



Letters to Our Daughters

Terms and conditions

Letters to Our Daughters is a celebratory writing competition commissioned by Mulberry Schools Trust, for secondary schools internationally. It is produced by Applied Stories, the trading name of playwright and producer Fin Kennedy. The project intends to have a positive social impact and be a vehicle for young women's voices to reach the wider world. We want everyone taking part to have a great experience, so thank you for taking the time to read about how we might work with any material your school may submit.

Online resources:

- The videos are free to access for the duration of the project and may be used as you wish. It is recommended to start at the start and complete them all with your class.
- Worksheets and reading lists in the resources folder are also free to use, print and photocopy. Please ensure attribution is given to Applied Stories (www.appliedstories.co.uk) when using them.
- You are welcome to use these videos or worksheets in other future projects, if you would like to commission further live workshops please contact fin@appliedstories.co.uk

Letter submissions:

- All registered schools can be offered an 'online hello' - a 30-min Zoom session for one class, with one or more of our writing tutors, to introduce the project and ask questions.
- First draft deadline is **6pm on Fri 24 May 2024**.
- Second draft deadline is **6pm on Fri 19 July 2024**.
- All letters must be sent to letters@appliedstories.co.uk
- Letters are intended to be read aloud so must not exceed 500 words / one side of A4 in 12 point font.
- All schools submitting five or more letters will be offered a free 90-min re-drafting workshop with one of the project's writing tutors.
- For UK schools this workshop can be in person, for international schools online via Zoom.
- Mutually convenient time slots can be arranged with sufficient notice (min. two weeks).
- Workshops are for up to 30 students and will involve being guided to critique each other's first drafts in pairs.
- In submitting a letter/s, all participating schools have confirmed that they have read the Mulberry Schools Trust guidelines on tone and content, and secured parental permission for each student to enter and potentially have their letter published and performed live.
- Letters which breach the tone and content guidelines (on which Mulberry's decision will be final) may not be considered.
- Copyright in each letter remains with its writer, but in submitting it all writers grant their permission for letters to be circulated, reproduced and published online or in print with no further permissions required.
- Changes to the text of the letter may not be made without written permission from the writer.
- Letters may be presented in a non-profit context in perpetuity, without further royalties being owed.
- All schools and writers agree for their names to be listed in project publicity.
- All writers submitting a second draft will receive some individual feedback on their letter. We regret that we cannot do this for first drafts.



Publication:

- In submitting a letter all writers agree that it may be published in a new volume; however publication is not guaranteed.
- Up to 60 letters will be selected for publication in a new volume commissioned by Mulberry Schools Trust for October 2024.
- A number of free copies will be sent to all participating schools.
- The volume will always be free with no further royalties payable.
- Writers selected may be asked for a photo and short bio or statement.

Live performance:

- In submitting a letter please note that its writer may need to be available on the following dates if requested, with travel and chaperoning arranged by their school:
- Up to 4 letters and their writers will be invited to perform live at Mulberry School's Trust fundraising event at Wilton's Music Hall on **Weds 10 July 2024 6.30-9.30pm**.
- Up to 8 letters and their writers will be invited to perform at the Global Girl Leading conference at the QE2 conference centre in central London from **9am-5pm on Friday 11 October 2024**.
- Both performances will be supported by a professional theatre director and will be 'off book' (lines learned). Arrangements for rehearsals will be made individually.
- We ask that writers perform their own letters and do not appoint an actor or reader.

Audio recording and photography:

- In submitting a letter you confirm that its writer is willing and available to be photographed and audio recorded as part of the legacy of the project, should they get to the final eight.
- The eight letters performed in October 2024 will be audio recorded by Applied Stories at some point during rehearsals.
- These recordings will be edited, with music or sound effects possibly added, with each writer's approval sought.
- Audio recordings will be made available in a non-profit context in perpetuity, both in person and online, with the writer's name and photo attached.
- After recording, we won't edit or change it without the writer/performer's permission.
- Professional photographic portraits of all eight finalists will be taken and printed onto canvases, for display in the school buildings of participating schools.
- Portraits and audio clips may be used for promotional purposes indefinitely.
- Participating schools confirm they have received parental permission for all of the above.

Data Protection and Safeguarding:

- Applied Stories has been commissioned by Mulberry Schools Trust and is therefore bound by its data protection policies. The only student information that needs to be shared with Applied Stories or Mulberry Schools Trust is: student name, school, year. No direct contact will be made with students by Applied Stories.
- If you would like to hear about future Applied Stories projects please join the mailing list at www.appliedstories.co.uk/contact-us

Questions:

If you have any questions about *Letters to Our Daughters* please get in touch any time: letters@appliedstories.co.uk