



**THE CHARLES CAUSLEY TRUST  
EMERGING WRITER RESIDENCY 2021  
IGNITE PROJECT**

**TERMS AND CONDITIONS**

1. The fee/stipend for the 2 month Emerging Writer residency at Cyprus Well, Launceston, is £1,500 which will be paid in monthly instalments.
2. The post is offered on a fixed-term contract for services basis.
3. Applicants will be shortlisted according to skills, ability and experience with reference to the job description 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 will be asked to bring a passport to interview for inspection).
6. Residents will live at Cyprus Well, Launceston, free of charge with utilities included – 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/family of a resident to also be in residence for all or part of the 2 month period.
8. It will not be necessary for a resident to stay at the house for every day over the 2 month period. Up to 10 days staying elsewhere will be acceptable – subject to agreement with the Trust.
9. The immediate supervisor of a resident will be the Director of the Trust.
10. There will be a discretionary budget to spend on Causley-related activities and/or modest travel expenses to enable residents to take part in activities outside of Launceston as appropriate. Any and all expenses spending to be agreed with the Director of the Causley Trust prior to any activity/events taking place.

11. 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.
12. Residents will be expected to participate fully in completing an evaluation of their residency for the benefit of the Trust, Arts Council and our other partners.
13. A full driving licence and use of a vehicle is desirable, but not essential.
14. Residents agree to leave Cyprus Well as they found it, in a clean and tidy condition, including all bedding and towels washed, or they will be subject to a cleaning fee.

**By accepting the role, residents agree to:-**

Abide by the policies of The Charles Causley Trust during the delivery of any 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 Director.

Use their best endeavours to promote, protect, develop and extend the activities of the 'Ignite' project.

Maintain and provide copies of all and any personal legal insurances, protections and certifications necessary to undertake the duties of the residency.

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 Charles Causley Trust, 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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