**Directions for Writer-in-Residency at Tainan Guesthouse for Writers**

**（Nanning Literary House）**

Signed on December 1, 2024 and filed as case #1121702268 in the Cultural Affairs Bureau, Tainan City Government

1. To encourage writers, literary scholars, literary practitioners and researcher of local cultural & history who stay in Tainan to create, visit, and engage in literature exchange activities, these notes (hereinafter referred to as “the Notes”) are promulgated.
2. Organizer: Cultural Affairs Bureau, Tainan City Government (hereinafter referred to as “the Bureau”)
3. Applicants shall meet the following requirements:
4. Be at least 18 years old.
5. Could communicate in official languages of the Republic of China (Taiwan) is Priority.
6. ~~Not reside at Tainan Guesthouse for Writers in the past two years.~~
7. Be a creator of novels, prose, poetry, drama and film scripts, non-fiction or other literature works, who has published at least one piece of literature or to be an internet writer with at least one year of continuous writing experience.
8. The researcher of local cultural & history who doing fieldwork about Tainan.
9. Groups or individuals engaged in other artistic creations, using Tainan as the theme for creative inspiration.
10. Site of residency: **Nanning Literary House** (No.5-7, Lane 71, Nanning St., Central and Western District, Tainan City).
11. Quota: Four People maximum are allowed at the same time.
12. Application for residence: according to the residency application requirements for that year.
13. Term of residence: from 7 to 30 days. Apply 2 months before the first day of residency.
14. How to apply:
15. An applicant shall describe his/her own creative portfolio, submit a feedback report during residency, and attach at least one piece of released or published work (not limited to commercial publications).
16. An applicant shall complete the physical or online application within the application time and write the recipient as “Application Screening Team of Nanning-House” on the envelope or subject of the email when sending it out. Relevant information (format examples of the residency application form and feedback report can be downloaded from the website of the Bureau) shall include a hardcopy or an electronically scanned file, and at least one released or published piece of work shall be sent via a registered mail or by a designated person to the site requested by the Bureau. Incomplete or overdue applications, or applications containing any data not in compliance with requirements will not be processed. (A note about the mailing date: The postmark date is used to determine the date of mailing; for mail sent by a designated person, the acceptance date registered is used to determinate the date of mailing.)
17. An applicant shall not request to have his or her information submitted to be returned.
18. Result notification:

The Bureau will notify accepted applicants, and applicants who do not reply within 7 working days are deemed rejected and no transfer of successful applications in these cases is allowed. No notification will be given to applicants who are either disqualified or not accepted.

1. Site of residency: Successful applicants can move into Nanning Literary House, which is equipped with a living room, bedrooms, bathrooms, and a kitchen.
2. Feedback project:
3. Successful applicants shall submit their residency schedule and arrange at least one seminar in any format during their residency on weekday nights or weekends to meet, initiate dialogue or interact with other people.
4. During residency, we should use social media to share at least one text or picture post about their daily life at Nanning Literature House per week, and tag Nanning Literature House in each post.
5. During residency, no living allowance will be provided. For feedback seminars, the Bureau will pay the writers’ lecture fees according to the rules of payment.

13. Precautions:

(1)If a successful applicant fails to travel to Nanning Literary House or reside in it according to the agreed schedule, any changes should require the approval from the Bureau in advance, or he/she shall forfeit his/her right to reside in the House without objection.

1. If a successful applicant provides an itinerary before residency, but his/her actual residency time is shorter than two thirds of the residency length applied for, he/she shall be disqualified from living in the House.
2. A successful applicant shall coordinate with the Bureau for relevant promotional events and consent to be interviewed and filmed to produce individual event documentaries.
3. During residency in Nanning Literature House, writers shall be held responsible for cleaning and maintaining the housing units, and no open fires or smoking is allowed.
4. Nanning Literary House is reserved exclusively for writers and literature scholars to create and to rest in. To ensure housing safety, sanitation, and the rights of other residents, during residency no pets are permitted on the premises (except for seeing eye dogs). No people other than successful applicants shall reside in the House. Please observe the relevant rules of the Living Conventions of Nanning Literary House.
5. Successful applicants shall promise to submit relevant creative works and application projects to the Bureau. If there is any infringement on any third-party rights, successful applicants shall take full responsibility for handling the settlement; if said infringement causes the House to be targeted for direct loss or joint compensation, successful applicants shall take full responsibility for compensation.
6. If there is any violation of the Points of Attention or agreed matters, the Bureau shall have the right to cancel or disqualify any successful applicant.
7. The Bureau have the right to make any change to the Points of Attention and have the final say for interpretation.
8. Any matters that are not regulated by the Points of Attention shall be proceeded according to the other rules and regulations and contracts.

