

2025 Spring Writes Literary Festival Guidelines & Application Information

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Application Deadline: Saturday, March 1, 9:00pm

ABOUT SPRING WRITES

- **The Spring Writes Literary Festival is a program of the Community Arts Partnership of Tompkins County (CAP).** To learn about all of CAP's programs, grants, and services, visit ArtsPartner.org.
- CAP organized the first Festival in 2009 in collaboration with the New York State Council on the Arts to shine a light on the abundance of literary talent in our region and to bring writers and audiences together. It has grown from 12 events that first year to 40 events in recent years, both live and on Zoom, with over 100 participating writers.
- Events can include panels, readings, performances, happenings, and workshops that are of interest to established or emerging writers, and/or the literary-loving general public.
- In 2024 there were over 1800 live and Zoom audience registrations, estimated at 850 unique individuals, with 33% from other NY counties, other states, and other countries.
- Admission is free to the general public.
- You can view 2024 events, recordings, and participating artists at SpringWrites.org.

2025 DATES, TIMES, LOCATIONS

Live Events Evening: May 8, 9: Thursday and Friday, locations TBD*

Live Events Daytime: May 10, Saturday, Ithaca Downtown Conference Center.

Live Events Evening: May 10, Saturday, locations TBD*

Live Events Daytime: May 11, Sunday, (Mother's Day), Ithaca Downtown Conference Center

Zoom Events (probably) Evening: May 17, Saturday; **May 18,** Sunday; **May 22,** Thursday; **May 23,** Friday

Workshops: June through August, Zoom or Live, multiple locations and times

* Past locations for evening events have included Buffalo Street Books, Deep Dive bar, Community School of Music and Arts, CAP ArtSpace. Accessible locations are prioritized.

SELECTION PROCESS

- **Events and participants are chosen through** an application process, CAP collaborations, and/or direct invitations by CAP to local community organizations and artists. The application asks for Zoom or Live event preferences.
- Writers who would like to propose an event are called **“Event Organizers.”** Event organizers can propose and organize a **panel, reading, workshop, performance or other happening.** Event Organizers fill out a google form application. If selected, a follow up form is sent to collect final event details, confirmed participants, with a list of date and time choices.
- **Individuals** can apply to be part of group readings that CAP organizes. If selected, a follow up form is sent to collect date and time availability.
- **An independent selection panel** meets on March 3rd or 4th to select events, and individuals for CAP organized group readings.
- The number of applications will far exceed our capacity. We expect to be able to accommodate half of the proposals. **Past participation is not a guarantee of 2025 inclusion.**

2025 PRIORITIES AND PARAMETERS

We are excited to work with you to create a great 2025 Festival!

Email with questions or ideas!

1. CAP is the Tompkins County arts council, so selecting writers who reside in Tompkins County will be one of our priorities. **Writers from outside Tompkins County are encouraged to apply if they fit priorities #2 and #3 below.**
2. CAP’s mission is to ensure equitable access to the arts, and to cultivate a creative culture that reflects our community’s diversity. We welcome requests from BIPOC and LGBTQIA+ writers, middle, high school or college student writers, writers that represent diverse communities, and unique voices.
3. Presenting a wide variety of unique and interesting offerings for the public is also a priority. You can see the wide variety of 2024 events at SpringWrites.org
4. One of the live event days is Mother’s Day (May 11). If you have a thematic event to propose related to mothers, indicate in the application.
5. Events chosen are ones the panel believes will be of interest to a good sized audience.
6. Because of the number of writers interested in participating, all readings and performances must feature **at least 3 participating writer’s work.** Stand alone solo readings or the performance of one person’s work cannot be accommodated. (Workshops led by one individual are fine.)
7. We welcome ideas that are inclusive of a variety of art forms. (See “Performances and Fun Happenings” below).

FIVE TYPES OF SPRING WRITES EVENTS

and who proposes them

EVENT ORGANIZERS:

An “**Event Organizer**” is a person that proposes and organizes an event. For group readings, panels and performances, the Event Organizer will be the point person to communicate to CAP available dates and times for their participants.

Event Organizers can propose the following:

- **Thematic Group Readings** with 3 to 5 writers. 60 to 75 minutes.
- **Panel Discussions** (craft, genre, publishing, experiences) 3 to 4 panelists. 60 to 75 minutes.
- **Performances and Fun Happenings** We love variety. Past performances and happenings have included play readings of work by local writers, local actors reading local authors’ work [accompanied by music], storytelling, jazz poetry, open mics, games such as literary jeopardy or literary trivia, an independent book fair, an art show with a literary theme, film screenings, video, and spoken word with dance.
- **Workshops** (e.g. genre, writing, bookmaking...) can be up to 90 minutes. Can be led by one individual. Workshops cannot have a maximum attendee limit.

INDIVIDUALS CAN APPLY TO BE IN A GROUP READING:

- **Individuals** can apply to be part of a **Group Reading** that CAP organizes. We expect to organize at least 5 group readings with 5 or 6 writers each. Each writer will have 8 to 10 minutes.
- Writers can apply to read their memoir, poetry, spoken word poetry, fiction, creative literary nonfiction, or play.

