



Invitation to Tender: Creative Practitioner for Bristol High Streets: Ashley Road/ Grosvenor Road, Crow Lane, Oatlands Avenue

Budget: £14,700 (£4,900 per High Street)

Submission deadline: 5pm, Monday 17th June, 2024

Activity timeframe: July - September 2024

1. Summary

Bristol City Council would like to engage Creative Practitioners to work with the local community in three high streets. There are three commissions available and each one can be delivered by an individual, or by a collective or organisation. Applications can be for one, two, or all three of the high streets.

We are looking for a creative practitioner(s) in each of the following high streets with a particular specialism, as follows:

Ashley Road / Grosvenor Road (BS1): local history/ heritage projects (with a focus on changemaking)

Crow Lane (BS10): music performance and/or production

Oatlands Avenue (BS14): visual arts and/or crafts

The role will include developing and delivering creative participatory activities for local people (e.g. workshops). It is intended that these activities will inform and determine what other culture and events local people would like to see on their high street, leading to further activities and events in the community.

It is essential that this role works alongside the wider community and local stakeholders to ensure activities reflect local interests and the character of the specific high street. Activity should reach several different audiences in this process, including young people, families and older people, bringing inter-generational groups together.

2. Overview

The Creative Practitioner for Bristol High Streets commission is part of the City Centre and High Streets Programme funded by Bristol City Council and the West of England Combined Authorities Love our High Streets project. Between 2021 and 2023 the City Centre and High Streets Programme delivered a range of culture and events activities in nine priority high streets. We now have £140,000 to support three different high streets.

This commission will fund Bristol-based creative practitioners to deliver a programme of cultural events and activities between July and September 2025. These activities will support the creation of locally distinctive places, bring Bristol residents together, and support the city's economy.



We have allocated £14,700 to the appointment of three creative practitioners in the following areas:

- Ashley Road/Grosvenor Road, BS1 - £4,900
- Crow Lane, BS10 - £4,900
- Oatlands Avenue, BS14 - £4,900

Maps for each of the areas can be found in Appendix 1 on page 9.

Individuals or organisations are invited to submit a tender proposal, including a quotation for the work.

3. Aims of Bristol City Council's Culture and Events Programme 2024 on the high streets:

a. To create locally distinctive places and experiences

To attract people and increase the amount of time they stay for (also known as dwell time) and create local distinctiveness and activate and animate high streets through a programme of activities.

b. To advance diversity, equality and inclusion for all Bristol's citizens

Deliver cultural activities and events that are inclusive, diverse, and easy to access that celebrate and engage with communities, businesses and stakeholders.

c. To invest in the culture and events sector

Increase paid employment opportunities for creative practitioners, artists, and event professionals.

d. To address environmental sustainability, climate and ecological emergency

Embed environmental sustainability and climate and ecological emergency priorities, raising awareness and addressing priorities through the proposed projects and activities.

4. Background

Recent consultation and engagement with local people in the high streets demonstrated a need for bringing the community together and engagement with young people in all three areas. Other feedback provided included:

Ashley Road/Grosvenor Road

In Ashley Road/ Grosvenor Road consultation identified potential activity themes across music, food, culture, community/ family. There was a lot of enthusiasm for activities or events related to history and heritage of the area, and the people who have lived in St Paul's.

Crow Lane

In Crow Lane, recent engagement within the community suggests people would like to see family/community activities. Other suggestions included music, art, culture, festivals.

Oatlands Avenue

In Oatlands Avenue, there was a desire for community/ family and intergenerational activities which will allow people to connect with each other. Arts and crafts was cited as a potential focus.

