



## Live Literature remote events:

### Conditions of funding

As the named contact on the Live Literature remote event fund application made to Scottish Book Trust at the May 2020 deadline, I confirm that I have read and can agree to the following conditions on behalf of my organisation.

The following conditions apply specifically to remote events. Where applicable, our existing Live Literature conditions also apply. Please refer to these in addition to the below: [Live Literature code of conduct and conditions of funding](#)

#### Conditions of funding

- We have outlined what you can expect in a session and from authors [on our website](#). A session is around one hour long. The maximum session length is ninety minutes, and you should decide the length of the event with your author (for more information on session usage please click the link above).
- Any activity which does not involve live delivery, i.e. a resource, contribution to community care packages, interview etc. should be commissioned with the above session length in mind. Authors should not be expected to work longer than this on any single activity.
- All authors will be commissioned no later than **5 June 2020**
- All sessions will take place no later than **1 September 2020**

#### Conditions of use

- Where your event results in a reusable resource, this can only be distributed or hosted online **until 31 October 2020**. After that date, use of that content and any repeat fees must be renegotiated with the author, or the content removed. This covers closed groups (e.g. school intranets, private social media groups/channels) and public use (e.g. public website or YouTube video).
- The remote event fund is designed to support organisations and authors through a specific crisis, and as such a takedown date has been implemented to protect authors' rights over the distribution of their work.
- Individual authors can specify a shorter initial period of use.
- Authors can decline to give permission to record a live event.
- Where applicable, always use a permission to film and photograph form for authors and audiences for a digital event. A template can be [downloaded here](#).



- We understand that you want to celebrate your event. When doing so, please consider the risks involved when sharing images and screenshots of workshops that include people's homes in the background. Sharing should not be done without explicit permission to photograph from attendees and authors, just as at an in-person event, and you should never do this when participants are young people or vulnerable adults.

### **Child protection and protection for vulnerable adults at Live Literature events**

- Scottish Book Trust does not ask authors and creators if they have a disclosure with Disclosure Scotland or if they are a member of the PVG scheme at any stage of the Live Literature programme.
- Many authors and creators **do not** hold a disclosure/PVG membership.
- For the safety of both the organisation and the author/creator, authors and creators should never be left alone with audiences, even when working remotely. It is your responsibility as the event organiser to make sure that the event is appropriately supervised and supported.
- You may find it useful to consult guidance on remote activity available from [The NSPCC](#) and Creative Scotland's [Creating Safety toolkit](#).
- If you have concerns, or if you would like to contact us about misconduct by a visiting author or creator, please email [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com).

**If you think a child is in immediate danger, don't delay – call the police on 999 or call NSPCC on [0808 800 5000](tel:08088005000), straight away.**

**You agree to meet these conditions. You understand that if you cannot meet these conditions, and do not inform Scottish Book Trust, any application you make at the next two deadlines will not be prioritised.**

If you can meet the above conditions, you do not need to respond.

If you cannot meet the above conditions, please contact Scottish Book Trust as soon as possible, and **before** booking any authors.

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