

Back from the Brink: Community Arts

Invitation to Quote



Deadline: 28th February, 2019.

You are invited to quote in competition with others to provide the services/goods specified below.

Back from the Brink overview

(naturebftb.co.uk - @NatureBftB)

Back from the Brink showcases a new, exciting and ambitious way of working; a project that spans England, from Cornwall to Northumberland* and aims to save some of England's most rare and threatened species. It's the first time **ever** that so many conservation organisations have come together with one purpose. Running until 2021 and with so many organisations involved, this project aims to inspire a new movement in conservation and become a case study for new ways of working.

The Back from the Brink partnership recognises that creative processes are an effective way of engaging people with (and creating value in) the natural environment and species.

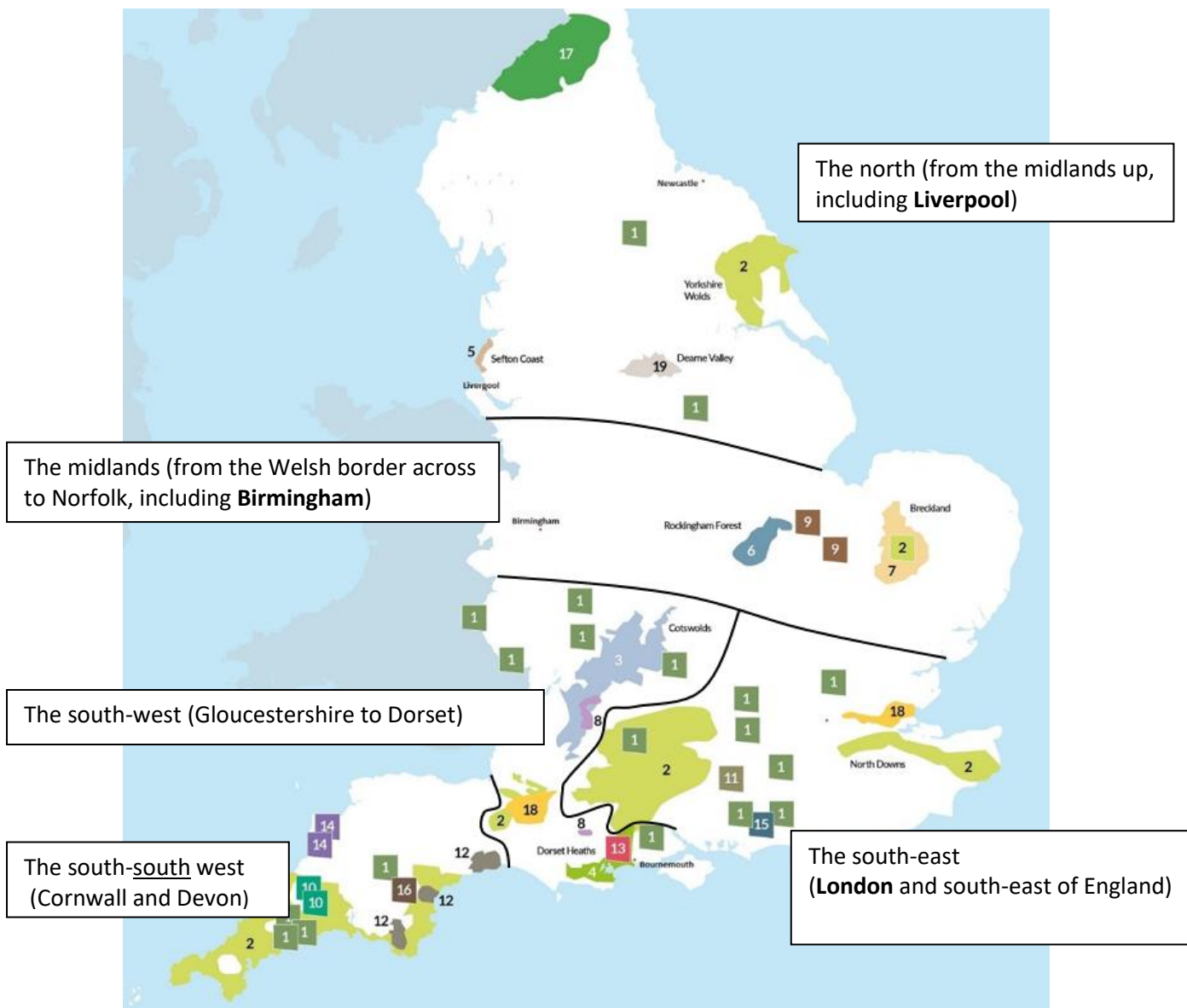
That is why we are running a 'Community Arts' piece of work that will run throughout the life-span of Back from the Brink – allowing us to offer opportunities to the public in which they can create relationships with our species through **discovery**; realising the **value** of these rare species and in turn being inspired to **act** for them. It will also give the project a wider impact; a more diverse audience and add longevity to the project's aims.

