# ASN School Residencies application form

## Key dates

1. Deadline for applications is Monday 2 October 2023 at 5pm
2. Applicants notified of outcome by Friday 20 October 2023

## Read this before you apply

### Eligibility

We can only consider your application if your organisation is eligible to apply. Please read the very short [eligibility criteria on our website](https://www.scottishbooktrust.com/writing-and-authors/live-literature/school-residencies/apply-now-fully-funded-asn-schools-residencies) carefully before you fill in this form.

### Completing the form

* Answer all of the questions below. Please set aside time to gather or request this information and ask a senior colleague for their statement in advanceof 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 (Key Contact) 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 schools@scottishbooktrust.com with your form attached as a word document before the deadline (Monday 2 October at 5pm). The outcome of this application will be sent to the key contact email address.

### 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 ASN settings 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 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

### About your school

| **Question** | **Answer** |
| --- | --- |
| School name |  |
| Postcode |  |
| Local authority |  |
| Phone number |  |
| School/setting type |  |

### How many pupils attend your school?

[ ]  1-100

[ ]  100-500

[ ]  500-1000

[ ]  1000+

### What percentage of pupils in your school have additional support needs?

[ ]  0%

[ ]  1-10%

[ ]  10-25%

[ ]  25-50%

[ ]  50-70%

[ ]  75-100%

## SIMD information about your school

Tell us what percentage of your pupils live in the following SIMD deciles.

| **SIMD decile** | **% of pupils** |
| --- | --- |
| 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) |
| --- |
|  |

| Please tell us about any other factors affecting your school, for example, give information about your local community, transport links or geographical isolation, access to books, changes in circumstances (Max. 150 words). |
| --- |
|  |

## About the project

| In one or two sentences, tell us what you’d like to address or achieve in your school through a residency. 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.Some examples:*‘Some of our students struggle to communicate with others, so we’d like to use sensory storytelling to encourage them to interact more. This will involve building connections between each other and the wider school environment.’**‘Our pupils lack confidence and think that they have no voice. We want an author to deliver sessions tailored to their interests, and let our pupils develop ways of expressing their opinions.’*(Max: 100 words) |
| --- |
|  |

### 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 from [our directory](https://www.scottishbooktrust.com/authors).)

| **Question** | **Answer** |
| --- | --- |
| First choice: |  |
| Second choice: |  |
| Third choice: |  |

| How many young people will participate in the project? We recommend you focus on one targeted group or class of up to 15 young people. (Note: Projects working with a large number of pupils will not have an advantage over projects that include a smaller number of young people.) |
| --- |
|  |

| In the first session you will be able to make plans for the residency together with your chosen author and a member of Scottish Book Trust staff.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 book or story, outdoor learning, celebration event, embedding sensory storytelling) (Max. 50 words) |
| --- |
|  |

| How will you document the project so that your school has a record of it, and so that you can measure its success? (Max. 50 words) |
| --- |
|  |

| Article 12 of the UN Convention on the Rights of the Child states that every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.How will you ensure young people’s views and wishes are considered and help shape the residency? (Max. 100 words) |
| --- |
|  |

## Staff statements

### **Key contact details**

(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).

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Job title |  |
| Email |  |
| Phone |  |

Please read the [Terms and Conditions](https://www.scottishbooktrust.com/writing-and-authors/live-literature/school-residencies/apply-now-fully-funded-asn-schools-residencies) document.

By submitting this application, you confirm that you have read and agree to follow the ASN School Residencies Terms and Conditions.

### **Key contact statement**

|  |
| --- |
| What part of working with an author are you most excited about and why? (Max. 100 words.) |
|  |

| As part of the residency, your author will deliver at least one training session for school staff. What would you most like to learn from an author? (Max. 100 words) |
| --- |
|  |

### **Senior management details**

(from a senior member of staff on behalf of the school – this must be a different person from the project co-ordinator above)

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Job title |  |
| Email |  |

### **Senior management statement**

| What change do you want to make in your school by supporting this residency? (Max. 200 words) |
| --- |
|  |

## Ready to apply?

The deadline for applications is Monday 2 October at 5pm.

Please send your application to [schools@scottishbooktrust.com](file:///C%3A%5CUsers%5Csigne.rudovica%5CDownloads%5Cschools%40scottishbooktrust.com) before the deadline.

Your form should be attached as a word document and the subject line should include ‘ASN School Residency Application.’

**Thank you for your interest in holding an ASN School Residency.**