5. Stages and deliverables

The following table gives the minimum outputs for this engagement and indicative dates:

Stage	Output	Time allocated and dates
Stage 1: Planning	<ul style="list-style-type: none"> • An initial meeting with Bristol City Council Officer(s) • consultation with local stakeholders (the council can assist with introductions) • written update with project plan including budget and timelines • one further video meeting with Bristol City Council Officer(s). 	2 days June/July 2024
Stage 2: Delivery	<ul style="list-style-type: none"> • A minimum of 8 public creative participatory activities, that bring local citizens, communities and stakeholders together to produce, perform or participate. Specific audiences are: young people (aged 13-17), families, older people. • Activities in each high street in a specific discipline: <ul style="list-style-type: none"> ○ Ashley Road / Grosvenor Road (BS1): local history/ heritage projects ○ Crow Lane (BS10): music performance and/or production ○ Oatlands Avenue (BS14): visual arts and/or crafts • Activity to produce suggestions for further culture and events commissions. <p>Workshops/ other participatory activities can vary in length, but each should be between 1-3 hours, excluding set-up and pack-down. The eight activities should total a minimum of 15 hours.</p> <p>This could look something like:</p> <ul style="list-style-type: none"> • 3 x 1-hour activities • 3 x 2-hour activities • 2 x 3-hour activities 	8 separate participatory activities (e.g. workshops) July – September 2024
Stage 3: Monitoring and Evaluation	<p>After 4-5 participatory activities, one meeting and a short, written report on:</p> <ul style="list-style-type: none"> • Midway monitoring and evaluation • Midway suggestions for further commissioning reported back to Bristol City Council Officer(s) 	1 day July-August 2024



	<p>At the end of project:</p> <ul style="list-style-type: none"> • Final documented monitoring and evaluation • Final suggestions for further commissioning 	<p>1 day September 2024</p>
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In addition to the above, the creative practitioner(s) in each high street will:

- Work with the City Centre and High Streets team at Bristol City Council.
- Take an Asset Based Community Development (ABCD) approach to sustainable community-driven development. Asset Based Community Development builds on the assets that are found in the community and mobilizes people to come together to realise and develop their strengths.
- Engage with local people, including through third parties such as youth organisations, to ensure good participation levels at activities and events. Take into consideration potential accessibility requirements of activity participants.
- Enable and support a collaborative approach where local people can develop ideas for further culture and events activity.

6. Safeguarding

- Where applicable, the Creative Practitioner will be required to hold a DBS certificate at the appropriate level.
- If you are an organisation submitting a proposal for this work, you will need to submit an organisational safeguarding policy.
- If you are a freelancer or an organisation successful in being awarded this commission you will be required to complete a safeguarding risk assessment where required.

7. Insurance

The Creative Practitioner will be expected to hold public liability insurance to a minimum value of £5m and, where applicable, employer liability insurance £5m.

8. Copyright and Ownership

- Bristol City Council will have rights to use qualitative data, creative contributions from participants and documentation of the activities, including project photographs, images, and videos. This will be for the use of learning and participation activities, reporting, promotional and publicity purposes in digital and print format including social media. Any use of this kind will include an acknowledgement and credit the practitioner(s).
- New artworks created by the commission practitioner(s): where these are solely the work and ideas of the artist, copyright and IP ownership will be held in favour of the practitioner. Where the artwork/s have been created with communities through the engagement process, copyright and IP ownership will be held jointly by the artist and BCC on behalf of relevant community partner/s.



- Publicity and promotion materials to be used will be agreed with the council. Copies of logos and wording to be used on all publicity and marketing will be provided to the successful applicant(s).

9. Contract Value

A contract will be awarded for each of the three high streets. The value of each contract is £4,900 (exc. VAT) for the deliverables as set out in Section 5 above. This is inclusive of all expenses (all materials, room hire, refreshments, travel expenses, etc).

Suppliers must provide a pricing schedule detailing a breakdown of costs. All charges/prices must be in pounds sterling and should be exclusive of VAT but include all costs. All pricing information will form the basis of any resulting contract.

The contract value for each high street excludes Value Added Tax, which shall be added where the Producer is registered for VAT. It is the responsibility of the appointee to inform the Client if they are registered for VAT purposes and to supply a VAT invoice.

Payment schedule on receipt of invoices and within 30 days.

We can assist in providing contact details for room hire in each of the high street areas, however, please consider that you will need to arrange the hiring/booking of rooms or venues yourself. Our initial enquiries indicate that room hire is available locally in each area for approximately £25 per hour.

