



# Live Literature School Residencies: Application Form

## Introduction

If you've always wanted to run a creative writing residency in your school but you need financial assistance to make it happen, you can apply now for a Live Literature school residency.

Residency schools receive a package of support that represents £4000-5000 of funding based on the application below. This includes 12 fully-funded sessions with an author, a £500 resources grant, a training day for project co-ordinators and the support of Scottish Book Trust's experienced team to make your project the best it can be. Author sessions could be delivered in person or remotely, so your residency can be adapted according to any social distancing measures in place.

We can send this application form to you, or your colleagues, in other formats if required. If you need assistance with making your application or have other access needs, please get in touch by emailing [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com) or call 0131 524 0160.

## Key dates

- 1. Deadline for applications: 2 October 2020 at midday**
- 2. Results sent out by: end-October 2020**
- 3. Online Induction Day for Learning Professionals: 18 November 2020 & 25 November 2020**

## Read this before you apply

Your application needs to be eligible, complete and sent in before the deadline.

### *Eligibility*

We can only consider your application if your organisation is eligible to apply. Please read the very short criteria [on our website](#) carefully before you fill in this form.

### *Completing the form*



- Answer all of the questions below. The application asks for 750 words across 8 questions and some basic statistics. Please set aside time to gather or request this information and ask a senior colleague for their statement **in advance** of the deadline.
- If some information isn't available at the time of applying, please say that. Don't leave the question blank, or we may not be able to consider your application.
- The application asks for two short statements from two different members of staff: the project's day-to-day co-ordinator and a learning professional from your school's senior management team. We can only consider applications where these statements are written by two different people.
- We can only consider applications that include SIMD information, unless there's an exceptional reason for this, e.g. your pupils are referred to you using specific criteria or because of their circumstances.

*Submit before the deadline*

Send an email to [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com) with your form attached as a word document (sorry, we can't process PDFs) before the deadline (Friday 2 October 2020 at midday).

### **What the panel is looking for in your application**

Your application will be considered by a panel, alongside applications from across Scotland. The panel are looking for ten schools where:

- You cannot run a residency without this financial support,
- Your staff – at all levels – are committed and enthusiastic about inspiring your pupils to read and write for pleasure,
- Your staff are excited to work with an author and develop their teaching skills, and will support the project at all levels.

These are the key things we'll be looking for in all applications, so please make sure you address these points directly.



## Application form

<b>About your school</b>	
School name:	
Postcode:	
Local authority:	
Phone number:	
Setting (delete as appropriate or specify):	Early years, primary, secondary, ASN/SEN, Further Education (working with young people under 18)
Contact email (we will send the result of your application to this address):	
<p>Would you like this email to receive our monthly newsletter for people who work in schools and libraries? (We won't share your details with anyone else.)</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No- already signed up    <input type="checkbox"/> No- I don't want to receive the newsletter</p>	
<p>How many pupils attend your school?</p> <p><input type="checkbox"/> 1-100    <input type="checkbox"/> 100-500    <input type="checkbox"/> 500-1000    <input type="checkbox"/> 1000+</p>	
<p>What percentage of pupils have English as an Additional Language at your school?</p> <p><input type="checkbox"/> 0%    <input type="checkbox"/> 1-10%    <input type="checkbox"/> 10-25%    <input type="checkbox"/> 25-50%    <input type="checkbox"/> 50-75%    <input type="checkbox"/> 75-100%</p>	
<p>What percentage of pupils in your school have additional support needs?</p> <p><input type="checkbox"/> 0%    <input type="checkbox"/> 1-10%    <input type="checkbox"/> 10-25%    <input type="checkbox"/> 25-50%    <input type="checkbox"/> 50-75%    <input type="checkbox"/> 75-100%</p>	
<p><b>SIMD information about your school</b></p> <p>Tell us what percentage of your pupils live in the following SIMD deciles.</p>	
1	%
2	%
3	%



4	%
5	%

Please tell us briefly why your school needs this financial support in order to hold a residency. (Max: 100 words.)

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Please tell us about any other factors affecting your school (max: 150 words) e.g. information about your local community, transport links/geographical isolation, changes in circumstances.

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## About the project

In one or two sentences, tell us what you'd like to address or achieve in your school through a residency. This could be a mix of in person or remote activities, depending on your school's circumstances. Please be more specific than generally increasing reading and writing in your school, as we're aware this is a goal for schools across Scotland. (Max: 50 words.)

Some examples:

'Our new S1 classes are hesitant to write creatively and share work in class. We'd like to work with an author to run writing workshops so pupils enjoy writing more and want to share their work.'

'Our P5 class don't work well with each other and we'd like to use creative writing with an author to bring them together as a group and explore a range of emotions.'



<p>‘Our pupils don’t feel positive about where they live. We’d like to bring in an author to explore our local history with them and show them they can find inspiration for stories where they live.’</p>	
<p>Which author would you choose to carry out the residency? (Residencies are carried out by one author but we need to know your alternative choices in case your first choice isn’t available. You can choose any author <a href="#">on our directory.</a>)</p>	
First choice:	
Second choice:	
Third choice:	
<p>How many young people will participate in the project? We recommend you focus on one year group or class at the most, especially for workshops.</p> <p>(Note: Projects working with a large number of pupils will not have an advantage over projects that work with a smaller number of young people.)</p>	
<p>If successful, you’ll plan the creative writing project together with the author and Scottish Book Trust. Tell us about one idea for the project that you’d bring to that planning discussion – this can be anything, big or small, as long as you’re excited about it (e.g. a particular wall display, outdoor learning, celebration event, storytelling, library visit, drawing front covers.) (Max: 50 words.)</p>	
<p>How will you document the project so that your school has a record of it, and so that you can measure its success? E.g. surveys, post its, filming, vox pops, diaries. (Max: 50 words.)</p>	



How will you ensure young people's safety and wellbeing throughout the residency? Please note that this applies for activity both in person and remotely. (Max: 50 words.)

**Staff statements**

<b>Project co-ordinator statement</b> (from the member of staff leading on the project day-to-day – this must be a different person from the senior member of staff below)	
Name	
Job title	
What part of working with an author are you most excited about and why? (Max: 100 words.)	
What would you most like to learn from an author? (Max: 50 words.)	

<b>Senior management statement</b> (from a senior member of staff on behalf of the school – this must be a different person from the project co-ordinator above)	
Name	



Job title	
What change do you want to make in your school by supporting this residency? (Max: 200 words.)	
Please confirm that a staff member will be available to attend the online Induction Day on Wednesday 18 November (10am-4pm) if your application is successful. Support for cover is available if necessary.	Yes/No

### Ready to apply?

The deadline for applications is Friday 2 October at midday.

We will get in touch with everyone who applies by the end of October 2020.

**Before you submit:** please check your application is eligible and complete, as set out at the top of the form.

How to apply: email [Live.Literature@scottishbooktrust.com](mailto:Live.Literature@scottishbooktrust.com) before the deadline. Your form should be attached as a word document (sorry, we can't process PDFs) and the subject line should include 'Live Literature School Residency Application.'

**Thank you for your interest in holding a Live Literature School Residency.**

FORM ENDS.