



# Poet Laureate and Storytellers Program

## SUBMISSION FORM

The City of Windsor's Poet Laureate and Storytellers program aims to be a model for Canadian communities for what is possible with a truly innovative, responsive and engaging program to celebrate the literary arts through the written and spoken word. Creators appointed to posts in the program will share stories through poetry, literature, spoken word and oral-history, and even music and the performing arts to a wide and appreciative audience, thus strengthening the public's relationship to the literary arts, storytelling, culture and heritage.

Through the positions of **Poet Laureate Emeritus**, **Poet Laureate**, **Youth Poet Laureate**, **Indigenous Storyteller**, and **Multicultural Community Storyteller**, the program will showcase diverse, important, relevant and creative literary artists through innovative events and initiatives that connect the community to the program. Windsor's Poet Laureate and Storytellers program seeks to celebrate the contributions of literary and spoken word artists to the cultural life of our diverse community, and to meet the needs of the culturally-rich, diverse and evolving community in Windsor. Through this program, we are able to gather, preserve and share the unique Windsor stories that shape our community, today and into the future.

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**Submission Form ID:** \_\_\_\_\_ (for office use only).

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### SUBMISSION CHECKLIST – PLEASE ENSURE YOU INCLUDE ALL REQUIRED ITEMS.

#### For Poet Laureate Positions:

- Completed and Signed Submission Form; 1 copy.
- Work Sample(s) – not to exceed six pages; 1 copy.
  - No more than one poem per page; pages should be 8.5" x 11"; all type should be 12-point font.
  - 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; 1 copy.
- Three Reference Letters in support of the nomination/application; 1 copy of each letter.
- Explanation of what applicant would do with specific Poet Laureate role – not to exceed one page; 1 copy.

#### For Storyteller Positions:

- Completed and Signed Submission Form; 1 copy.
  - Work Sample(s) – in the form of documents, images, recordings, video files, web links, CD, audio files, etc.; 1 copy.
    - Submitted works will not be returned.
    - Submitted works must be the storyteller's own original works.
  - Resume or Curriculum Vitae (CV) – not to exceed two pages; 1 copy.
  - Three Reference Letters in support of the nomination/application; 1 copy of each letter.
  - Explanation of what applicant would do with specific Storyteller role – not to exceed one page; 1 copy.
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**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?): \_\_\_\_\_

Which position are you nominating someone for?:

- Poet Laureate (N/A)                       Youth Poet Laureate
- Indigenous Storyteller (N/A)             Multicultural Community Storyteller (N/A)

Does the nominee meet the age requirements of the position?: \_\_\_\_\_

Is the Nominee a Windsor resident?: \_\_\_\_\_

Does the nominee have the capacity to fulfill all requirements and duties of the position, including the term-lengths?: \_\_\_\_\_

**APPLICANT INFORMATION – IF YOU ARE APPLYING FOR YOURSELF.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Which position are you applying to?:

- Poet Laureate (N/A)                       Youth Poet Laureate
- Indigenous Storyteller (N/A)             Multicultural Community Storyteller (N/A)

Do you meet the age requirements of the position?: \_\_\_\_\_

Are you a Windsor resident?: \_\_\_\_\_

Do you have the capacity to fulfill all requirements and duties of the position, including the term-lengths?: \_\_\_\_\_

**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, OR are you a recognized spoken word artist or storyteller with an established body of work or track record of public presentation?
  2. How would you / your nominee be an ambassador for literacy, poetry, storytellers, multicultural communities, writers, and literary arts in Windsor?
  3. What would you / your nominee do with this position, if selected as Windsor's Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, or Multicultural Community Storyteller?
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**FINANCIAL MATTERS.**

- The Poet Laureate honorarium is \$2,500 per year.
- The Youth Poet Laureate honorarium is \$1,000 per year.
- The Indigenous Storyteller honorarium is \$2,000 per year.
- The Multicultural Community Storyteller honorarium is \$2,000 per year.

Would the honorarium for the appropriate position be acceptable to you/your nominee?:

- Yes                       No

The positions of Poet Laureate Emeritus, Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller 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 and Storytellers program and projects set forth within the program, and are not intended to cover living costs.

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**FOR ACCOUNTING PURPOSES.**

Please complete the following information for the issuance of honorarium funds, should you be selected:

Name of Payee on cheque: \_\_\_\_\_

Address to Mail Cheque: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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**HOW TO SUBMIT.**

Please mail a hard copy of your complete application package to:

**Culture Office**

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

**Attention:** Poet Laureate and Storytellers Program

**OR**

Please email an electronic copy of your complete application package to:

**culturalaffairs@citywindsor.ca**

For further information, contact:

**Christopher Lawrence Menard**

Cultural Development Coordinator  
Recreation & Culture, City of Windsor  
cmenard@citywindsor.ca

or

**Michelle Staaedegaard**

Manager of Culture & Events  
Recreation & Culture, City of Windsor  
mstaadegaard@citywindsor.ca

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**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 and Storytellers Program Guidelines.* Submissions to the City of Windsor’s Poet Laureate and Storytellers 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 Culture & Events, 519-253-2300 ext. 2726 or by mail to:

Freedom of Information Coordinator  
Office of the City Clerk, Room 530  
350 City Hall Square West  
Windsor, ON N9A 6S1

**If someone is nominating a Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, or Multicultural Community Storyteller, we ask that they inform the nominee in advance so that the nominee has adequate time to submit the required supporting documents along with the package.**

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 CITY OF WINDSOR'S CULTURE OFFICE •**

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

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*Print Name:* \_\_\_\_\_  
*Manager of Cultural Affairs, City of Windsor*

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*Print Name:* \_\_\_\_\_  
*Chair, Poet Laureate and Storytellers Program Selection Committee*