



Scottish
Book Trust



Book Week Scotland 2024 - Funding Application Form

Book Week Scotland 2024 - Overview

Book Week Scotland 2024 will take place from 18-24 November and we will be building a programme of events inspired by our theme of Hope.

Organisations can apply for one £700 grant to plan and deliver a unique, exciting event celebrating all things books.

This year organisations can submit applications for the following:

- In-person events
- Digital/hybrid events

A few things to note:

- Organisations can apply for one £700 grant.
- If successful, organisations **must work together with an author on some element of their proposed event**. We would love if Scottish authors could be supported by organisations during Book Week Scotland.
- Your event must take place during Book Week Scotland 2024 (18-24 November).
- Authors should be paid a **minimum fee of £190**, in line with our Live Literature policy.
Alternatively, authors can be paid for a commission that you use as part of your event or activity. Further information on commission fees will be given to successful partners.
- Please note that £190 is the minimum fee for the author you collaborate with. If you are planning multiple sessions

or wish to work on more than one element of your event with the author, an additional fee may be appropriate.

* 1. I confirm I have read and understand the application criteria for Book Week Scotland 2024.

I have read and understand the criteria

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About this application

This survey is split into two sections:

1. Information about your organisation
2. Detailed event information

The deadline for applications is 5pm on Friday 31 May.

If you need any help with the application please email Rachel Gray on rachel.gray@scottishbooktrust.com

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Organisational Information

Please give us some information about your organisation and the best way for us to contact you.

* 2. Organisation Name:

* 3. Named organiser contact:

* 4. Organiser Email Address:

Email

Confirm email

* 5. Contact Number:

* 6. Local Authority

* 7. Provide a short bio about your organisation (200 words or less).

If your application is successful this may be used on the Book Week Scotland website and in appropriate press opportunities.

8. If your organisation has a logo you would like to include please upload it below.

Please note: file type must either be PNG, JPG or JPEG.

Choose File

Choose File

No file chosen

9. What prompted you to apply for Book Week Scotland funding?

This could be anything from how you came across the application, your history with Book Week Scotland or a wider understanding of Scottish Book Trust's work.



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Application for Book Week Scotland Support

* 10. In order to be eligible for funding, your event must take place during Book Week Scotland 2024. Please confirm this below.

Book Week Scotland 2024 takes place from Monday 18 to Sunday 24 November.

I confirm our activity will take place during Book Week Scotland 2024

* 11. The city, town, village or community you are hoping to engage with your event

* 12. Is your organisation planning to engage with any of our sub-strands for **Hope** as part of your planned events or activities?

- **New Dawns** – We all yearn to start anew. To clean the slate and refresh our lives. Sometimes the difficult moments in life can give us the boost we need to take a risk, try something new or live in a more meaningful way for ourselves.
- **Guiding Lights** – Who do you look to when times are hard? The people you can rely on to provide some perspective, bring a smile to your face or just allow you to vent. Confiding in others makes our problems feel less acute. We recognise that they too have dealt with adversity and found the strength to keep going, the strength that they are now reflecting back to us.
- **Hope for the World** – When you look to the future, what do you want to see happen for the world? Do you belong to a community fighting to make real change? When we bring our hope together, it transcends itself to become action, positive change or the example for those who need it most. These stories highlight what we care most about and remind us that even though we are just one person, making the choice to do some good can send massive shockwaves around the world.
- **Pockets of Joy** – These are the small, quiet hopes that make up the rich interiors of our lives. From the treat you have to go along with your afternoon cuppa, thinking this might be the day the book you're desperate to read is back at the library or simply escaping back into your own imagination, the small moments in our lives matter.
- **The Best is Yet to Come** – Are you working toward something big? Whether it's finding your ultimate job, moving somewhere you've always dreamed of living or something more personal, our hopes and dreams matter because they keep us engaged in the story of our own lives. Even in tough times, the faith we place in ourselves can bring us to the future we envisage.

- Definitely!
- I don't think so, no
- I'm not sure at this point

* 13. Is your organisation planning on programming a digital or in-person event?

