We have provided the following questions as a word document so you can draft your application.

Unless specifically asked to submit a word document by Scottish Book Trust, you must submit your application on our website.

# Live Literature application form

Application submission date:

The outcome of your application will be sent by email within two weeks of the panel deadline.

Thank you for your interest in running Live Literature sessions in your community. Apply now for support to run events between 1 April 2024 and 31 March 2025.

You will be asked to confirm that your organisation is eligible for funding in the following ways before you can apply:

* That your organisation is non-profit
* That all events will cost no more than £5 to attend
* That you agree to return our evaluation survey within two weeks of your final session

Read our [eligibility criteria](https://www.scottishbooktrust.com/writing-and-authors/live-literature/apply-now-live-literature) to find out more about who can apply for Live Literature support.

**Please note that:**

* Fields marked with \* are mandatory
* By submitting this application you confirm that you have read and, if successful, agree to the terms and conditions of this funding
* We will get back to you within two weeks of the relevant panel date

**Get in touch**

If you have any questions or comments please email [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com).

## About You\*

### Organisation details

* **Organisation name**
* **Organisation address**
* **Organisation postcode**

### Contact details

* **Main contact**
* **Job title**
* **Email address**
* **Confirm email address**
* **Which type best describes your organisation?** Choose from: Educational Organisation, Arts/Book Organisation, Community Organisation, Library, Government/Council Services, Healthcare, Support Services, Other.
  + **Please specify (i.e. primary school, festival, library service):**

### Confirm eligibility

You must be able to answer Yes to each of the following questions before submitting an application:

* Is your organisation not-for-profit?
* If there is a charge to attend your event, will it be no higher than £5?
* Do you agree to return our evaluation survey within two weeks of your final session?
* Have you read and agree to Scottish Book Trust's privacy statement? <https://www.scottishbooktrust.com/about/policies/privacy>
  + Delete as necessary: yes/no

## Session details

* **How many sessions are you applying for?\***
* **Tell us a few basic details about your organisation and what you do. Please be brief and use your own words.\*** (max. 500 characters)
* **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).
* **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)
* **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)
* **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)

**<End of form>**