# Live Literature School Residencies: Application form

## Introduction

If you’ve always wanted to run a creative writing residency in your school but you need financial assistance to make it happen, you can apply now for a Live Literature school residency.

Residency schools receive a package of support that represents £4,000-5,000 of funding based on the application below. This includes 14 fully funded sessions with an author, a £500 resources grant, training sessions for project co-ordinators and the support of Scottish Book Trust’s experienced team to make your project the best it can be. Author sessions could be delivered in person or remotely, so each residency can be adapted according to what will best work for you and your pupils.

You may use this document to prepare your answers but only applications submitted online will be considered. If you need assistance with making your application or have other access needs, please get in touch by emailing [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com) or call 0131 524 0160.

## Key dates

1. **Deadline for applications: Thursday 28 March at midday**
2. **Results sent out by: End of April**
3. **Induction sessions for learning professionals: Tuesday 28 May**

## Read this before you apply

Your application needs to be eligible, complete and sent in before the deadline.

### *Eligibility*

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

Successful applicants will also be asked to agree to our [terms and conditions](https://www.scottishbooktrust.com/writing-and-authors/live-literature/school-residencies-terms-and-conditions) before any author sessions take place.

### *Completing the form*

* Answer all of the questions below. The application asks for 950 words across 11 questions and some basic statistics. Please set aside time to gather or request this information and ask a senior colleague for their statement **in advance** of 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 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*

Complete our [online application form](https://www.surveymonkey.co.uk/r/C9K25Y6) before the deadline of Thursday 28 March at midday.

If you need assistance with making your application or have other access needs, please get in touch by emailing [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com) or call 0131 524 0160.

## 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 ten schools 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 teaching 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 |  |
| Setting |  |
| Contact email (we will send the result of your application to this address) |  |

Would you like this email to receive our monthly newsletter for people who work in schools and libraries? (We won’t share your details with anyone else.)

Yes

No – already signed up

No – I don’t want to receive the newsletter

How many pupils attend your school?

**1–100**

**100–500**

**500–1000**

**1000+**

What percentage of pupils have English as an Additional Language at your school?

0%

1-10%

10-25%

25-50%

50-75%

75-100%

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

0%

1-10%

10-25%

25-50%

50-75%

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 (max: 150 words) e.g. information about your local community, transport links/geographical isolation, changes in circumstances. |
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### **About the project**

|  |
| --- |
| Tell us what learning outcomes you’d like to work towards during a residency. This could involve a mix of in person or remote activities, depending on your school’s circumstances. 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. (Max: 100 words.)  You should ensure that any staff who will be working directly with the author contribute to this question.  Some examples:  ‘Our new S1 classes are hesitant to write creatively and share work in class. We’d like to work with an author to run writing workshops so pupils enjoy writing more and want to share their work.’  ‘Our P5 class don’t work well with each other and we’d like to use creative writing with an author to bring them together as a group and explore a range of emotions.’  ‘Our pupils don’t feel positive about where they live. We’d like to bring in an author to explore our local history with them and show them they can find inspiration for stories where they live.’ |
|  |

Which author would you choose to carry out the residency? (Residencies are carried out by one author but we need alternative choices in case your first choice isn’t available. You can choose any author [on our author directory](https://www.scottishbooktrust.com/authors).)

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

| Briefly tell us why you have chosen these authors. This will help us understand what you hope to achieve through the project, and how an author will support the intended outcomes. For example, does the author work in a genre that will appeal to the target group? Do they handle themes that are important to your school and / or the pupils? Will pupils relate to them because they come from a similar background? (Max: 50 words) |
| --- |
|  |

| How many young people will participate in the project? We recommend you focus on one or two classes at the most, especially for workshops.  (Note: Projects working with a large number of pupils will not have an advantage over projects that work with a smaller number of young people.) |
| --- |
|  |

| If successful, you’ll plan the residency project together with the author and Scottish Book Trust. 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 wall display, outdoor learning, celebration event, storytelling, library visit, drawing front covers.) (Max: 50 words.) |
| --- |
|  |

| How will you measure the project’s success against your original objectives? Consider what you might do after each session as well as once the project is finished. E.g. surveys, word clouds, filming, vox pops, diaries. (Max: 50 words.) |
| --- |
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| How will you ensure young people’s safety and wellbeing throughout the residency? Please note that this applies for activity both in person and remotely. (Max: 50 words.) |
| --- |
|  |

### **Staff statements**

#### Project co-ordinator details and statement (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 |  |

| 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 two training sessions for school staff. What would you most like to learn from an author? (Max: 100 words.) |
| --- |
|  |

#### Senior management details and statement (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 |  |

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

Please confirm that a staff member will be available to attend the Induction Day on Tuesday 28 May if your application is successful. Support for cover is available if necessary.

Yes

No

### **Ready to apply?**

The deadline for applications is Thursday 28 March at midday.

We will get in touch with everyone who applies by the end of April 2024.

**Before you submit**: please check your application is eligible and complete, as set out at the top of the form.

**How to apply**: Complete our [online application form](https://www.surveymonkey.co.uk/r/C9K25Y6) before the deadline of midday on Thursday 28 March. If you have problems using the form, please email live.literature@scottishbooktrust.com.

**Thank you for your interest in holding a Live Literature School Residency.**