

Live Literature assessment criteria

Each application will be assessed at panel using the criteria below. Other factors will play a part, included but not limited to:

- The amount of funding available for the panel to award
- Demand in your local authority
- Comparisons with other applications
- Whether the project will inspire a love of reading and writing

**Tell us a few basic details about your organisation and what you do.
Please be brief and use your own words.***

(max. 500 characters)

Points awarded	Criteria
Fully met: 2 points	Provides context which links to the wider application and illustrates how this funding can support the organisation's work.
Partially met: 1 point	Provides context relevant to the application.
Not met: 0 points	Provides basic information about the organisation, not linked to the wider application.

What would you like to do?*

Please give us a list of the activity you want us to fund. For each session you are applying for, tell us (1) what the session is, (2) who it will reach/who will be in the audience, (3) which form it will take. Example 1: World Book Day, reading by author, P4 pupils, March. Example 2: Podcast discussion about author's work, adults in the community. Make it clear if a session will be repeated, e.g. putting x2 after a description. The total should match the number of sessions you are applying for. (max. 1000 characters).

Points awarded	Criteria
Fully met: 2 points	Explains how sessions have been planned, with information about what any authors will be asked to do. Illustrates what any events will look like. Clear understanding of what makes a successful author event.
Partially met: 1 point	Outlines basic activity even where authors or outcomes aren't detailed specifically. Shows some understanding of what any events will look like. Some understanding of what makes a successful author event.
Not met: 0 points	Fails to explain what an author event will involve, or what the aim of any events might be. Unclear what makes a successful author event.

Why do you need Live Literature funding for this project to go ahead?*

e.g. financial need; high level of SIMD; piloting a new way of working; targeting a vulnerable group etc. (max. 850 characters)

Points awarded	Criteria
Fully met: 2 points	Clearly explains why the planned event(s) couldn't take place without Live Literature funding. Mentions any challenges preventing author engagement.
Partially met: 1 point	Indicates some of the challenges in running author event(s). Doesn't explain why Live Literature is essential to this going ahead.
Not met: 0 point	Unclear whether Live Literature funding is needed for some version of this activity to take place.

How will your session engage people who might not otherwise be able to access author events?*

e.g. responding to demand; free to attend; targeted invites; working with partners etc. (max. 850 characters)

Points awarded	Criteria
Fully met: 2 points	Describes the intended audience, how they've been targeted and any impact this project will have. Where barriers to engaging with literature are present, mention how planned event(s) will help overcome these.
Partially met: 1 point	Organisation demonstrates their understanding of an audience and how to meet their needs. Target audience may already be engaged with literature and / or the organisation's existing work.
Not met: 0 points	Audience or barriers to engagements have yet to be identified. Objectives or impact are not mentioned.

How will the audience attend your event?*

Tell us how your planned sessions – live events, recorded discussions, online resources etc. – will be shared with your audience. Is it through a newsletter? Part of a festival? Through your website? If your events include or intend to reach vulnerable people, including young people, how will you ensure their safety and wellbeing? Refer to any child and vulnerable adult protection policies you may have in place. (max. 850 characters)

Points awarded	Criteria
Fully met: 2 points	Shows consideration of how event(s) are planned around the audience, and that the format(s) chosen is accessible for them. Where relevant, safeguarding process is robust.
Partially met: 1 point	Audience yet to be identified and approach to delivering or marketing the event(s) hasn't been explained. Where relevant, safeguarding has been mentioned.
Not met: 0 points	No information provided about how the audience has been considered when planning the event(s). Where relevant, no indication of safeguarding process.