



**CHARLES CAUSLEY TRUST
WRITERS IN RESIDENCE PROGRAMME 2019
FUELLING THE FLAME PROJECT**

TERMS AND CONDITIONS

1. The fee/stipend for a 3 month residency at Cyprus Well, Launceston, is £2,500 in total which will be paid in monthly instalments in arrears.
2. The posts are offered on a fixed-term contract for services basis.
3. Applicants will be shortlisted according to skills, ability and experience and interviews arranged thereafter.
4. Any appointments will be subject to the receipt of satisfactory references.
5. Residencies are open to applications from any writer living in the UK who is eligible to live and work in the UK for the period of their residency (shortlisted candidates should bring passports to interview for inspection).
6. Residents will live at Cyprus Well, Launceston, free of charge with utilities provided – there may be certain recharges for personal use of telephone and other costs, by negotiation.
7. Subject to discussion, there is an opportunity for the partner of a resident to also be in residence for all or part of the 3 month period.
8. It will not be necessary for a resident to stay at the house for every day over the 3 month period. Up to two weeks staying elsewhere will be acceptable – subject to discussion with the Trust.
9. The immediate supervisor of a Writer in Resident will be the Programme Director of the Trust who will negotiate and discuss the detailed programme with the resident.
10. Residents will have a small discretionary budget to spend on Causley-related activities and there will also be a modest travel expenses budget to enable residents to take part in activities outside of Launceston as appropriate.

11. Residents will be asked to deliver an agreed number of workshops (or equivalent) – designed to support participants interest in creative writing with at least one being for young people.
12. Residents will make sure that sufficient time is dedicated to the development of their own writing craft and evidence that their residency is leading to subsequent publication would be highly desirable.
13. The Trust believes it important, where beneficial, that residents take part in key festivals and other networks in Cornwall and the region – in discussion and agreement with the Trust.
14. Literature Works co-funds the residencies with the Causley Trust and those appointed will need to acknowledge Literature Works in their publicity and activities including on website, blogs etc.
15. Residents will be expected to participate fully in completing an evaluation of their residency for the benefit of the Trust, Arts Council, Literature Works, and our other partners.
16. A full driving licence and use of a vehicle is desirable, but not essential. Residents, however, will need to be able to travel to selected events outside of Launceston.

By accepting the role, residents will be agree to:

Abide by the policies of the Charles Causley Trust during the delivery of activities e.g. health & safety, child protection, equality, confidentiality, conflict of interest and the Trust's financial procedures.

Diligently exercise such powers and perform such duties as set out above and other reasonable activities that may be agreed between you and the Trust, through the Programme Director.

Use their best endeavours to promote, protect, develop and extend the activities of the *Fuelling the Flame* project.

Maintain and provide copies of all legal insurances, protections and certifications necessary to undertake the duties of the residency, including but not limited to, public liability insurance, satisfactory Enhanced Disclosure and Barring checks and references as required.

Maintain all necessary financial records and be responsible for own payment of all tax and national insurance payments as a contractor for services.

Not, without the consent of the Programme Director, engage in any other activity which may directly or indirectly conflict with the best interests of the Project or the Trust.



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