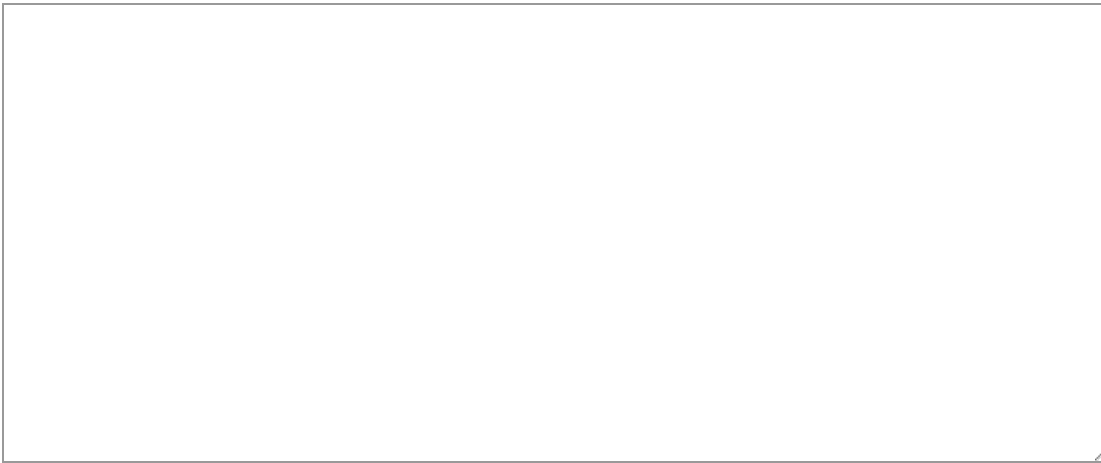
Digital/hybrid event

In-person event

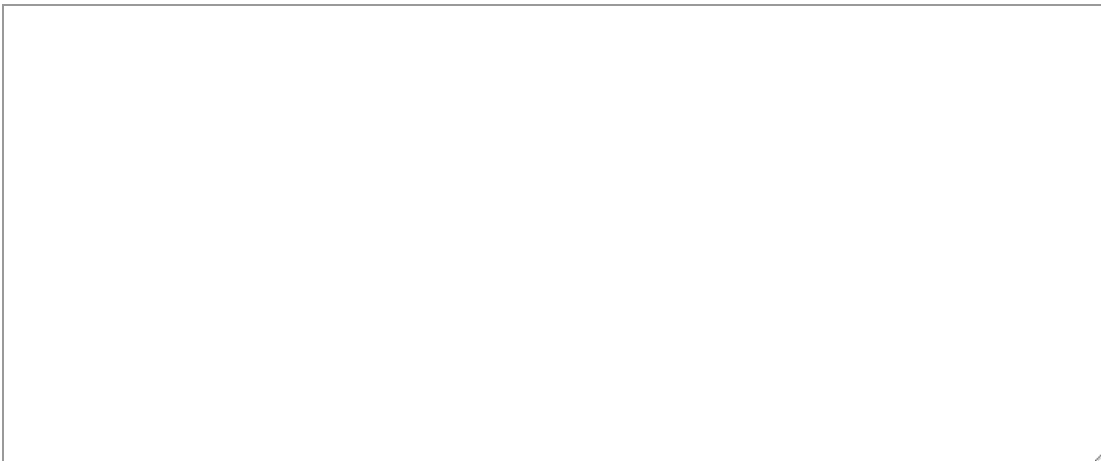
* 14. What will your event be like?

Don't worry, we won't hold you to details – we understand things won't be set in stone – but the more information you can give us at this stage, the better!

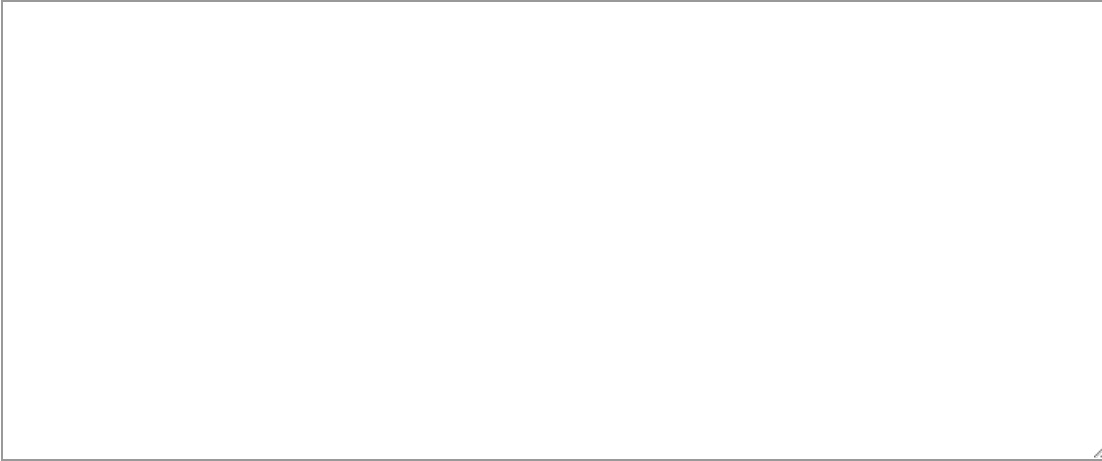
What is the format of your planned event?



