



City of Milford Poet Laureate Application Guidelines

The role of the City of Milford Poet Laureate is to elevate poetry in the consciousness of Milford, CT residents and to help celebrate the literary arts. The Poet Laureate is an honorary four-year position. During that term, the Poet Laureate will act as an advocate for poetry, literature, and the arts, and contribute to the City of Milford's poetry and literary legacy through public readings and participation in civic events. The Poet Laureate also will propose and lead community projects. A panel of literary professionals, civic leaders and educators will review eligible nominations. The Poet Laureate will not be considered an employee of Milford and there will be no financial compensation.

Eligibility Criteria for the City of Milford Poet Laureate:

- The Poet Laureate will be available to serve a four-year term.
- The individual will be 18 years or older, a current Milford resident, or have connections to Milford through employment, family or community involvement, and must have 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 Milford, CT.
- The individual has demonstrated a commitment to and passion for poetry, and embraces the opportunity to engage in civic discourse.
- The individual must be comfortable with public recitation.
- A poet who has been nominated before may be re-nominated. A new nomination form and updated materials are required.
- A poet may self-nominate and no award will be given posthumously.
- Poet Laureates may serve more than one term, but not consecutively.

Duties of the Poet Laureate:

- Represent Milford, CT and the art of poetry through outreach related to poetry.
- Participate in at least three selected City-sponsored events, dedications, or memorials per year by selecting and presenting appropriate, original works.
- Act as a resource for the Milford Public Library and Milford Art Council's poetry and literary activities.
- Lead and participate in National Poetry Month events and activities.
- Undertake projects throughout the City of Milford that will make poetry more available and accessible to people in their everyday lives.
- Contribute to the creation of a poetic identity for Milford, CT

The City of Milford reserves the right to revoke the tenure of the Poet Laureate if he/she fails to fulfill his/her duties.

TO APPLY, SUBMIT THE FOLLOWING:

Nomination Form

- Complete and submit the **Nomination Form**, including signature and date.

Resume

- 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.

Work Samples

POETRY

- o Include a **Submission List and copies of 5 to 10 poems** that represent your best artistic achievements (*Not to exceed 20 pages*).
- o 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. **Include citation if work has been published (including self-published)**. All work samples must be typewritten or computer generated. Hand written submissions will not be accepted. Please provide copyright information where appropriate.
- o The City of Milford Poet Laureate Selection Committee will take general care in the handling of all submitted materials, but is not responsible for damage or loss. Submitted material will not be returned.

SPOKEN WORD:

Performance Spoken Word poets should also include link(s) to online work samples.

Project Description

One of the duties of the Milford Poet Laureate is to *"undertake projects throughout the City of Milford 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?

Timeline:

Nomination Deadline: March 31, 2016

Panel review: April, 2016

Announcement of Poet Laureate: June, 2016

Term Period: July 1, 2016 – June 30, 2020

Checklist for paper submission: (May send packet via email)

- ___ **Nomination Form with signature** - 1 Original (or scan if via email)
- ___ **Current Resume** – 4 copies
- ___ **Submission List and Work Samples** - 4 sets
- ___ **Project Description** – 4 copies
- ___ **Letter(s) of recommendation** – 4 copies of up to 2 pieces (optional)
- ___ **Reviews, articles, publications** – 4 sets of up to 3 pieces (optional)
- ___ **Spoken Word: Electronic Link to Performance.** May also submit hard copy on USB Flash Drive or CD-ROM - 1 only



City of Milford Poet Laureate Nomination Form

Send completed application to: Milford Poet Laureate Selection Committee, c/o Director, Milford Public Library, 57 New Haven Avenue, Milford, CT 06460 or via email to: PoetLaureateCommittee@ci.milford.ct.us.

Nominee Information:

Check here if self-nominated.

Nominee: _____

Street Address: _____

City / State / Zip _____

Telephone: _____ Email: _____

Certification:

I give the nominator permission to submit my name for the position of City of Milford Poet Laureate. I certify that the nominee information is true and accurate and that the work sample submitted is an accurate representation of my work.

Signature of Nominee: _____ Date: _____

Nominator Information:

Nominator: _____

Street Address: _____

City / State / Zip: _____

Telephone: _____ *Email: _____

****Required – all notices and information regarding applications will be sent by email ONLY to application contact person.***

Signature:

Under penalties of perjury, I declare that I have examined information contained in this nomination and accompanying documents and, to the best of my knowledge, they are true and correct. I have reviewed the City of Milford Poet Laureate Selection Guidelines and acknowledge that it is my responsibility as a nominator to become familiar with these guidelines and that failure to comply could result in ineligibility for the program. I understand that all documents submitted become the property of the City of Milford Poet Laureate Selection Committee. The Committee will not reprint any submissions for publication without prior authorization and will abide by any copyrights.

Printed Name: _____

Signature: _____ Date: _____