



First Minister's Reading Challenge funding for remote events:

Conditions of funding

As the named contact on the First Minister's Reading Challenge funding application made to Scottish Book Trust, I confirm that I have read and can agree to the following conditions on behalf of my organisation.

The following conditions apply specifically to remote events. Where applicable, our existing First Minister's Reading Challenge conditions also apply. Please refer to these in addition to the below: [First Minister's Reading Challenge funding information](#)

Conditions of funding

- A session is around one hour long. The maximum session length is ninety minutes, and you should decide the length of the event with your author.
- Any activity which does not involve live delivery, i.e. a resource, contribution to community care packages, interview etc. should be commissioned with the above session length in mind. Authors should not be expected to work longer than this on any single activity.

If you received the funding for the previous school year (i.e. 2019-2020) and were unable to use it due to lockdown, you must:

- Commission author/s no later than **29 October 2020**
- Have the sessions take place no later than **26 November 2020**

Conditions of use

- Where your event results in a reusable resource, this can only be distributed or hosted online for a set period.
 - For funding rolled over from the previous school year (2019-2020), the resource can only be distributed or hosted online **until 26 November 2020**.
 - For funding from the current school year (2020-2021), the resource can only be distributed or hosted online until **25 June 2021**.



After that date, use of that content and any repeat fees must be renegotiated with the author, or the content removed. This covers closed groups (e.g. school intranets, private social media groups/channels) and public use (e.g. public website or YouTube video).

- The option to hold remote events is designed to support organisations and authors through a specific crisis, and as such a takedown date has been implemented to protect authors' rights over the distribution of their work.
- Individual authors can specify a shorter initial period of use.
- Authors can decline to give permission to record a live event.
- Where applicable, always use a permission to film and photograph form for authors and audiences for a digital event.
- We understand that you want to celebrate your event. When doing so, please consider the risks involved when sharing images and screenshots of workshops that include people's homes in the background. Sharing should not be done without explicit permission to photograph from attendees and authors, just as at an in-person event, and you should never do this when participants are young people or vulnerable adults.

Child protection and protection for vulnerable adults at First Minister's Reading Challenge events

- Scottish Book Trust does not ask authors and creators if they have a disclosure with Disclosure Scotland or if they are a member of the PVG scheme at any stage of the Live Literature programme.
- Many authors and creators **do not** hold a disclosure/PVG membership.
- For the safety of both the organisation and the author/creator, authors and creators should never be left alone with audiences, even when working remotely. It is your responsibility as the event organiser to make sure that the event is appropriately supervised and supported.
- You may find it useful to consult guidance on remote activity available from [The NSPCC](#) and Creative Scotland's [Creating Safety toolkit](#).
- If you have concerns, or if you would like to contact us about misconduct by a visiting author or creator, please email live.literature@scottishbooktrust.com.

If you think a child is in immediate danger, don't delay – call the police on 999 or call NSPCC on [0808 800 5000](tel:08088005000), straight away.

If you can meet the above conditions, you do not need to respond.

If you cannot meet the above conditions, please contact Scottish Book Trust as soon as possible, and **before** booking any authors.

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