

Live Literature: Application Form Guide

Adapted from Scottish Book Trust guidelines:

<http://www.scottishbooktrust.com/learning/live-literature-programme/apply-for-author-visits>



**Scottish
Book Trust**
inspiring readers and writers

This guide to the application form will give you some ideas for how to approach each question. You do not have to answer all bullet points if they aren't relevant to your application. If you have any questions about Live Literature or the author database, please email kay.bohan@scottishbooktrust.com.

All applications should be submitted online at www.scottishbooktrust.com/llf/apply before the deadline (27 September 2017, midday).

Application guide

This guide provides information on what to include for each part of the Live Literature application form.

1. What is the title of your project? (Character limit: 100.)

2. In your own words, please tell us briefly about your organisation. (Character limit: 2000.)

- This is a short summary; no need to go into lots of detail.
- If there is anything you'd like to highlight about your school, please let us know.
- Due to demand, we give priority to those who cannot fund author visits themselves. Please include any information relevant to this here (e.g. for schools, include SIMD profile information).

3. Please describe what you plan to do with each session.

How will you plan your sessions? Ideas for things you could mention:

- Who will plan the event? (Will pupils/parent volunteers be involved?)
- Will you plan with the author?
- Will you work in partnership with any other organisations, groups or departments?
- What will each session involve? Be specific: if you have applied for more than one session, please tell us how you will use each sessions.

4. How many sessions are you applying for? (You can only enter numbers in this box online.)

5. Where will your planned sessions take place? (Select from a list of local authorities.)

6. How will your sessions help your organisation to inspire people to read and write for pleasure?

Curriculum for Excellence and Live Literature

Scottish Book Trust knows that teachers and school librarians will take the aims of the Curriculum for Excellence into account. Although we know you refer to these to demonstrate your wider aims, we don't need you to detail how your project will deliver the experiences and outcomes of the Curriculum for Excellence in your application. **We are most concerned with how your project will inspire a love of reading and writing, so please focus on this.**

Some ideas for how to approach this question (please note that you do not have to answer all bullet points):

- How does the event fit in with or enhance the work you already do?
- Why is it important that this event is an author visit? (i.e. what benefits will an author bring to pupils that a teacher couldn't?)
- Are these sessions a chance to bring something entirely new to your organisation? E.g. is your project a pilot? If so, let us know.

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7. How will you measure this?

- Some ideas include: follow up session to talk about the visit, post it notes, evaluation forms, suggestion boxes, short film.
- Who will see this material? (e.g. completed questionnaires etc.). How will you use them in the future?

8. Who will benefit from your sessions?

Will these sessions support events for people who might not otherwise have access to author events? If so, please tell us here. You may want to tell us about:

- How you will make sure your sessions reach as many people as possible
- How you'll create a safe and welcoming space for your audience
- How you'll make sure the author visit is accessible to pupils with different levels of abilities or pupils with additional support needs, if appropriate

You don't need to provide copies of equalities or inclusivity policies for your organisation.

9. Live Literature sessions should be free to attend and they should run on a not-for-profit basis. Please briefly detail any cost for your audience.

- Events held in, or organised by, a school cannot charge pupils to attend.

10. Have you applied for Live Literature sessions before? (Yes/no only)

This helps us evaluate the programme: it has no impact on the success of your application.