



## Application guidance

Application to the scheme is via an online portal which will open on 12 May.

The portal is accessible from the 'Apply Now' button on the website.

You will not be required to create an account, simply enter all required information and then submit.

As long as you use the same computer, the system will retain your answers until you click submit. This will allow you to enter the information over several sessions if required.

The deadline for applications is 24 June 2022.

Questions:

### Section I

**Question 1 – Writer's contact details.** We will use these to invite the writer to a free workshop session as well as keeping them informed about the status of the application.

**Question 2 – Writer's biography.** This should be the type of information that would appear in a programme and provide some headline information. Detailed autobiographical details are not required.

**Question 3 – Writer's CV.** This should only detail any relevant training or education and work related to their writing career. A full employment history is not required and this is not an essential field.

**Question 4 – Working title for the play.** This is to help us identify entries and does not tie you to using it beyond the application.

**Question 5 – Summary of the idea.**

**Question 6 – Methodology.** NPCCS does not have a favoured or preferred methodology and there is no requirement to co-create or seek community engagement. This is simply to allow applicants to give more detail on their thoughts, plans and ideas for the show.

**Question 7 – Samples of work.** This can be from one or more previous pieces of work. Ten pages is a maximum not a requirement.

**Question 8 – Equality, equity and diversity.** Applicants are invited to complete this section if they wish to be considered for one of our reserved places for under-represented writers. Applicants can choose whether they wish to simply make a statement of identify or provide a more narrative response. There is no requirement to share specific personal experience and no evidence is required.

If you do not wish to be considered for one of the reserved places, please leave this blank.

**Question 9 – The Faber Prize.** This is a separate award for unpublished playwrights, details of which are on the NPCCS website. The answer to this question will not affect your application to the scheme.

If you do not wish to be considered for the Faber Prize or are not eligible, please leave this blank.

**Question 10 – Terms and conditions.** Full terms and conditions for the scheme are available on the website and acceptance by all parties is a requirement for entry to the scheme.

The portal allows applicants to provide details of three co-writers. If there are more than three writers involved, there is a free text box to let us know. We will then arrange for submission of any additional information required.

## **Section 2**

*Please note that the question numbers for this section may appear differently depending on the number of writers detailed in the application. Do not be concerned.*

**Question 11 Producer’s contact details** - This is to help us assess eligibility and keep applicants informed of their progress.

**Question 12 Producer’s track record.** There is no specific requirement for the number of previous productions, or the type of work produced. This question is to help the selection panel get a sense of the type and scale of companies applying.

**Question 13 / 14 WGGB agreements.** NPCCS is open to all producers, including those who do not currently work within WGGB agreements. If you are not sure which agreements might apply to you, information can be found on the WGGB website. As NPCCS and WGGB are committed to ensuring the fair treatment of writers, we ask all companies and/or producers who are not working under an existing agreement to submit their standard writer’s agreement.

**Question 15 Annual Accounts.** This is to help us assess the financial viability of any company or producer applying to the scheme. If you do not have annual accounts, we may contact you for further information.

**Question 16/17 Previous relationships.** A number of awards are being reserved for new commissioning partnerships. By this we mean writers who have not yet been commissioned for a full-length play.

**Question 18 Appeal of the scheme.** The selection panel are interested in the motivation for applying for the scheme, whether it is to expand a programme, replace lost funding, reach new writers or all of the above.

The portal allows applicants to provide details of two co-producers. If there are more than two involved, there is a free text box to let us know. We will then arrange for submission of any additional information required.

### Section 3

*Please note that the question numbers for this section may appear differently depending on the number of writers/producers detailed in the application. Do not be concerned.*

**Question 19 – Expected timeline and next steps.** There is no fixed requirement in terms of next steps or timelines, but it is hoped that some consideration of this will have taken place prior to production.

**Question 20 Financial commitments** – We anticipate that some plans may be more advanced than others. If you have not engaged in any fundraising activity yet, this will not affect your application. We will however need reassurance that every applicant is in a position to pay the required delivery fee to the writer.

**Question 21 Any other information** – Please use this box to outline any information that you wish the selection panel to take into consideration.

**Question 22 Terms and conditions.** Full terms and conditions for the scheme are available on the website and acceptance by all parties is a requirement for entry to the scheme.

Once the application is submitted you will see a confirmation page, including a link to the equal opportunities monitoring form. This must be completed and submitted **by the writer** for the application to be deemed complete.