

Tainan Guesthouse for Writers Residency Guidelines

- I. The guidelines in this document are established to facilitate the effective management of Tainan Guesthouse for Writers (“the Guesthouse”) and to optimize its efficient use.
- II. To encourage writers and experts in the field of literature to reside in Tainan to create works, visit local places, and exchange ideas, individuals who meet one of the qualifications below are entitled to submit the application of residency:
 - i. individuals engaged in literature creation, or the exchange of ideas and/or other relevant work in the field of literature
 - ii. individuals invited to participate in literary events
 - iii. individuals engaged in the planning and/or the execution of literary affairs
- III. Applicants shall file the application according to the regulations and execute their Literature Creation Plan as well as their Feedback Project as scheduled. The residents are also required to observe the regulations regarding residents’ rights and obligations.
- IV. Accompanied by the staff of the Cultural Affairs Bureau (“the Bureau”), residents shall check the room and its facilities before the residency starts. On the day when the residency terminates, residents shall check out before 5 p.m. and return their key(s) after the staff of the Bureau has checked the room and its facilities.
- V. In case any property belonging to the Bureau is damaged, the resident(s) held accountable shall repair or make compensations according to the judgment of the management team.
- VI. In case there are any temporary or ad hoc needs, the Bureau is entitled to make other lodging arrangements for the approved and/or registered residents.
- VII. The Guesthouse is simply furnished and provides kitchen appliances, dining supplies, bedding supplies, bathroom facilities, and air-conditioning. Personal grooming and hygiene products are not provided.
- VIII. To secure the quality of life for all residents, please observe the “Tainan Guesthouse for Writers Residency Agreement”.
- IX. Money and valuables shall be appropriately secured by the residents. The Guesthouse will not be responsible for any loss or damage incurred.

Tainan Guesthouse for Writers Residency Agreement

I. Access to the Guesthouse

- i. The keys shall be registered under the residents' names. Residents are not allowed to replace locks and/or copy keys without the permission of the Cultural Affairs Bureau ("the Bureau").
- ii. Please close the door and secure the window after leaving the Guesthouse. For safety concerns, please do not leave the entrance door open.
- iii. Money and valuables shall be appropriately secured by the residents. The Bureau will not be responsible for any loss or damage incurred.

II. Environment

- i. Residents shall keep the Guesthouse clean, tidy their own rooms and bathrooms, and collect their own trash. The management team of the Guesthouse will clean the public space.
- ii. The management team will check the Guesthouse and clean the public space on a weekly basis.
- iii. In case the residents wish to have their bedding supplies (bed sheet, duvet cover, and pillowcase) washed, they can inform the management team for assistance.
- iv. Please do not eat or drink in the bedroom to keep off ants and other pests.
- v. Leftovers must not be left overnight. Unfinished food must be kept in the refrigerator.
- vi. Smoking, chewing betel nuts, and keeping pets indoors are strictly prohibited.
- vii. Please keep the hallway clear at all times. Do not store personal belongings in the public space, e.g. stairways, corridors, etc.

III. Noise Mitigation and Supplies/Resources

- i. To provide the best lodging experiences for all, please do not make noises both in the public and the private space. After 11 p.m., please lower the volume of speaking or music in order not to bother others.
- ii. Please use the public facilities/equipments/supplies with care and return them to where they belong after use. In case the facilities/equipments/supplies are damaged, either by accident or by design, the resident(s) held accountable shall bear all the liability and compensation.
- iii. In case the residents wish to have their consumables (e.g. bulbs, batteries, tissues, etc.) replenished, please directly contact the management team.
- iv. Residents are not allowed to put up posters, hammer nails, draw graffiti, etc. in the room or on the walls of the public space without the permission of the Bureau.
- v. Please conserve energy and turn off lights and secure the water taps when they are not in use.

IV. When the residency terminates, residents shall clean their room, return their key(s) and any public property borrowed, and have a staff on the management team check the room before checking out.

Tainan Guesthouse for Writers 2019 Residency Program

- I. Qualifications
 - i. individuals engaged in literature creation, or the exchange of ideas and/or other relevant work in the field of literature
 - ii. individuals invited to participate in literary events
 - iii. individuals engaged in the planning and/or the execution of literary affairs

- II. Schedule
 - i. time of application submission: Feb. 1st - Mar. 24th, 2019
 - ii. time of application review: early April, 2019
 - iii. time of residency: after the application is approved, until Dec. 8th, the time of residency is limited to 2-3 months (unless there is any special need/arrangement and the application has been approved by the committee)

- III. Organizer: Cultural Affairs Bureau, Tainan City Government

- IV. Documents for Application

Applicants should prepare the documents below. The documents will be reviewed by the Cultural Affairs Bureau (“the Bureau”) and residency will be approved for eligible applicants.

