How to apply for the Book Week Scotland Emerging Programmers fund

Book Week Scotland

Book Week Scotland is an annual celebration of books and reading run by Scottish Book Trust. This year it will take place from Monday 18 to Sunday 24 November.

The theme for Book Week Scotland 2024 is **Hope**. Not all events or activities need to be informed by the theme, as we will be looking to build a range of events related to books, reading and writing.

All Emerging Programmers events must take place during Book Week Scotland, as part of Book Week Scotland.

Emerging Programmers Fund

The Emerging Programmers fund is an initiative by Scottish Book Trust, aiming to support blossoming event programmers this Book Week Scotland. As an Emerging Programmer, you'll receive: £500 to run your own Book Week Scotland event, dedicated support from the Reading Communities team and opportunities to meet and work with professionals in the literary sector.

Events can either be digital, hybrid or in-person.

Information on applying, funding and important dates

How do I apply?

All applicants should fill in the application form.

It is advised that your host organisation help you fill out this application, as the final section of the form concerns their role in your event.

If you would rather complete your application over the phone, or chat through the form before filling it out, please contact nyla.ahmad@scottishbooktrust.com to arrange a phone call or Zoom call.

Please note, all phone call application appointments must be requested by **Friday 24 May.** The deadline for all applications is **Friday 31 May at 5pm**.

How do I apply as a host organisation, on behalf of my Emerging Programmer?

Host organisation applicants should fill in the application form.

If you are applying as a host organisation, it is strongly advised that your Emerging Programmer is involved in filling out this application as the first section of the form asks specifically for their input. If this is not possible, please fill out the first section to the best of your ability.

If you would rather complete your application over the phone, or chat through the form before filling it out, please contact nyla.ahmad@scottishbooktrust.com or phone 0131 524 0130 to arrange this.

Please note, all phone call application appointments must be requested by **Friday 24 May**. The Deadline for all applications is **Friday 31 May at 5pm**.

If my application is successful, what will I receive?

- Support from the Reading Communities team to create a unique literary event.
- £500 to programme a Book Week Scotland event.
- A £250 stipend.
- Opportunities to meet with other Emerging Programmers digitally and to hear from people working in the sector (and ask questions) – you will be invited to our Book Week Scotland partners 'All-in day'.
- Support and guidance from the wider Scottish Book Trust team.
- Opportunities to get involved with the promotion of Book Week Scotland in the press and on social media.
- A range of free downloadable digital assets to help you promote your event.
- Access to a Book Week Scotland event planning handbook with guidance on programming and marketing an event, generating press coverage and the evaluation process.

How can I claim my funding?

Once we've been in touch to say your application has been successful, we will organise allocating funding. The funds will be released to you in September 2024, to your host organisation's account, once your funding agreement form has been returned to us.

What can the funding be used for?

- Events can be held digitally or in-person.
- Events can take place anywhere in Scotland and can either be open to the public or for a specific group.
- Events must feature an author/storyteller/illustrator/writer.
- Event support will be allocated at £500 per event or activity. This can be used to cover: **an author fee of at least £190 per event**; author expenses (e.g. travel, accommodation, additional fee for online longevity of an event), expenses associated with putting on a digital event and physical event expenses (e.g. venue hire, catering, prizes, books to give away).
- Authors do not have to be part of the Live Literature Funding database but we do ask that you **pay author fees at the Live Literature rate of £190 per session plus agreed travel expenses.**
- The events may charge a nominal admission fee, provided the money raised goes towards covering event expenses.
- All financial support provided by Scottish Book Trust, excluding the £250 stipend, must be used to deliver the event/activity. Funds received may not be used to support selling tickets for profit, to purchase book stock which will be sold at the event or any other profit generation.

Who will I be working with?

- Your first point of call at Scottish Book Trust will be our Reading Communities Manager, Nyla Ahmad.
- The wider Scottish Book Trust team will also be available to support throughout.

Still have questions?

If you have any questions about Book Week Scotland or applying to be an Emerging Programmer, please feel free to get in touch with Nyla Ahmad by emailing nyla.ahmad@scottishbooktrust.com.

All-in day

If your application is successful, we will invite you to join us for a Book Week Scotland partners All-In Day. This is an opportunity to meet other partners putting on events for Book Week Scotland and the other Emerging Programmers. It's a great opportunity to meet lots of people involved in Book Week Scotland, to hear about their ideas and to get all the information you need to plan a great event. The exact date is not yet confirmed but will likely be in summer.

Important dates for applicants

Deadline for applications

Friday 31 May at 5pm

All-in day

Exact date to be confirmed

Book Week Scotland

Monday 18 to Sunday 24 November