**“Living Conventions of Nanning Literary House”**

112.09

107.1

1. Requirements for Residency

1. Check-in and checkout time: 09:00-12:00 in the morning and 14:00-17:00 in the afternoon. This time may be moved earlier or later on national holidays.
2. Please contact the managing personnel of the Bureau at least one week before arrival to confirm the exact check-in and check-out time. If a delay of arrival occurs for any reason, please call to inform us. Any delay of more than 15 minutes will require an additional call to inform us to send another manager to the site.

2. Entrance management

(1) The keys to the House shall be registered and managed, and no duplication of keys by artists in residency is allowed without the permission of the Cultural Affairs Bureau of Tainan City Government (hereinafter referred to as the Bureau).

(2) Please close doors and windows and switch off electronics when leaving the House.

(3) Please maintain proper management of your money and personal valuables, as the Bureau holds no relevant responsibilities for those.

3. Environment cleaning

(1) Artists in residence shall keep the environment of the House clean and tidy and shall clean his/her own room, bathroom, and handle personal garbage. Public spaces will be cleaned under the assistance of the managing personnel of the Bureau.

(3) The managing personnel of the Bureau will inspect the House once a week and clean any public spaces.

(4) To keep away insects, please do not drink or eat inside the bedrooms.

(5) Leftover shall be taken care of by residents on the day to keep insects away. Food leftovers shall be kept in the refrigerator. Please dispose of any food past its expiration date.

(6) No smoking, betel nuts, or pets are allowed inside the House.

(7) Please keep the hallway clean and do not randomly place personal belongings in public spaces such as stairs or walkways.

4. Quiet environment and use of resources

(1) In order to maintain good living quality, lower your voice in both public and private spaces, and after 9:00 in the evening, please help us to maintain quietness.

(2) Please cherish public goods and return them to their original places after use. Damage done to public goods intentionally or unintentionally shall be compensated according to their market value.

(3) If a replacement is needed for consumables (light bulbs, batteries, toilet paper), please notify the managing personnel during office hours.

(4) Without the approval of the Bureau, residents shall not randomly put up posters, nails on the wall, draw graffiti, or do things that may damage the overall living space in the public areas of the House.

(5) Please conserve energy and turn off electronic equipment and water when not in use.

5. When the residency term is ended, residents shall clean up their personal garbage before leaving the House, and return any keys, articles or devices borrowed. Residents shall also check and hand over any things borrowed from the managing personnel.

6. If a resident needs to contact the managing personnel, please make a phone call to 06-2219682 during office hours: 09:00-12:00 and 13:30-17:00 from Monday to Friday.

**2024 Residency Application Requirement for**

112.01

**“Nanning Literary House”**

1.Qualification of Residency

1. Individuals who are engaged in literary creation and literary exchanges.
2. Individuals who are involved in literature related projects or events.
3. Individuals who do filed works about Tainan
4. A person who is at least 18 years old.
5. Individuals with the ability to communicate in the official languages of the Republic of China (Taiwan).
6. ~~Artists who did not reside in Nanning Literary House in the past two years.~~
7. Creators of novels, prose, drama and plays, literature translation, non-fiction or other literary works.
8. Researchers who had published at least one thesis on academic journals.
9. Other groups or individuals engaged in artistic creation, using Tainan as the theme for their creative inspiration.

2.Residency Schedule:

Residency time: In principle, 7-30 days. The application should be submitted no later than two months before the move-in date. If the plan is over 30 days, it should be approved by the Bureau.

3.Organizer: The Cultural Affairs Bureau of Tainan City Government

4. Application period：From 2024/12/1 to 2025/11/30

5.Application information

Applicants shall submit the information below for the approval of The Cultural Affairs Bureau of Tainan City Government before taking residency in the House.

1. Application form for residency.
2. One duplicate copy of the front and back sides of the resident’s identification card; for non-ROC citizens, please provide a photocopy of your passport.

(3) Feedback Projects

1. Feedback projects shall benefit the residents of Tainan and match the promotional goal of literary education.

2.Feedback projects shall coordinate with the time of any relevant literary events organized by the Bureau.

(4) A collection of the individuals’ work and an attachment of at least one piece of released or published work (not limited to commercial publications and supplemented with a website address or electronic files if not published physically);

(5) Please download the said form from the Bureau’s website at

https://reurl.cc/0ZapDA and after filling the form, mail it to:

Recipient Nanning Literary House Writers-in-Residency Team.

Address: 13F, NO.6, Sec.2 Yonghua Rd., An-ping Dist., Tainan City 708201, Taiwan (R.O.C)

Telephone number: 06-2215065

Alternatively, use the subject line “Nanning Literary House Writer-in-Residency Application” in an email to [nanningliteraryhouse@gmail.com](mailto:nanningliteraryhouse@gmail.com).