**For a more thorough view on the project and its range across England – please refer to the website (naturebftb.co.uk) where you will find a map with all 19 projects involved in their numerous locations.*

Contract details

Back from the Brink is therefore looking for 5 creative people, one for each of the below areas (see map). Ideally, you will have roots and a reputation within your area so that you may build on these within this piece of work.

The map below shows the boundaries for each area (please open the PDF version of this document if your computer does not support this document). For the full list of projects within each area, please see our interactive map: <https://naturebftb.co.uk/where-were-working/>



The artists chosen will lead on one area each.

The artists will be supplied with the key events happening within the projects, within their area - for the year - which they could link to. They will also be supplied with context and further information on the overall project through an induction day. They will then be asked to plan a series of events (four minimum, details below).

They have the flexibility to decide what type of event, what art form to use, where etc. The artists will work closely with Emma Burt (the Community and Outreach Officer for Back from the Brink) to ensure that their work is in line with the projects needs and requirement. Emma will also be there to support the artists and their needs during this contract.

For further details, and how to apply, please see below.

Requirements for the contract:

- The artist will be required to research and link with the Back from the Brink projects happening within their chosen area and to produce a **minimum of four** events. The artist may also wish to link with local festivals/events that are already taking place within their chosen area.
 - One event must be aimed at families and engage with min 150 people – **aim for 200**.
 - One event must be aimed at the local community and engage with min **150** people - **aim for 200**.
 - Two more solid events that link with local communities, festivals and organisations and/or running a series of smaller workshops. The artists should **aim to engage with a further 200** people per event for their two events.
- The events must all occur **before the end of March 2020**.
- The projects the artist chooses to include within the 4 events must showcase the diversity within Back from the Brink and must include *at least* one integrated project. The artist will be directed by the Community and Outreach Officer to ensure all projects are included nationally. No project may be **focused** on more than once, but it may be touched upon in more than one event. The artists have flexibility to include as few or as many projects as they like, per event.
- The artist's events may all be condensed within a 3-month period. Or, they may be sporadic throughout the year to fit with best seasons for their area's projects. It is up to the individual to plan their events with consideration to their other work as a professional artist, with the budget in mind – and commit to it.
- The budget for this piece of work is **£8,000** and this needs to cover **all** costs – materials, artist's time, space etc. In-kind support will be an **essential** element for this work, using the links we have within the many partner organisations to their full potential.
- Recording, feedback and evaluation **must** be undertaken for each event as well as in conclusion for the year.
- The artists must show a collaborative approach both with other artists, organisations, communities and across projects.
- They should work around and with any local events occurring **if**, in doing so - it increases the impact of their work.
- They must consider the separate creative events that projects may **already** be doing as part of their own project work.
- They will aim to engage with a range of audiences.
- The artists may come together for any national events, where appropriate.
- Ideally, there will be scope within the artists timelines for **spontaneous responsive opportunities/events**, whether local or national.
- The objective of these events is to inform people about Back from the Brink, its projects and its species - specifically those local to the community where the event is held. This event must allow for **discovery** of our species, so that attendees might **value** and then **act** on their connections.
- DBS certificate.
- Registered as Self-employed.

Desired for the contract:

- Initiative, the ability to drive projects by yourself.
- Adaptable – able to work solely and within a team.
- Previous experience working with communities.

Please be aware:

- You will be required to offer support/your knowledge for promotional activities, e.g. names of local press, groups etc.

