

# INSPIRING COMMUNITIES FUND- A QUICK GUIDE

## What to do if your application is successful

- Include the Literature Wales Inspiring Communities logo in all promotional documents and publications. Note that **the logo must not be altered in any way**- it should be placed horizontally and clearly (make sure that there is enough contrast between the logo and the background). You will find a downloadable high-resolution version of the logo [here](#).
- Advertise your event on our 'Whats On' section of the Literature Wales website.
- [List your event here](#).

## What to do during your event

- Make a note of how long the author has worked (in minutes)
- Make a note of audience attendance numbers
- Capture a high-resolution photograph of the event (if you are happy to share this with us)
- Acknowledge Literature Wales' support
- Enjoy!

## What to do after your event

- To claim the amount of funding awarded by the Inspiring Communities Fund, please complete and return the feedback form **within 1 month** of the event happening. Email your completed form to: [funding@literaturewales.org](mailto:funding@literaturewales.org)
- Ensure that you have answered all questions (do not use estimates)
- Include any documentation or photographs of the event that you are happy to share with us in your feedback form.
- Celebrate your success and plan your next literary event.

Visit our [Writers of Wales Directory](#) for inspiration and ideas for guest speakers and creative workshop leaders.