



## 2018 Poet Laureate: APPLICATION INSTRUCTIONS

On November 18, 2008, the Board of Supervisors approved the establishment of the position of Santa Clara County Poet Laureate, to elevate poetry in the consciousness of Santa Clara County residents and to help celebrate the literary arts. **SVCREATES**, the official State Local Partner of the County of Santa Clara with the California Arts Council administers this program in partnership with the Santa Clara County Library District.

The Poet Laureate will be an honorary two-year position. During that term, the Poet Laureate will act as an advocate for poetry, literature, and the arts; and contribute to Santa Clara County's poetry and literary legacy through public readings and participation in civic events. The Poet Laureate also will propose and lead community projects.

The Poet Laureate will not be considered an employee of the County of Santa Clara and will continue to have individual pursuits.

### **Eligibility Criteria for the Santa Clara County Poet Laureate**

- The Poet Laureate will be available to serve a two-year term.
- The individual will be a current Santa Clara County resident who has resided in the county for the past three years and has been published or recognized for poetry and literary contributions.
- The individual's poetic interests respond to, or represent, the diversity of arts and cultures in Santa Clara County.
- The individual has demonstrated a commitment to and passion for poetry, and embraces the opportunity to engage in civic discourse.

### **Duties of Santa Clara County Poet Laureate**

- 1) Represent Santa Clara County and the art of poetry through outreach related to poetry.
- 2) Participate in up to five selected County-sponsored events, dedications, or memorials per year by selecting and presenting appropriate works.
- 3) Act as a resource for poetry and literary activities of the Santa Clara County Library District.
- 4) Lead and participate in National Poetry Month events and activities.
- 5) Undertake projects throughout the Santa Clara County community that will make poetry more available and accessible to people in their everyday lives. Actively participate in social media activity related to Poet Laureate events and projects
- 6) Contribute to the creation of a poetic identity for Santa Clara County.

## TO APPLY, SUBMIT THE FOLLOWING:

### Application Cover Page

- Complete and submit **Application Cover Page**, including signature and date.

### Resume and eligibility

- Submit a **current resume** of professional activities and achievement (maximum of 4 pages). List in chronological format (not narrative). Include significant awards and training, selected exhibitions, performances, presentations and/or publications.
- Poets must provide a list of publications indicating a minimum of three published works. List should be MLA bibliographical format.
  - Book (of which you are the Single Author):  
Author. *Title of Book*. City of Publication: Publisher, Year.
  - Poem in Anthology:  
Author. "Title of Poem." *Title of Book*, Name of Editor. City of Publication: Publisher, Year. Page number(s) of poem.
  - Magazine or Literary Journal:  
Author. "Title of Poem." *Title of Publication*. Date: Page number(s) of poem.

### Project Description

One of the duties (listed on previous page) of the Santa Clara County Poet Laureate is to *"Undertake projects throughout the Santa Clara community that will make poetry more available and accessible to people in their everyday lives."*

In no more than two pages, describe what type of project(s) you would like to do. How would the nature and significance of your approach to poetry impact or involve the community? What would be your timeline and what sorts of resources or collaborations would you be seeking?

Go to the Poet Laureate Website or blog to see past projects for inspiration:  
[www.sccgov.org/poetlaureate](http://www.sccgov.org/poetlaureate) and <https://poetlaureateblog.org/>.

### Artistic Quality: Work Samples

- **Do not submit original works.** SVCREATES will take general care in the handling of all submitted materials, but is not responsible for damage or loss.
- POETRY
  - Include a **Submission List and copies of up to 10 poems** that represent your best artistic achievements (*Not to exceed 20 pages*).
  - Submit no more than 1 poem per page. All pages must include the **title of poem, your name** and page number if appropriate, on each page. Poetry submitted in hard copy should be typed on **8½" x 11", 20 lb. white bond** or equivalent.
  - Paper submissions should be unbound and unstapled, using **paper clips or spring clips only**.
- SPOKEN WORD: **Performance Spoken Word** poets may additionally include recorded work samples (mp3, mp4, wav files). Electronic submissions should include **links to work samples**.

## **APPLY BY E-MAIL**

***Save paper. Save postage. E-mail your application to SVCREATES.***

### **HERE'S WHAT YOU NEED TO DO:**

- 1. Complete and sign the Application Cover Sheet. Save as a PDF.**
- 2. Save your Resume and Project Description as a Word Document.**
- 3. Save your Work Sample (poetry selections) as a Word Document.  
(Spoken Word applicants send link to your recording(s) in a Word Document.)**
- 4. Save Optional letters, reviews, etc. as a Word Document**
- 5. Attach the above 3 or 4 documents to an e-mail that includes your name.**

**SEND YOUR E-MAIL APPLICATION TO:** [grant.apps@svcreates.org](mailto:grant.apps@svcreates.org)  
Must be received by 5:00 p.m. on Friday, September 29, 2017.  
No exceptions.

***If it is not possible for you to submit by e-mail, submit paper application packet with sufficient copies as outlined below to:***

Santa Clara County Poet Laureate  
SVCREATES  
38 W. Santa Clara Street  
San Jose, California 95113

### **Checklist for paper submission:**

- 1 original Application Cover Sheet with signature** verifying eligibility
- 6 copies of Current Resume** (*Only 1 copy needed, if submitted by e-mail.*)
- 6 copies of Project Description** (*Only 1 copy needed, if submitted by e-mail.*)
- Letter(s) of recommendation – 6 copies of up to 2 pieces (optional)** (*Only 1 copy needed, if submitted by e-mail.*)
- Reviews, articles, publications – 6 sets of up to 3 pieces (optional)** (*Only 1 set needed if submitted by e-mail.*)

### **WORK SAMPLES**

- Manuscripts of poetry selections - 6 sets** (*Only 1 set needed if submitted by e-mail.*)
- Spoken Word: mp3, mp4 or wav files on a USB Flash Drive or CD-ROM - 1 only**  
(*Provide electronic link in e-mail submissions.*)

**MUST be received in SVCREATES office by 5:00 p.m.  
Friday, September 29, 2017. No exceptions.**

**E-mail OR paper submissions only – NOT BOTH!**