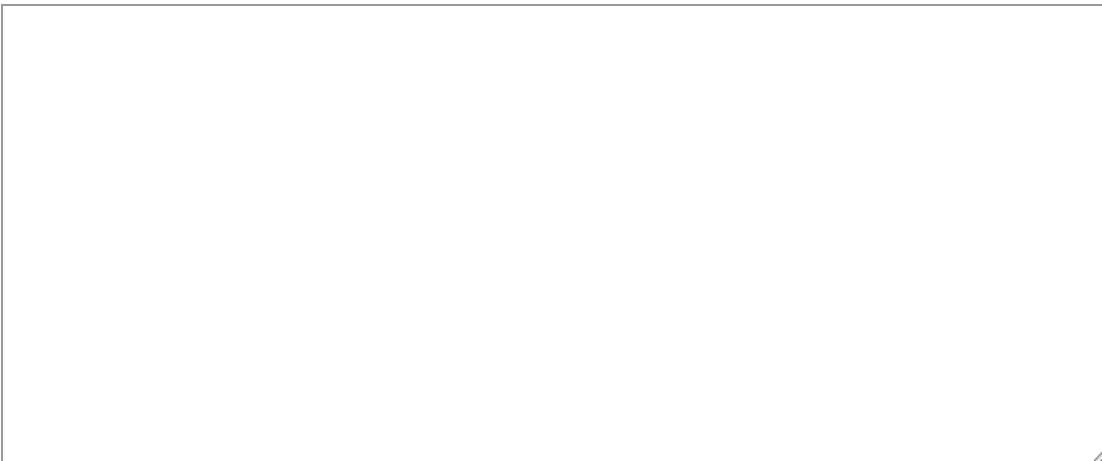
* 15. What makes your event unique or exciting?



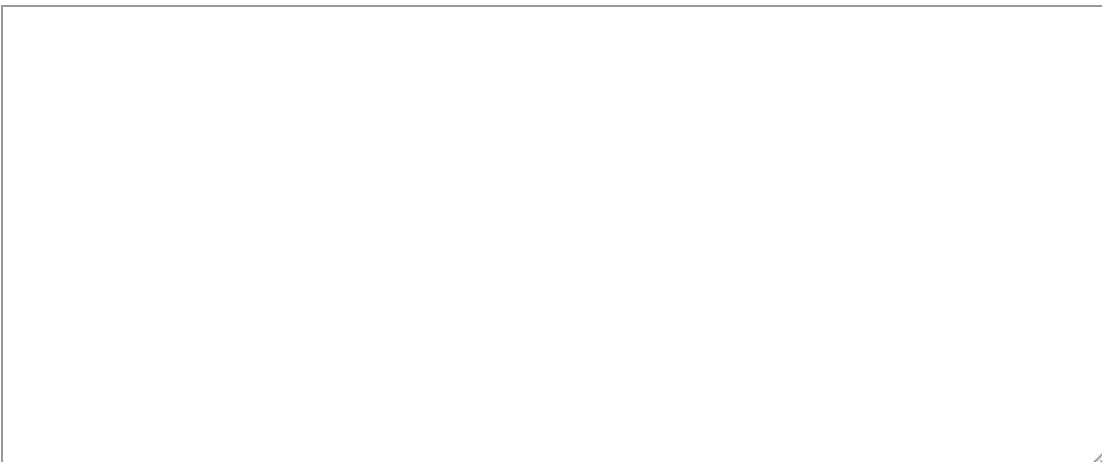
* 16. Which of our theme strands, if any, are you planning to engage with as part of the event?



17. If you've put on events for Book Week Scotland previously, how have they influenced your approach this year?



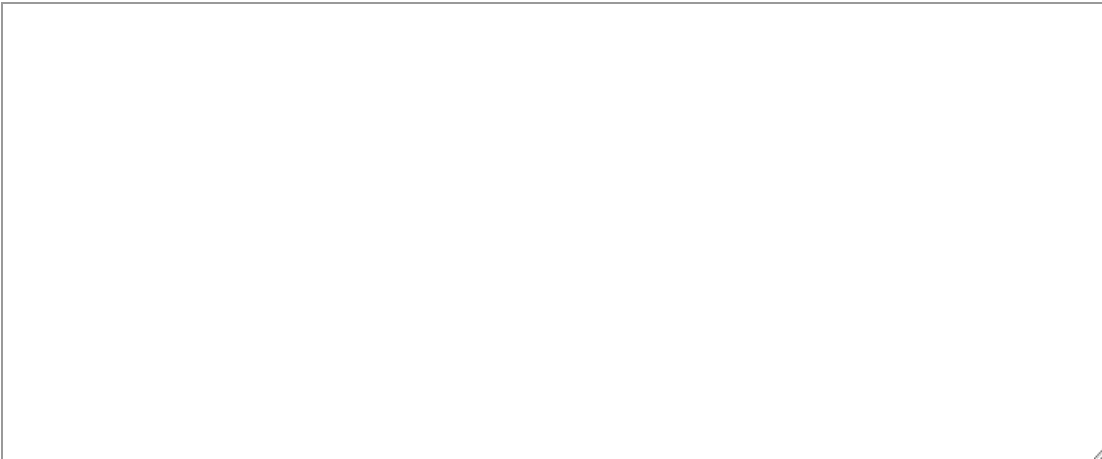
* 18. How will the event get your audience excited about books and reading?



