as you like, but should tell us a little about your life and your writing background. This should be anonymous, as detailed in point 10.
7. Your personal statement should tell us why you would like to participate in the scheme, how the mentorship will help you as a writer and what you hope to achieve through the experience. Like your biography, this should be anonymous, as detailed in point 10.
8. Submissions must be accompanied by a completed application cover sheet and equal opportunities monitoring form.
9. Please submit **four printed copies** of your submission (biography, personal statement and work samples) **by post** for our judging panel. You need only submit **one copy** of the application cover sheet and **one copy** of the equal opportunities form.
10. Excepting the application form, all submissions must be **anonymous**. This means that they must not include your name, however they may be written in first person. Please make sure you strictly adhere to this, as your name on any document other than the cover sheet will void your application.
11. Please collate each of the four copies of your submission. Do not bind, staple or present your work in a plastic folder. Please hold each copy of your submission together using a single paper clip.
12. Please send all applications to Jerwood/Arvon Mentoring Programme, Arvon, Free Word Centre, 60 Farringdon Road, London EC1R 3GA by **5pm on Monday 9th January 2017**. Applications received after this time will not be considered. **Electronic applications will not be accepted.**



JERWOOD CHARITABLE FOUNDATION

(Continued on the next page)

13. Only those applications which include a stamped self-addressed envelope or postcard will be acknowledged. We aim to do this within two weeks of your application being received, however for applications sent towards the closing date this is not always possible.
14. We are unable to return work. All work will be treated confidentially and if not selected, will be destroyed after the application process.
15. Shortlisted applicants will be contacted by the end of February 2017. All other applicants will be notified by post or email.
16. Incomplete submissions which do not comply with the guidelines will not be eligible.



Jerwood/Arvon Mentoring Programme 2017/18 Application Cover Sheet

(For office use only) Booking ID:	
Name :	
Address :	
	Post Code:
Telephone:	
Email:	
I am attending/have attended this course in 2015 or 2016:	
Course Number (if known)	
Course Date	
Course Title	
Centre/Venue	
Genre in which you wish to be mentored (e.g. Poetry, Fiction or Playwriting) <i>Please note that applicants may only select one genre.</i>	

I enclose in accordance with submission guidelines:

Please tick

A short one page biography	(4 copies)	
Personal statement (max.1000 words)	(4 copies)	
Samples of my work (max. 4000 words)	(4 copies of each sample)	
Equal opportunities monitoring form	(1 copy)	

I confirm that:

Please tick

I have read, understood and followed the submission and eligibility guidelines	
This is all my own work	
I do not have a publishing contract	
I have not published a full length book of fiction, non-fiction or a collection of poems, nor have I had a work professionally produced for film, TV or the stage	
I will be able to attend the Masterclass Residential 13 th -18 th March 2017, and the Writers' Retreat 5 th -10 th February 2018 *	
Signature:	
Date:	

*Please note that advice sessions with industry experts are also scheduled to take place in Autumn 2017, but that dates will be confirmed.

This completed application form must accompany your anonymous submission. You should send this to Jerwood/Arvon Mentoring Programme, Arvon, Free Word Centre, 60 Farringdon Road, London EC1R 3GA. This should arrive no later than 5pm on Monday 9th January 2016. Please note that Free Word Centre will not accept post on weekends.

EQUAL OPPORTUNITIES 2016



Jerwood/Arvon Mentoring Programme 2017/18

Arvon is committed to encouraging and supporting writers from all backgrounds. To help us find out if we are attracting a wide range of writers, we need to ask you a little about yourself. We only use this information for statistical purposes. We won't ask you to include your name or use the information in a way that allows individuals to be identified.

We really appreciate your help.

YOUR AGE: (please tick one box)

under 10	<input type="checkbox"/>	10-15	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	66+	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

GENDER: (please tick one box)

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Trans*	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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HOUSEHOLD INCOME: (If you are under 18, you do not need to answer this question)

We believe that everyone should have access to an Arvon week and that no one should be prevented from coming because they can't afford it. This information helps us to understand if our grants scheme is working and to raise more money so that we can reach the people who need it most. Please tick the box that is closest to your household income (including cash benefits such as income support, child benefit or state pension).

(please tick one box)

Up to £9,000	<input type="checkbox"/>	Between £9,001 and £15,000	<input type="checkbox"/>
Between £15,001 and £21,000	<input type="checkbox"/>	Between £21,001 and £27,000	<input type="checkbox"/>
Between £27,001 and £33,000	<input type="checkbox"/>	Between £33,001 and £39,000	<input type="checkbox"/>
Over £39,001	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

WHERE DO YOU LIVE?: (please tick one box)

England Northern Ireland Wales Scotland Europe Rest Of World

IF ENGLAND, WHICH REGION: (please tick one box)

East East Midlands London North West North East
South East South West West Midlands Yorkshire

YOUR ETHNIC BACKGROUND: (please tick one box)

White
English Gypsy or Irish Traveller
Scottish Irish
Welsh Any other White background
Northern Irish

Mixed or multiple ethnic
White and Black Caribbean White and Asian
White and Black African Any other mixed background

Asian / Asian British
Indian Chinese
Pakistani Any other Asian background
Bangladeshi

Black / Black British
African Any other Black background
Caribbean

Other ethnic group
Arab Any other ethnic group
Prefer not to say

DISABILITY

The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer or multiple sclerosis.

Does the definition above apply to you?: (please tick one box)

Yes No Prefer not to say

Many thanks for your help.
Keep on writing!