



Live Literature remote event fund: claim form

1. **Co-ordinator**, please fill in the top part of this form and pass it on to your author, including the number of people the event reached.

2. **Author**, please fill out the bottom half of this form, and send the form in to us by email. If an event has taken place we'd be grateful if you could fill out the short evaluation form on the back of each form – we keep a note of this throughout the project.

Queries: email: alan.lynch@scottishbooktrust.com

ORGANISATION INFORMATION – to be filled in by the organisation hosting the event

Organisation:

Name of co-ordinator:

How many sessions is this claim for?

How many people did the remote activity reach (i.e. webinar audience, mailing list etc.)?

Have you agreed with the author on how remote activity will be distributed?

Yes No N/A

Where relevant, have you agreed with the author a takedown date for any content linked to this event?

Yes No N/A

Date of event:

Date of form (if different):

AUTHOR INFORMATION

Fee claim: number of remote sessions _____ @ £175 per session £

Sub-total £

If VAT registered, fill in your VAT number and calculate VAT against the whole of the sub-total.

VAT No. _____ **VAT** £

If you are VAT registered you *must* also submit a VAT invoice with your claim.

Total with VAT £

Print author name:



Author evaluation form

Please tell us a little about how the session went. If you would prefer to give feedback directly, please email alan.lynch@scottishbooktrust.com. We may use quotes for promotional material but will not attribute them to you without your explicit consent.

If submitting a claim form before an event has taken place, you can complete an evaluation online by [following this link](#).

You can expand on any answers in the space provided. We're interested in your thoughts on the pilot and this will help us evaluate its impact. Thank you!

What was the remote activity?

Was the session well organised? Were you supported by the organisation?

Yes No

Would you be interested in continuing to deliver remote events in the future, alongside in-person events?

Yes No

Did this give you the opportunity to learn or develop a new skill?

Yes No

Is there any additional support you think is needed for authors working remotely?

Yes No



Did you use any Scottish Book Trust resources for online/digital/remote sessions?

Yes No

This is a pilot programme. Do you feel that it presented opportunities that were not otherwise available?

Yes No