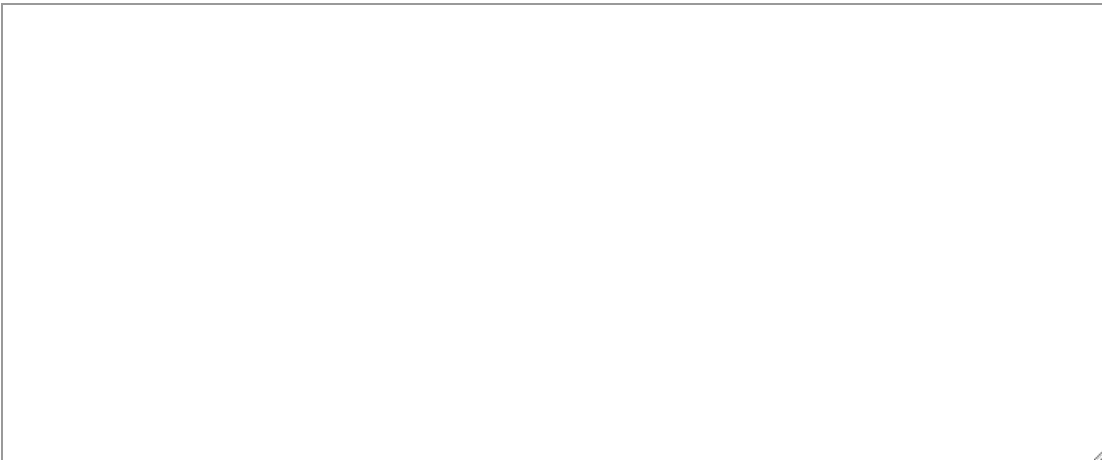
* 19. What is the audience or community you are hoping to target and how will you reach them?



* 20. Will your event have a long term impact for the audience/community you are hoping to reach?



* 21. The author you're hoping to work with, why they suit the event you hope to programme and how you are planning to collaborate with them.



* 22. How will you make your event accessible? For example is the building you will be hosting your event in accessible to all? Will your marketing be accessible to those you wish to target? Will ticket prices be accessible to those on a lower income?

* 23. How will you promote your event?

* 24. If you're planning on programming a digital event, which online platform will you use?

- | | |
|---|---|
| <input type="checkbox"/> Zoom | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Skype | <input type="checkbox"/> YouTube |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Teams |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Not applicable, I'm not planning a digital event |
| <input type="checkbox"/> Other (please specify) | |

* 25. Who will your target audience be?

Adults

Both

Children

Other (please specify)

Other

* 26. We have allocated additional accessibility budget to each £700 grant. This means if your application is successful £100 of the £700 should be used to help make your event more inclusive.

Maybe you would like to offer a BSL overlay for your event or, if it's pre-recorded, provide closed captions. You might want to transcribe the event for on-demand viewing or provide more support for audience travel costs. Whatever it is, we would like to give organisations the chance to offer their event to broader audiences.

Please use the box below to outline the services you would hope to use and their projected cost.

Please note: this fund has still to be confirmed. If we are unable to offer this funding, organisations will receive £600 to programme their events.

27. Have you applied for Book Week Scotland funding in the past?

Yes

No

No, but I have been a Book Week Scotland partner in some capacity

* 28. From time to time we ask our partners to participate in evaluative case studies after they have delivered their events.

If your application is successful would you be interested in taking part in a case study?

- I'd love to!
- I'm not sure

* 29. You don't have to be a funded partner to take part in Book Week Scotland.

If we are unable to fund your application, would you like information about how you can take part?

- Yes
- No

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What happens next?

Thank you!

Please finish the survey by clicking the 'Submit Application' button below.

We will be in touch to let you know if your application has been successful by Friday 21 June.

You will not receive an email confirming we have received your application.

If you have any questions about your application, or would like to request a copy for your records, please contact Rachel Gray.

rachel.gray@scottishbooktrust.com