If you plan to submit a tender proposal for this commission as a collective please appoint a lead practitioner to make this application and indicate in your proposal who else will be involved. If a collective were appointed to the commission, all individuals involved must be paid from the overall contract value which will be paid to the lead practitioner. Bristol City Council cannot make payments to additional practitioners.

The practitioner fee will be paid in instalments:

1. 35% on Signature of contract
2. 15% on submission of written update and project plan
3. 30% on completion of 4 workshops and midway monitoring and evaluation
4. 20% on completion of final report and monitoring information (including final Budget)

10. Monitoring and evaluation

The successful individual / organisation for each high street will be required to provide midway monitoring and evaluation and an end of project report and gather specific information outlined below to assess the



reach and impact of funding for culture and show why it is vital. Templates and forms will be provided to the successful organisation:

- Number of attendees at each event, including details of:
- Postcode information
- Audience satisfaction
- Number of new paid employment opportunities for artists/creative practitioners and event professionals that the event has supported
- Skills and training opportunities created
- Equalities information

We will also ask you to provide photos of the activity or event and copies of press and marketing information.

11. Webinars

We will be holding two online information webinars about the high street commissions. The council will present key information about the commissions, and you will have the opportunity to ask any questions. These take place on the following dates:

1-2pm, Thursday 30th May

1-2pm Tuesday 4th June

Please email business@bristol.gov.uk if you would like to attend and you will be sent online joining instructions.

12. How to apply and submission process

Eligibility: Only creative practitioners living and/or working within Bristol will be eligible to apply. We are particularly interested in applications from practitioners living or working in, or with lived experience and connection to, the high street area they are applying to work on.

Your proposal should include:

1. Your name, contact details, postcode, preferred pronoun and how you heard about this opportunity
2. If you are applying as a collective or organisation please include this information here. If you are a collective of practitioners, please state one 'lead practitioner'.
3. Your CV / website.
4. Which high street you are responding to (you can make an application for the commission for one, two or all three streets, paying particular attention to the creative specialisms we specify for each area).



5. Evidence that you have the relevant insurance cover as detailed in section 7.
6. A pricing schedule detailing a breakdown of costs. All charges/prices must be in pounds sterling and should be exclusive of VAT but include all costs.
7. An indication of your availability to attend an interview with Bristol City Council Officers on Tuesday 25th June or Wednesday 26th June.
8. A statement outlining your suitability for the work including (maximum 2 sides of A4):
 - Why you are interested in this opportunity.
 - A clear explanation of how you would engage with the three named priority groups (young people, families and older people). Please include details of any collaborations with third-party organisations you would anticipate.
 - Examples of two comparable projects you have previously delivered; one of which demonstrates working with young people and the other to be focused on families or older people. You can include up to three images or links to relevant work.

If you or someone you are supporting needs this information in a different format, please do get in touch so we can make sure this opportunity is open to you.

We value tender proposals from all sections of the community. If you would require adjustments in order to complete this work, we would discuss with you following awarding of the commission. Appointments will be made on merit.

13. Process and Key dates

- Tuesday 21st May – Invitation to Tender for Creative Practitioner for Bristol High Streets opens
- 1-2pm, Thursday 30th May **or** 1-2pm Tuesday 4th June – Online Information Webinar (email business@bristol.gov.uk to book a place)
- 5pm, Monday 17th June – Invitation to Tender window closes
- Tuesday 25th June and Wednesday 26th June – shortlisted tender proposal interviews
- Thursday 27th June - Successful individuals / organisations will be informed
- Friday 28th June and Tuesday 2nd July– Inception meeting with Bristol City Council Officer(s)

Please email your tender proposal to business@bristol.gov.uk **5pm, Monday 17th June 2024**, ensuring you address all requirements set out above.

Decisions made by the panel on tender proposals will be final, there is no appeal process. We will be able to provide brief feedback only to those invited to interview.

The Council is under no obligation to award a contract at the conclusion of this request for quote exercise.