- You will be offered the **option** of supporting promotions for your project through blogs, press releases, etc. Therefore, if you wish to use these opportunities, this work must be considered when planning your time, budget etc.
- Project staff are extremely busy! Communication must go via the Community and Outreach Officer at all times to ensure maximum efficiency.
- We want to see the artists take ownership over their events, however, please be aware that all work for this contract feeds into a larger, overall project. The Community and Outreach Officer will therefore be managing and directing all events. The artists will be expected to keep her up to date with all ideas and plans. They will also be expected to take her lead on any changes needed.
- This quote callout is for year two of a three-year project. There is the potential for a larger, continued piece of work within 2020-2021 to which you will be able to apply, once this stage has been completed.
- Back from the Brink has ownership over all work produced for this contract.

If you need further information on the project then please go to naturebftb.co.uk or get in touch with Emma, Community and Outreach Officer for Back from the Brink: emma.burt@rspb.org.uk.

You will need to be available on the below dates for interview via Skype:

14th & 15th March, 2019.

You will need to be available on the below dates for an Induction Day at Sandy, Bedfordshire (travel costs will be covered):

26th March, 2019.

To apply

To apply, please send the below to emma.burt@rspb.org.uk:

- This document, signed by you (please ensure you tick/cross all boxes) with below proposal completed.
- Your resume - with two relevant references and a cover letter. Please include in your cover letter which area you would like to cover.

Proposal (please fill in and include with your application).

Example event

Please select the appropriate area applicable to you, as described and shown within the map.

Using the brief above and our website, which contains information on all projects (naturebftb.co.uk), please give details for an event you would run as part of this contract.

Please give details below:

The successful supplier will supply a service to which the following points will apply:

1. **Event organisation and management** – the creative must organise and run the events within budget and with the support of the Community and Outreach Officer.
Please give details of an event you have run, **in partnership**, and how you shaped it to fit to a budget:
2. **Each event must be run in relation to a minimum of one BftB project** within the creative's area.
Back from the Brink is all about collaboration and partnership work.
Have you ever worked collaboratively? What challenges and/or opportunities did this present?
3. **Record and Evaluate** – each creative must record the impact their event is having on attendees (you will be given guidance for this by the Community and Outreach Officer – creative methods will be welcomed as options).
From these records, you will be asked to produce a short evaluation that outlines how your event has allowed for the **discover, value, act** journey – and how successful that was.
Have you evaluated an event before in any way? How did this evaluation inform your future work?
4. The **target audience** for this work is “communities close to sites” (the projects).
Have you done a similar community based event?

Budget:

Below are the two key budget areas for this piece of work. Please remember that 'event costs' must cover **all** elements of the event - materials, possible space costs (though we will encourage use of spaces already available to us) and any additions for your event (e.g. facilities, charges for site, etc.).

Using the **£8,000** budget, please fill in the below **with reference to your single, proposed event.**

Type of cost	Cost
Event 1 Planning and research for project - artist fees:	£ + VAT
Event 1 Event + travel budget costs	£ + VAT

Total **maximum** budget: £8,000.

The artist is responsible for managing their budget and above stated is a guide for expectations.

Payment:

Back from the Brink is aware that artists work differently and therefore payment preferences can differ. We can offer payment upfront **per event**, if that would be more convenient for you. Or alternatively, payment upfront for the first event and then subsequently, payment **after** the following 3 events.

Please outline below how you would prefer to be paid, referencing the budget you have outlined in the previous section of this document.

BftB reserves the right to cancel this contract and pay only for work undertaken, at any time.

If you are paid upfront for an event and the contract is cancelled before any work is undertaken, BftB reserves the right to claim a refund for such payment.

Deadline: this document should be emailed to emma.burt@rspb.org.uk by **28th February, 2019.**

If you wish to discuss any aspect of this quote prior to submitting, please email: emma.burt@rspb.org.uk

Name of Company

Are you self employed? Yes No (Please tick or X as appropriate)

Address:

Telephone:

Mobile:

Fax:

Email:

VAT registration number (if applicable):

Name of person applying on behalf of the company:

Added Value

Back from the Brink is a funded project so charitable rates will be appreciated. In-kind support will be provided through the promotion of your work as part of a national conservation project.

Terms and Conditions

The basis of the contractual agreement between Back from the Brink and the applicant is detailed in the [RSPB Terms and Conditions](#) – please click on this link to download. In applying for this work you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

Back from the Brink expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the [RSPB Ethical and Environmental Procurement Policy](#) and **tick this box** if you agree to be bound by its terms and conditions

Signed	
On behalf of	
Date	

Please note: a name added in an electronic document is functionally equivalent to a signature.

