



Book Week Scotland 2021 - Funding Application Form

Book Week Scotland 2021 - Overview

To allow organisations space to adapt to the ongoing challenges of Covid-19, we are sticking with a blended programme of events and activities for Book Week Scotland 2021.

That means this year organisations can submit applications for the following:

- Digital events
- Socially distanced community activities
- In-person events (if permitted in November 2021)

Book Week Scotland will continue to support unique, exciting digital events as well as bold strategies that allow communities to experience and connect to books where they are.

While we hope that in-person events will be possible, we are taking a cautious approach to any proposals we receive. **Therefore, if you are planning an in-person event we will require you to submit an alternative proposal, either for a digital event or a community based activity.** Scottish Book Trust will consult with you on this back-up proposal if it becomes clear in-person events will not be possible.

Organisations can apply for one £500 grant.

If successful, organisations **must work together with a Scottish author on some element of their proposed event or activity.**

Authors should be paid a **minimum fee of £175**, 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 £175 is the minimum fee for the author you collaborate with. If you are planning to work on more than one element of your event or activity with the author, an additional fee may be appropriate.

* 1. I confirm I have read and understand the application criteria for Book Week Scotland 2021.

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/activity information

The deadline for applications is 5pm on Friday 7 May.

If you need any help with the application please call 0131 524 0182 to speak to Gordon Connelly or email gordon.connelly@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 or a wider understanding of our 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 2021. Please confirm this below.

Book Week Scotland 2021 takes place between Monday 15 - Sunday 21 November.

I confirm our activity will take place during Book Week Scotland 2021

* 11. City, town, village or community you are hoping to engage with your activity

* 12. Will you be trying to incorporate our theme sub-strands for **Celebration** into your planned activity?

- **Celebrating You** – the personal achievements that mean something to you and what makes them important.
- **How We Celebrate** – what celebration rituals do you have with your family, your partner, your friends? How did they start, how do they make you feel, why do they matter?
- **Celebrating Others** – tell us about someone that you think deserves to be celebrated – what makes them special, what have they done, what do they mean to you?
- **Where I Was When We Celebrated ...** – what do you remember about a defining moment of communal celebration? Where were you, who were you with and why was it important?
- **What Would You Like to Celebrate?** – coming out of 2020, what moments of change worth celebrating are you hoping for? These could be personal or universal or anything in-between!

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

* 13. Is your organisation planning on programming a digital event, an in-person event or an activity designed to help people/communities reconnect through books?

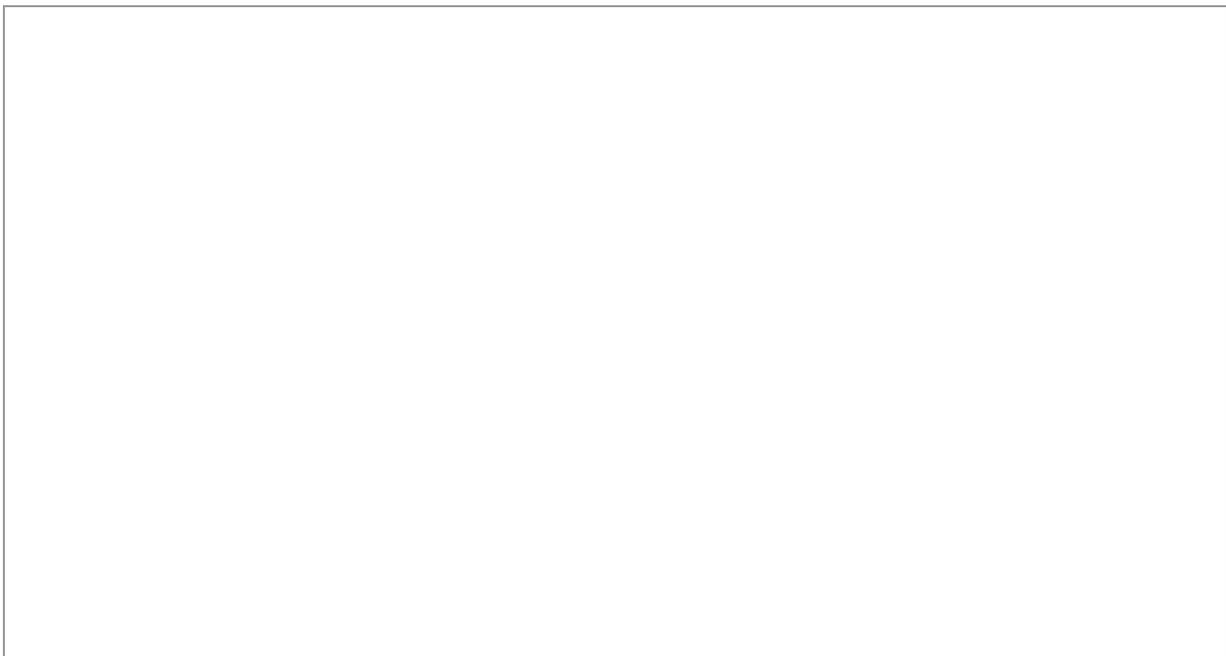
- Digital event
- Community focussed activity
- In-person event (if permitted during Book Week Scotland)

* 14. What will your event or activity be like?

Things you can tell us about:

- the format of the event or activity
- how the event or activity will allow your community to engage with books and reading
- if you're planning on engaging with a specific audience and how you will reach them
- the Scottish author you're hoping to work with and how you're planning on collaborating with them
- how you'll make your event or activity accessible

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



* 15. If you are planning to hold an in-person event we require an alternative proposal that conforms to social-distancing guidelines.

If in-person events are not possible during Book Week Scotland, Scottish Book Trust will consult with you on whether your alternative proposal can be delivered instead.

- N/A - I am planning a socially distanced activity or digital event
- Alternative proposal

* 16. How will you promote your event or activity?

* 17. 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"/> Not applicable - I'm not planning a digital event |
| <input type="checkbox"/> Twitter | |
| <input type="checkbox"/> Other (please specify) | |

* 18. Who will your target audience be?

- | | |
|--------------------------------|--|
| <input type="radio"/> Adults | <input type="radio"/> Both |
| <input type="radio"/> Children | <input type="radio"/> Other (please specify) |

Other

* 19. Given the surge in popularity of digital events over the past year we are hoping to offer organisations the opportunity to apply to a digital accessibility fund to help make their proposed events more inclusive.

Please note: this fund has still to be confirmed. But we would love to know the types of things you could offer your audiences if you did receive additional funding.

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. 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.

- No thanks, this isn't relevant for me
- Yes, I'd like to apply

20. 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

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

If your application is successful would you be interested in taking part in our evaluation? Again, we won't hold you to anything!

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

* 22. 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 May.

Please note: 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 Gordon Connelly.

Email gordon.connelly@scottishbooktrust.com or phone 0131 524 0182.