WRITER PREFERENCES

Dates, Times, Live or Zoom

LIVE OR ZOOM: Applicants are asked for their preference for taking part in a Zoom or live event, or “either.”

LIVE EVENTS:

- All live events will be scheduled during one long weekend (Thursday eve through Sunday) for visitor ease and increased audience participation. See dates above. Having all daytime Saturday and Sunday events in one location, the Downtown Ithaca Conference Center, is new for 2025.
- If selected, follow up forms will ask for time preferences. The Festival is quite a puzzle to put together with many moving parts, so preferences are not guaranteed.
- **Note: If an Event Organizer would like to schedule their own event at their own location** during the live event weekend (evenings), there is a space to indicate that in the application. Send questions anytime for clarification.

- **Tech needs and supplies:** Mics are available. Projectors are available in the Conference Center. For some events, Event Organizers will be asked to supply their own projector and tech needs if required. CAP cannot fund or provide other supplies.

ZOOM EVENTS:

- Zoom events will be scheduled and run by CAP with links and registration on the Spring Writes website.
- Zoom events can include video, screen sharing, and any other Zoom function.

WORKSHOPS:

- Some live workshops may be scheduled during the May live weekend. Most workshops, both live and Zoom, will take place from June through August. (We find that attendance is much stronger when workshops are separated by time.)

STIPENDS

There are many different ways that organizations and individuals participate in Spring Writes, so writer stipend amounts vary. In the past, we have had stipends for group reading writers and panelists at about \$40 each, Event Organizers at about \$150 each, and workshop leaders at about \$200 each. For performances with a large number of artists, there may be a max on the amount we can allocate for the entire event. We apply to sponsors and Poets & Writers for funding. Checks will be mailed after the event.

SPRING WRITES PROMOTION

Spring Writes is promoted by CAP through social media, paid radio and online ads, multiple event calendars and listings, banners, area listservs, downtown Ithaca promotion, Visitor Center promotion, radio interviews, multiple emails to our list of 11,000 CAP supporters, a Cinemapolis screen banner, emails to English Departments (local and statewide), and more. There will be multiple participating writer features on social media, with boosted posts to literary lovers far and wide. **NOTE: It is now required** that writers also promote their events and the festival as a whole, perhaps via social media and/or personal invites. Specific links and suggestions will be provided.

TIMELINE: APPLICATION PROCESS & FOLLOW UP

Ask questions anytime or run ideas by Robin! Programs@artspartner.org

SATURDAY, MARCH 1, 9pm

Application Forms Due

- If you have **multiple events to propose**, please fill out one form for each.
- After you “submit” you will receive an email from Google Forms and will be able to go back and **edit your application** before the deadline. It also gives you the option to “**Submit another Request**” If you do not have a google user name and password, you can create one.
- **If selected, a follow up form** collects final event details and participants (see below.)

- **If you have a date, time and location already confirmed**, there is a space to indicate that.
- **Note:** When viewing proposals, CAP staff or panelists may contact applicants with questions or suggestions for tweaking a proposed event or event description with a goal of promoting wider public understanding and/or audience interest.

Event Organizer Application: <https://forms.gle/pELj67UMZeV5NvdaA>

The application asks for:

- Event Organizer's contact info
- Event Organizer short bio
- Type of event proposed (panel, reading, workshop, performance, happening)
- Tentative or proposed title and description
- Live or Zoom preference (or “either”)
- Any alignment with stated festival priorities
- Potential names (if you have them) of participating artists

Individuals into Group Readings Form Details: <https://forms.gle/OTUibusE5XWPNK8RA>

- Individuals are asked for contact info, a short bio, any alignment to stated festival priorities, Zoom or Live preference, what you would like to read, and genre.

MONDAY, MARCH 3:

Decisions made by Independent Panel

- A panel of local writers, with CAP staff select from the proposals, based on the priorities listed above. In the past, we have been able to choose about half of the proposed events.

TUESDAY & WEDNESDAY, MARCH 4 & 5:

Applicants Notified & Follow Up Google Form Sent

- **If selected, panel will have chosen Zoom or Live.**
- **Note to Individuals:** It is possible that if an individual accepted for a group reading (organized by CAP) lists limited date options, those options may not line up with the majority and they may not be able to participate, despite being selected through the application process.

WEDNESDAY, MARCH 12:

Follow Up Forms for Final Details Due

If accepted, a follow up form is sent for finalized event details that include:

(FOR EVENT ORGANIZERS)

- Final event title
- 30 word description for flyer
- Longer description for website (160 word max)
- Length of event (we prefer 60 minutes but can be 75 or 90)
- Names and emails of all participating writers
- For Live events: special needs, i.e. projector

(EVENT ORGANIZERS and INDIVIDUALS)

- Any affiliations to potential sources of publicity (i.e. IC, Cornell connections, literary publications)
- Available times and dates - options provided
- Can CAP record event?

MONDAY, MARCH 31:

Google form due from all Participants for [Participant Artist Page](#)

- (Note: Link to page shows 2024 participants).
- Once we have all participant's names from the Event Organizer's follow up form, CAP will send all Spring Writes participants a google form, due March 31st. The form collects information for the Participating Writer page on the Spring Writes website. (headshot or other image, up to 65 word bio, contact info or links) and legal name and street address for mailing of stipend.