

Guidelines for Submissions to the Ireland Chair of Poetry Pamphlet Series 2025

Purpose and Objective of the Pamphlet Series:

The Ireland Chair of Poetry Trust has established this series to encourage and assist poets in their creative development. The Trust hopes that this award will offer emerging poets who have not yet published a pamphlet or collection the opportunity to establish their careers and enhance their professional development.

Please note: Poets submitting must have had at least three poems published in journals or periodicals and will need to submit a publication list as part of the application. Please see the eligibility requirements below for more details.

Application Checklist:

Use the checklist below to make sure that your application for the Ireland Chair of Poetry Pamphlet Series is complete.

- I have included my application form
- I have filled out all of the sections of the application form
- I have given a non-generic name to the manuscript of poems
- I have listed the manuscript's name on the application form and in the file name
- I have not added my name to the manuscript as this is a 'blind submission'
- I have included an up-to-date CV and a publication list
- I have asked someone else to check over my application to make sure there are no errors and nothing is missing.

Getting help with your application:

If you have a query about applying for this award please email irelandchairofpoetry@gmail.com

Deadline for submission of applications: 5:00 pm, 1st of November 2024.

Who is eligible:

Poets who are resident in the Republic of Ireland or Northern Ireland, at the time of application.

Poets who have not yet published a pamphlet or collection, but who have published a minimum of three poems in journals or periodicals. A publication list must be included with the application. Publication details should include the journal/periodical title, date, issue/volume number, page reference, and an online link if appropriate.

What supporting material must you submit with your application?

To be considered eligible for assessment, you must submit the following:

- A completed application form
- An up-to-date CV of the person applying (max 2 pages)
- Examples of your work – up to a maximum of 20 pages of poetry

No AI-generated work is accepted.

NB: No simultaneous submissions are accepted. Individual poems appearing in other pamphlets or winning individual prizes are accepted.

Font type & size suggestion: 12pt, standard font.

Details of the Pamphlet Series:

Your poems will be published in a pamphlet published by HOWL New Irish Writing, in partnership with the Ireland Chair of Poetry Trust. The print run will be 300 copies. You will be provided with 25 complimentary not-for-sale copies for your use and distribution.

The pamphlet will be launched in Spring 2025.

Making your application:

All applications must be made to the Ireland Chair of Poetry via email:

irelandchairofpoetry@gmail.com

Only complete applications will be accepted, and additions/edits cannot be made after the fact.

Please mark the email subject as 'Ireland Chair of Poetry Pamphlet Series'.

Applications made in any other way (by post, fax, etc.) will not be accepted.

The assessment process:

- All applications received are acknowledged by email.
- Applications are checked for eligibility.
- All eligible applications are assessed by an assessment panel comprising of the current Ireland Professor of Poetry and two Trustees of the Ireland Chair of Poetry Trust.

Declaration of conflict of interest:

To ensure fairness and equity in decision-making, all those involved in the assessment of applications (or other aspects of the decision-making process e.g. shortlisting, sign-off, budget setting) must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, formal or informal business partnerships, etc.).

Criteria for the assessment of applications:

Applications are assessed in a competitive context. All applications are assessed against criteria of a) artistic merit and b) how they meet the objectives and priorities of the award.

Outcome of applications:

All applicants will be informed, via email, of the outcome of their application. The decision of the panel is final.