12. Selection process

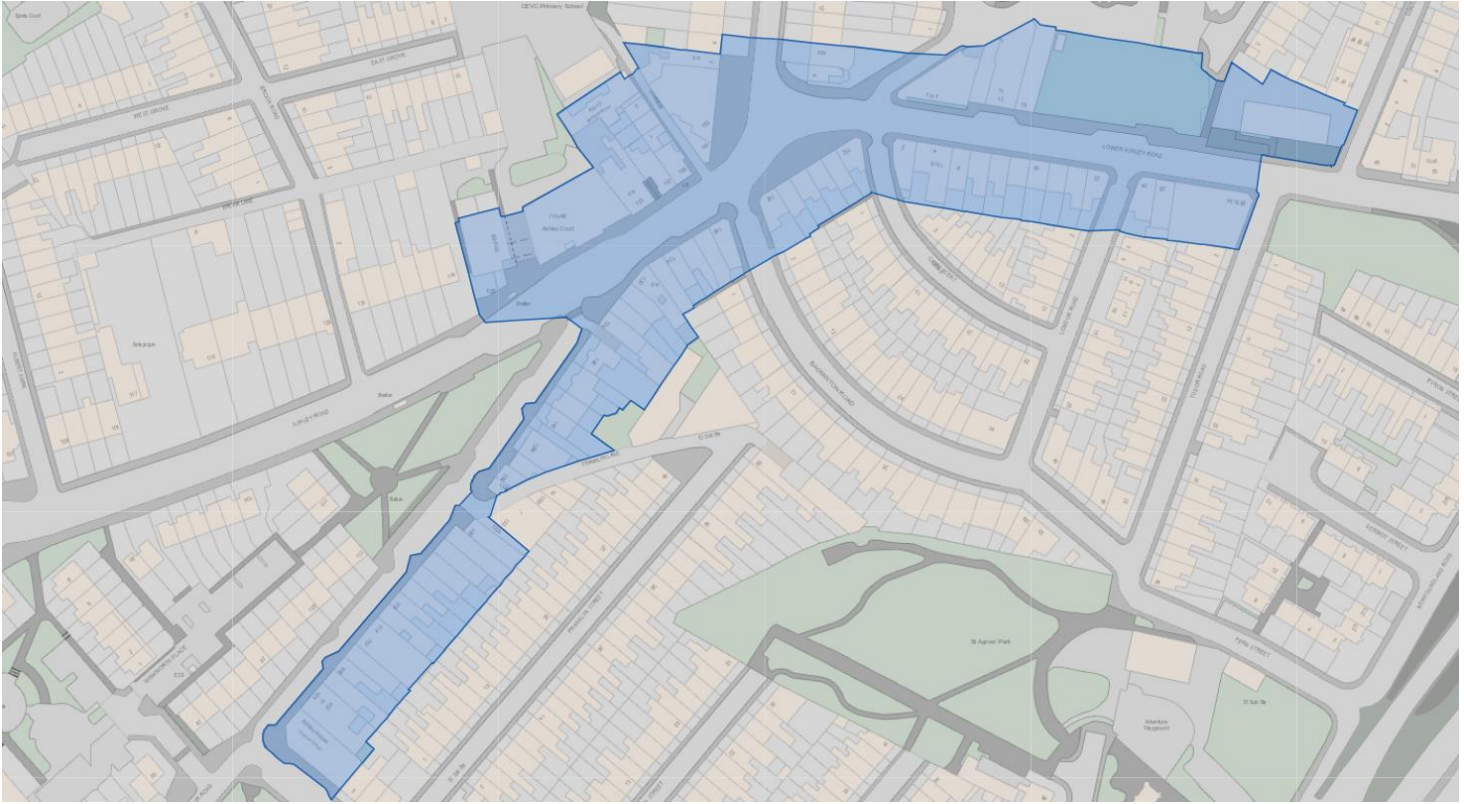
Your tender proposal for this work will be considered against the aims of the brief by the Commissioning Panel using the traffic light system of assessment.

Score (0-3)	0	1	2	3
Rationale	Unacceptable - not been answered or the answer raises serious doubts.	Partially answered but reservations remain about the clarity / robustness / credibility of the answer.	Acceptable – answered to a satisfactory standard.	Excellent – fully answered and exceeds satisfactory standards.