 - i. Residency Application Form
 - ii. Literature Creation Plan during Residency
 - iii. Feedback Project
 1. The Feedback Project shall benefit Tainan citizens and be conducive to the promotion of literature education.
 2. The Feedback Project shall be scheduled in line with the literary events organized by the Bureau.
 - iv. Portfolio of Work (applicants can either attach scanned file(s) or provide a link to their website or the electronic file(s))
 - v. Copyright Licensing Agreement
 - vi. Please go to the Bureau’s website (<http://culture.tainan.gov.tw/form/index.php?m2=253>) to download the aforementioned forms and email the forms to r7361891@mail.tainan.gov.tw (Ms. Chen) after completion.

- V. Review
 - i. Experts will be recruited by the Bureau to review the applications as a committee.
 - ii. The results of the review will be published on the Bureau’s website. Applicants will be individually informed via phone.

VI. Method of Feedback

- i. Execute the Feedback Project
- ii. Submit a report of results according to the Feedback Project
- iii. Others (content that is not specified above, filed by the applicants themselves)

VII. Rights, Obligations, and Notes

- i. Once the applicant is notified of the approval, the applicant shall confirm the details of residency with the Bureau within **one week**. In case the applicant misses the time window, it shall be regarded as waiver and the vacancy goes to the next in line. Please also be informed that the residency is non-transferable.
- ii. In case the applicant wishes to adjust the time of residency, he or she shall notify the Bureau two weeks prior to the start of residency. In case there is no vacancy during the adjusted timeframe, the Bureau does not guarantee the applicant's right of residency.
- iii. Applicants are entitled to apply for a monthly pension (to cover the individual income tax, second-generation NHI fee, travel expenses, etc.). **The maximum amount of monthly pension is NT\$30,000/resident, issued for three months at most. The actual amount of pension shall be decided by the committee.**
- iv. Residents are entitled to use the personal creative space and public facilities during residency, but must use such facilities with care. Residents shall keep the environment clean and avoid violating the welfare of other residents (by making noises, damaging public facilities, etc.). In case there is any incident in which the resident damages public facilities or any property belonging to the Bureau, either by accident or by design, the resident shall bear all the liability and compensation.
- v. The intellectual property rights of works created during the residency belong to the writer-in-residence. However, the Bureau is entitled to exhibit and publish such works and the writer shall warrant that the works do not infringe on any intellectual property rights of any third party.
- vi. During residency, in case the Bureau organizes any public events (e.g. education promotion events, exchanges of literary ideas, workshops, seminars, etc.) and invites the residents, the residents shall prioritize the participation in such events. (However, participation shall not be considered mandatory.)
- vii. Applicants shall execute the Literature Creation Plan during Residency and the Feedback Project as scheduled, and submit a report of results before the termination of residency.
- viii. Residency can be terminated by the Bureau at any time in case any of the circumstances below occurs. The resident does not hold the right to object or the right to appeal.
 1. In case the resident does not reside in the Guesthouse for more than 2/3 of the days during the residency.
 2. In case the resident violates the management regulations, and fails to comply after multiple notifications.
 3. In case the resident greatly violates the management regulations

- or any other agreement between the Bureau and the resident.
4. In case of a lawsuit that sabotages the collaboration between the Bureau and the resident.
 5. In case of any other major incident that sabotages the reputation of Tainan City Government and/or its affiliations.

VIII. Applicants who wish to make further inquiries regarding the project can contact Ms. Chen via 06-221-5065 or r7361891@mail.tainan.gov.tw.

Residency Application Form

Date: / /

Reference No.:

Name		Date of Birth	
ID/Passport No.		Contact Info.	Tel.:
Preferred Time of Residency			Cell No.:
Lodging Preference	<input type="checkbox"/> Single Room <input type="checkbox"/> Dorm Room		E-mail :
Current Address	□□□-□□		
Type of Expertise	<input type="checkbox"/> Literature <input type="checkbox"/> Pop Literature <input type="checkbox"/> Novel <input type="checkbox"/> Literary and Historical Research <input type="checkbox"/> Landscape Literature <input type="checkbox"/> Others		
Education			
Professional Experiences			
Area of Expertise			
Notes			

※ This form can be extended if necessary.

Literature Creation Plan during Residency

Title of Project	
Ideas behind the Project	
Content of Project	
Method of Execution	

※ This form can be extended if necessary.

Feedback Project (Applicants can devise a project of their own without any established formality.)

Items	Date of Execution	Method of Execution
E.g. writing on local topics, about the people, events, and characteristics of Tainan (an example only)		
E.g. promotion and education of literature, sharing of creative results (an example only)		
E.g. workshops/seminars in which the professionals interact with locals (an example only)		

※This form only serves as a sample. Applicants can create a form of their own according to the actual content of their project.