

**National Poetry Day Competition**

**Terms and Conditions**

1. The competition will be organised and administered by CultureNL Ltd. (the “Organisers”).

2. Submission to the Poetry Writing Competition is open to all ages. All Entrants resident in North Lanarkshire will be considered for the e-book except CultureNL employees, their close relatives or any person connected to the competition. Proof of identity and eligibility may be requested.

3. Entrants must be formally unpublished writers. This means they must not have formally published a novel, narrative non-fiction book (e.g. biography or memoir), a collection of short stories and/or poetry, or had work published in a pamphlet or as part of an anthology or magazine, either in traditional formats or digitally. However, if all their work has been self-published they will still be eligible. All entries must be of new previously unpublished work.

4. Entrants must write a piece on the theme of Change. Poems can be about anything that Change means to the Entrant.

5. Entries must be no more than 500 words. The Organisers reserve the right to ask Entrants to edit any piece to comply with the word limit. The Organisers further reserve the right to copy edit and proofread entries to ensure the sense of the text.

6. Entries must be typed, written in English, Gaelic or Scots and all poems must have a title.

7. The competition opens 1st August 2018. Unsolicited entries received before this date will not be considered.

8. Entries must be submitted either:

a. via typed hard copy format to any North Lanarkshire Library

b. or by email in Word format to the CultureNL Libraries mailbox libraries@culturenl.co.uk .

9. The Organisers will only ever use personal details for the purposes of administering and evaluating this competition. Please see CultureNL’s Privacy Policy.

10. Closing time for entries is 5.00pm on 31st August 2018. Submissions received after this time will not be considered, so please do not wait until the last minute to submit. Entries will not be returned so please remember to keep a copy. Unsuccessful Entrants will not be contacted and no feedback on any entry will be provided.

11. Entrants can only enter individually – but entries can be scribed by tutors if appropriate. They may not submit more than one entry.

12. All entries must be the original work of the Entrant and must not infringe the rights of any other party. The Organisers accept no liability if Entrants ignore these rules and Entrants agree to fully indemnify the Organisers against any claims by any third party arising from any breach of these rules. Any entries that infringe of the rights of any other party will be disqualified.

13. All entries that make reference to, or quote, work other than that of the Entrant, must properly acknowledge this and the Organisers reserve the right not to publish any piece they feel does not do this.

14. Entries must not contain defamatory, obscene, offensive or any other unsuitable material. Entries must be suitable to be published by the Organisers to audiences of all ages. All entries are moderated and any that are unsuitable will not be published.

15. By submitting your piece, you are acknowledging that you have the consent of anyone who is identifiable in your contribution. CultureNL reserves the right to remove pieces from the eventual e-book publication if someone identifiable in a contribution objects to the way they are characterised.

16. Entries must not contain anything which is calculated to bring the Organisers into disrepute.

17. Entrants retain the copyright in their entries but grant CultureNL a non-exclusive, perpetual licence to use their entry for publication in digital format (including on the CultureNL website) as well as for any promotional purpose.

18. Entrants permit CultureNL to edit or change entries in any way it may in its sole discretion consider necessary for the purposes of use in the competition and the uses set out in the clause above.

19. By entering the competition, Entrants warrant that they have legal capacity to enter the competition and agree to be bound by these Terms and Conditions.

20. A selection of entries may be used online by the Organisers throughout the competition. The names of each Entrant whose entry is published or used online will be made public. Entrants must agree to take part in any publicity during or post the campaign if required.

21. Selection for publication in the e-book will be based on the following criteria:

1. The piece’s distinctiveness and originality,
2. Whether the piece develops and reads well, and
3. Whether the piece engages the reader emotionally

22. The editorial panel will also aim to ensure a diversity of pieces, representative of the mix of entries received – this may be reflected in length, complexity, form and language.

23. Entries will be judged through the following process

Stage One

       A team from CultureNL will review all entries and create a long-list of entries based on the criteria set out above.

 Stage Two

       An editorial panel convened by CultureNL will review all shortlisted entries and select the pieces to be published in an e-book, based on the criteria set out above.

24. The winners will be contacted by a member of CultureNL team following the panel’s meeting. If the winner cannot be contacted after reasonable attempts have been made to do so, the Organisers reserve the right to offer the prize to the next best entry.

25. The selected pieces will be published in an e-book to be organised by CultureNL. There will be no payment for any poem that is published, used online or broadcast. The resulting e-book will be shared on our website and various online platforms as part of National Poetry Day and no profit will be made from its publication.

26. The Organisers’ decision is final and no correspondence will be entered into.

27. The Organisers reserve the right to disqualify any entry which breaches any of these Terms and Conditions.

28. The Organisers reserve the right to amend these Terms and Conditions or cancel this competition at any stage, if deemed necessary in its opinion, and if circumstances arise outside its control. In this event, a notice will be posted on CultureNL’s website.

29. The Organisers, their sub-contractors, subsidiaries and/or agencies cannot accept any responsibility whatsoever for any technical failure or malfunction or any other problem with any server, Internet access, system, physical submission, post or otherwise which may result in any entry being lost or not properly registered or recorded. Proof of sending or handing is not proof of receipt by the judging panel.

30. Entries must not infringe any UK laws.

31. These Terms and Conditions are governed by the laws of Scotland.