



# Book Week Scotland 2023 – Funding Application Form (for reference only)

This document is for reference only, please [complete the Book Week Scotland 2023 funding form online.](#)

## Book Week Scotland 2023 - Overview

Book Week Scotland 2023 will take place from 13-19 November and we will be building a programme of events inspired by our theme of Adventure. Organisations can apply for one £500 grant to plan and deliver a unique, exciting event celebrating all things books.

This year organisations can submit applications for the following:

- Digital events
- In-person events
- Hybrid events

### A few things to note:

- Organisations can apply for one £500 grant.
- If successful, organisations **must work together with an author on some element of their proposed event or activity.** We would love if Scottish authors could be supported by organisations during Book Week Scotland.
- 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 multiple sessions or wish to work on more than one element of your event or activity with the author, an additional fee may be appropriate.

\*I confirm I have read and understand the application criteria for Book Week Scotland 2023.

[CHECKBOX] I have read and understand the criteria.

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 9 June.**

If you need any help with the application please email Rachel Gray on

[rachel.gray@scottishbooktrust.com](mailto:rachel.gray@scottishbooktrust.com)

## 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:

\* 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.

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.

## Application for Book Week Scotland Support

\*10. In order to be eligible for funding, your event must take place during Book Week Scotland 2023. Please confirm this below.

**Book Week Scotland 2023 takes place between Monday 13 - Sunday 19 November.**

[CHECKBOX] I confirm our activity will take place during Book Week Scotland 2023.

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

\*12. Is your organisation planning to engage with any of our sub-strands for **Adventure** as part of your planned events or activities?

- **New Beginnings** – These are the stories of hope, the moments where we left something behind, started a new chapter and moved forward in our lives.
- **When We Were Young** – The adventures that are inextricably linked to our younger years. The stories we return to time and time again, that grounded our identity and paved the way for the path we are currently on.
- **Everyday Adventure** – Celebrate the quiet adventures we take every day, finding joy in the small, but equally important moments that make up our lives. From taking a new route to work or switching up to a new biscuit with our afternoon brew, no adventure is too small!
- **Answering The Call** – The moments where we stepped up to the plate, took on a big adventure and came out the other side on top. From moving to a new country to start again, standing up for the cause worth defending or beginning a new career, these are stories about answering the pull deep down in our soul to challenge and surprise ourselves.

- **Into The Wild** – Seeking out the excitement of adventure in our amazing landscapes and wildernesses. These stories celebrate our relationship with nature and however we choose to cultivate it.

[CHECKBOX] Definitely!

[CHECKBOX] I don't think so, no

[CHECKBOX] I'm not sure at this point

\*13. Is your organisation planning on programming a digital or in-person event?

[CHECKBOX] Digital event

[CHECKBOX] In-person event

[CHECKBOX] Hybrid

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

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

What is the general format of your planned event?

\*15. What makes your event unique or exciting?

\*16. If you are planning to incorporate our theme strands, how will you do this?

\*17. How will your event engage your audience with books and reading?

\*18. What is the audience or community you are hoping to target and how will you reach them?

\*19. The author you're hoping to work with and how you are planning to collaborate with them.

\*20. How will you make your event accessible? For example is the building you will be hosting your event in accessible to all? Will your marketing be accessible to those you wish to target? Will ticket prices be accessible to those on a lower income?

\*21. How will you promote your event?

\* 22. If you're planning on programming a digital event, which online platform will you use?

Zoom

Skype

Facebook

Twitter

Instagram

YouTube

Not applicable, I'm not planning a digital event

Other (please specify)

\* 23. Who will your target audience be?

Adults

Children

Both

Other (please specify)

\*24. 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



25. 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

\* 26. 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?

I'd love to!

I'm not sure

\* 27. 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

## 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 16 June.**

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 Rachel Gray.

[rachel.gray@scottishbooktrust.com](mailto:rachel.gray@scottishbooktrust.com)