**How to Apply for the Book Week Scotland Emerging Programmers Fund**

**Book Week Scotland**

Book Week Scotland is an annual celebration of books and reading run by Scottish Book Trust. This year it will take place from Monday 15 to Friday 21 November.

The theme for Book Week Scotland 2021 is **Celebration**. Not all events or activities need to be informed by the theme, as we will be looking to build a range of events, related to books, reading and writing.

All Emerging Programmers events must take place during Book Week Scotland, as part of Book Week Scotland.

**Emerging Programmers Fund**

The Emerging Programmers fund is a newly reintroduced initiative by Scottish Book Trust, aiming to support blossoming event programmers this Book Week Scotland. As an Emerging Programmer, you’ll receive £500 to run your own Book Week Scotland event, dedicated support from the Reading Communities team, and opportunities to meet and work with professionals in the literary sector.

Events can either be digital, socially distanced or in-person. Any events proposed as in-person must be adaptable, to ensure consistency with COVID-19 restrictions.

Some examples of digital, socially distanced and in-person events can be found on the Scottish Book Trust website.

**Information on Applying, Funding and Important Dates**

**How do I apply?**

All applicants should fill in the following form which you can also access through our website: https://www.surveymonkey.co.uk/r/7R76TXF

It is advised that your host organisation help you fill out this application, as the final section of the form concerns their role in your event.

If you would rather fill in your application over the phone, or talk through an application prior to filling it out, please contact nyla.ahmad@scottishbooktrust.com to discuss over email or to arrange a phone or zoom call.

Please note, all phone call application appointments must be requested by **Friday the 1 May.** The deadline for all applications is **Friday 7 May, 5pm**.

**How do I apply as a host organisation, on behalf of my Emerging Programmer?**

Host organisation applicants should fill in the following form which is also available on our website: https://www.surveymonkey.co.uk/r/7R76TXF

* If you are applying as a host organisation, it is advised that your Emerging Programmer help fill out this application, if possible, as the second section of the form asks specifically for their input. If this is not possible, please fill out the second section to the best of your abilities.

If you would rather fill in your application over the phone, or speak through an application prior to filling it out, please contact nyla.ahmad@scottishbooktrust.com, or phone 0131 524 0130 to arrange.

Please note, all phone call application appointments must be requested by **Friday 17 May.** The Deadline for all applications is **Friday 24 May, 5pm**.

**If my application is successful, what will I receive?**

* Support from the Reading Communities team to create a unique literary event
* £500 to use to programme a Book Week Scotland event
* A £250 stipend
* Opportunities to meet with other Emerging Programmers digitally and to hear from people working in the sector (and ask questions) – you will be invited to our Book Week Scotland partners digital All In Day.
* Support and guidance from the Scottish Book Trust team
* Opportunities to get involved with the promotion of Book Week Scotland in press and social media
* A range of free digital assets including downloadable materials to print
* Access to a Book Week Scotland event planning Handbook with guidance on putting on and marketing an event, generating press coverage and the evaluation process.

**How can I claim my funding?**

Once we’ve been in touch to say your application has been successful, we will organise allocating funding. The funds will be released in September 2021 to your host organisation’s account, once your funding agreement form has been returned to us.

**What can the funding be used for?**

* + Events can be held digitally, in-person or be socially distanced and **must** be in line with current coronavirus guidance
	+ Events can take place anywhere in Scotland and can either be open to the public or for a specific group
	+ Events must feature an author/storyteller/illustrator/writer
	+ Event support will be allocated at £500 per event or activity. This can be used to cover: **an author fee of at least £175 per event**; author expenses (e.g. travel, accommodation, additional fee for online longevity of an event), expenses associated with putting on a digital event and physical event expenses (e.g. venue hire, catering, prizes, books to give away)
	+ Authors DO NOT have to be part of the Live Literature Funding database but we DO ask that you **pay author fees at the Live Literature rate of £175 per session plus agreed travel expenses**
	+ The events may charge an admission fee, provided the money raised goes towards covering event expenses
	+ All financial support provided by Scottish Book Trust, excluding the £250 stipend, must be used to deliver the event/activity. Funds received may not be used to support selling tickets for profit, to purchase book stock which will be sold at the event or any other profit generation

**Who will I be working with?**

* Your first point of call at Scottish Book Trust will be our Reading Communities Manager, Nyla Ahmad.
* The wider Scottish Book Trust team will also be available to support throughout

**Still Have Questions?**

If you have you any questions about Book Week Scotland or applying to be an Emerging Programmer, please feel free to get in touch with Nyla Ahmad by emailing nyla.ahmad@scottishbooktrust.com.

**All In Day**

If your application is successful, we will invite you to join us for a Book Week Scotland partners Digital All In Day. This is an opportunity to meet other partners putting on events for Book Week Scotland and the other Emerging Programmers. It’s a great opportunity to meet lots of people involved in Book Week Scotland, to hear about their ideas and to get all the information you need to plan a great Book Week Scotland event. The exact date is not yet confirmed, but will likely be in Summer.

**Important Dates for Applicants**

**Deadline for applications**

Friday 7 May at 5pm.

**All-In Day**

Exact date to be confirmed

**Book Week Scotland**

Monday 15 to Sunday 21 November