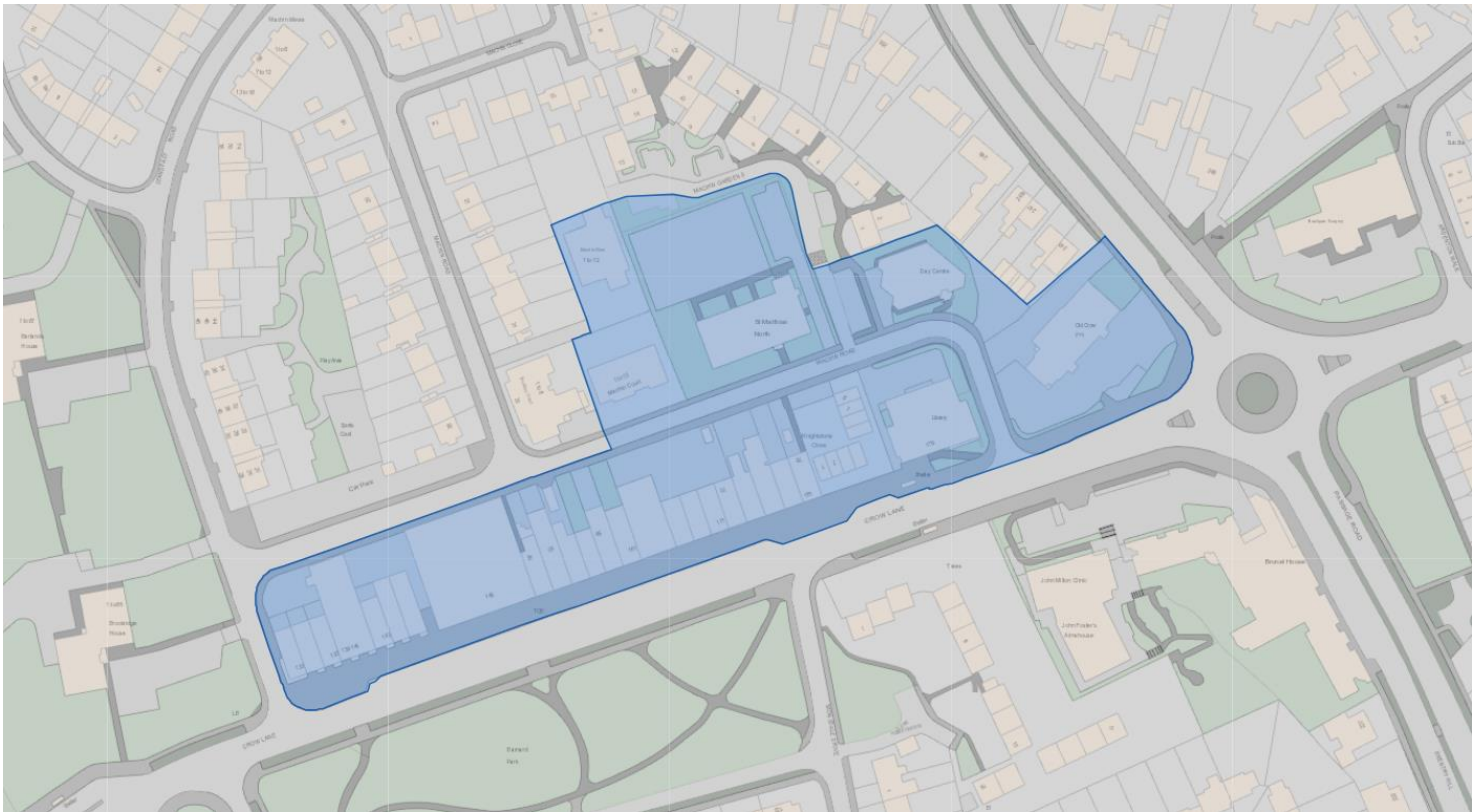
Appendix 1 – High Street Maps

The areas marked in blue indicate where the majority of activity must take place.

Ashley Road/Grosvenor Road – BS1



Crow Lane – BS10



Oatlands Avenue – BS14