5. Application result

Once an application is approved by the Bureau, the applicant will be notified with the successful application result; No notification will be given to applicants who are either disqualified or not accepted.

6. Rights, obligations, and items of attention

(1) Once the Bureau notifies accepted applicants, who do not reply within a week (7 business days) are deemed rejected and no transfer of successful applications in these cases is allowed. The vacancy shall be filled by the next person on the waiting list.

(2) If a residency date needs to be adjusted, a notification shall be given a month earlier than the original planned date for the Bureau to help with the adjustment. If, after one adjustment, the successful applicant still cannot reside in the house according to the plan, his/her residency rights shall not be reserved.

(3) A successful applicant is allowed to use the individual creation spaces and public facilities during residency; applicants shall do their management duties to keep the space intact and the environment clean. There shall be no behavior that damages the facilities, living quality or safety. Violators shall be held responsible for all damages caused either intentionally or unintentionally.

(4) During residency in “Nanning Literary House,” residents shall grant a free-of-charge non-exclusive license right to creation feedback content (including but not limited to speech and work, drawings, books, photos, text and layouts derived from speech (hereinafter referred to as works) for the following uses:

A. Residents agree to be recorded, videotaped, transcribed, and filmed during the whole speech procedure.

B. The said voice recording, and video recording shall be duplicated via either an

audio recording, video recording, transcribing or digitalized method, and residents shall agree to the editing, reproduction, adaptation, translation, publication, and open transmission, display, and interpretation of their works either on paper or electronically.

C. Works of residents may be reproduced and edited in any publication released by the Bureau, and distribution of reproduced or edited works shall be allowed.

D. Residents agree to archive works after value adding procedures, such as being digitalized, reproduced in databases or the Bureau’s website, and to openly transmit works via electronic formats such as a single machine, the Internet, Wi-Fi or other public transmission method for users to search, browse, download, transmit, or print.

E. The said rights shall be permanently granted with no time limit of usage. Exercising of the right shall not be restricted by time or geographical region.

F. Residents shall ensure that the said creation contents are their original works, and the property rights of these works shall belong to the creators. Creators shall guarantee no copyright infringement is caused by their work or application plans.

(5) During residency, successful applicants shall participate in open events for educational promotion, literature exchanges, and seminars organized by the Bureau, and attend those events.

(6) Successful applicants shall carry out feedback projects.

(7) When any of the following situations occur, the Bureau shall have the right to terminate residency approval and applicants shall have no objection.

A. The length of residency is terminated early and is shorter than 2/3 of the approved residency time.

B. Repeated violations of the rules of management, with no improvement after being advised.

C. There have been significant violations of the rules of management or matters agreed upon mutually.

D. Other significant violations that harm or damage the reputation of Tainan City Government and its governing agencies.

7. For any questions or doubts about the Requirement or Residency Program, please write to “Nanning Literary House Residency Application Team” at the following email address: [nanningliteraryhouse@gmail.com](mailto:nanningliteraryhouse@gmail.com).

**Residency Application Form**

Received Date: / /

Received Code Number:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | **Date of Birth** | |  | | |
| **ID/Passport Number** |  | | **Contact Information** | | Mobile Phone Number:  E-mail： | | |
| **Current Address** |  | | | | | | |
| **Emergency Contact** |  | | | **Contact Information** | | Mobile Phone Number:  E-mail： | |
| **Application Qualification** | □ Individuals engaged in literary creation and literary exchanges  □ Individuals involved in relevant projects or literary business events □ Individuals involved doing fieldwork about Tainan | | | | | | |
| **Project Title** |  | | | | | | |
| **Period of settlement** | 2025/\_\_\_/\_\_\_ to 2025/\_\_\_/\_\_\_ | | | | | | |
| **Educational**  **degree** |  | | | | | | |
| **Creation Experience** |  | | | | | | |
| **Professional Field** |  | | | | | | |
| **Evaluation Opinion** | □ Approved □ Disapproved | | | | | | |
| Applicant /Agency Signature | | Person in Charge | | | | | Agency Director |

* This form can be adjusted by the applicant.

|  |  |
| --- | --- |
| （Resident Certificate/Passport copy front） | （Resident Certificate/Passport copy back） |

date： / /

number：

**Cultural Affairs Bureau,**

**Tainan City Government**

**Nanning Literature House Residency Proposal**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Personal profile** |  |
| **Creational**  **experience** |  |
| **Residency Proposal**  **Instructions** |  |
| **Give back projects** |  |

※This form is a reference model and creators can propose their own give back projects.

※Creators shall consider the feasibility of their give back projects.