



## The Charles Causley International Poetry Competition 2016: Rules of Entry

Please read these rules carefully before entering: entry to the Competition implies unqualified acceptance of all the Competition's Rules.

### A. General Rules

1. The Charles Causley Poetry Prize is open to anyone, including non-UK applicants, aged 18 and over by the closing date of the competition.
2. Entries must be in English.
3. The closing date of the competition is 12 noon (UK time),

Thursday 1<sup>st</sup> December 2016

4. First prize is £2000 and the opportunity to stay at Cyprus Well in 2017.

Second and Third Prize will be awarded as follows: 2<sup>nd</sup> prize : £250 3<sup>rd</sup> prize: £100

There will also be 5 Highly Commended Awards of £50 each and access to a virtual mentoring programme run by one of the Cyprus Well writers in residence.

5. There is no limit on the number of entries a single entrant can make, but additional entries incur further entry fees.

6. Entries must be accompanied by a completed entry form and payment to be accepted. All entries will be considered anonymously by the judges. One entry form may cover multiple entries.

7. Postal Entries Only will be accepted and must be addressed to

Charles Causley Poetry Competition, Launceston Tourist Information Office, White Hart Arcade, Broad Street, Launceston Cornwall, PL15 8AA.

8. Competitions entries will not be returned, so please keep a copy of your submission.

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9. We are unable under any circumstances to allow changes to be made to poems once entered or for fees to be refunded. Entrants may withdraw entries from the competition by notification in writing but any entry fees will not be refunded.
10. If you would like confirmation that your entry has been received, please include a stamped addressed envelope or postcard with your entry. We regret that telephone or email confirmation of receipt is not available. For international entrants, please send an international reply coupon from your Post Office rather than stamps.
11. The Charles Causley Trust reserves the right to amend these rules where it is deemed necessary to do so or where circumstances are beyond The Charles Causley Trust's control. Any changes to the rules will be posted on The Charles Causley Trust website.
12. Submissions must be entered under an entrant's real name.
13. The Charles Causley Trust cannot accept responsibility for any damage, loss, injury or disappointment suffered by any entrant entering the Competition.
14. No current employee or Trustee of The Charles Causley Trust or the 'Spark to Flame' consortium is eligible to enter this Competition.
15. The Competition and Rules are governed by English Law and any disputes will be subject to the exclusive jurisdiction of the English courts. As a condition of entering the Competition, entrants must ensure that by doing so, they do not contravene any laws of their own country of residence.
16. Entries submitted posthumously will not be eligible.
17. In accordance with the Data Protection Act 1998, your details will be held on a secure database by The Charles Causley Trust and will not be released to any third party without your explicit and written consent.

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## **B. The Poems**

1. All individual poems must have a title. Entries must be accompanied by the entry form which is available on the Trust's website.
2. The poet's name or other identifying marks or detail must not appear on the poem sheet itself. There should be no identifying marks other than the title.
3. Poems: 40 lines of text maximum, no minimum. The title is not included in the line count. Lines between text/stanzas are not counted in the line count. Titles, epigraphs and dedications are also not counted as lines.
4. The poem/s may be on any subject.
5. Entries must be typed; single sided A4. Each entry to be on a new sheet. Handwritten entries will not be accepted.
6. Poems to be single-spaced and a line count noted at the top of the page. Poems may span two pages but pages must not be double sided.
7. There is no restriction on the number of entries that any one competitor may submit, provided the appropriate entry fee is included.
8. Poems must be entirely the original work of the entrant.
9. Entries must never have been published, self-published, published on any website or broadcast in any form nor currently entered in any other competition. The poem must not have won a prize in any previous competition.
10. 3 copies of each poem must be submitted.
11. Please do not place the poems in plastic folders.

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## C. Fees & Postage

1. The first poem submitted costs £7. Subsequent entries in the same submission cost £5 per poem.

2. Payments must be made in £ sterling only using the following methods:

- UK bank Cheques and postal orders are accepted. Cheques should be made payable to The Charles Causley Trust. Please write your name and phone number on the back of cheques.
- Direct Bank Transfer to: Account Name: The Charles Causley Trust – Int Poetry Account Number: 20714468 Sort Code: 30-94-91 Please add your name as a reference
- Non-UK entries, by International Bank Transfer to: BIC/Swift: LOYDGB21569 IBAN: GB19 LOYD 3094 9120 7144 68 Please add your name as a reference. (In case requested The Charles Causley Trust's bank address is: Lloyds TSB, 13 Broad Street, Launceston, Cornwall, PL15 8AG, United Kingdom).

N.B. If you have paid by transfer your transaction reference (Your Name) must be included on your entry form. Where entry has been paid by transfer and there is no reference on the entry form, the entry will be invalid and no fees will be returned.

Where a transfer reference is included but no corresponding payment is made to our account, the entry will be invalid.

The Charles Causley Trust does not accept responsibility for any additional bank charges you may incur to pay by Bank Transfer. Please ensure that you use the correct postage to cover your submission. If insufficient postage is used, The Charles Causley Trust will not pay the additional postage required and the entry will be returned by the Post Office.

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## D. Winners

1. Winners will be notified in January 2017. All winners will be required to provide a biography and photograph.
2. The copyright of the winning poems remains with the authors. However, the winning poets, by entering the competition, grant The Charles Causley Trust the right to publish in print and online/digital and/or broadcast their winning poem in perpetuity.
3. Details of the winners will be posted on the Charles Causley Trust website in 2017: [www.causleytrust.org](http://www.causleytrust.org).
4. There will be a prize giving ceremony in 2017 as part of the Centenary celebrations. There is a limited travel budget to assist the first prize winner to collect their award. Any additional costs or arrangements are strictly the responsibility of the first prize winning poet and the travel budget is not transferable. Sadly, there is no financial assistance for second and third prize winners to travel to any event. The winners are not obliged to attend this event. Entrants accept on submission that full costs of their travel to any prizegiving may not be available.

E. Judges 1. Initial shortlisting of entries is undertaken by a team of experienced readers associated with The Charles Causley Trust. Final judging of the shortlist will be undertaken by our patron, Sir Andrew Motion, FRSL.

2. The organisers reserve the right to modify judging mechanics and change the judging panel without notice and not to award prizes or host a prize giving if, in the Trust's opinion, such an action is justified for any reason.

3. The judges' decision is final and neither the judges nor The Charles Causley Trust will enter into any correspondence.

4. Judges are unable to comment on individual entries.

5. The Charles Causley Trust reserves the right to change the panel of judges without notice.

For any further information please visit [www.causleytrust.org](http://www.causleytrust.org)

All entry fees are donated to The Charles Causley Trust, which is a registered charity.

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