



Invitation to Tender: 'Community Celebrations' on Ashley Road/Grosvenor Road

Budget: £10,000

Submission deadline: 5pm, Tuesday 20th August, 2024

Activity timeframe: September 2024 – February 2025

1. Summary

Bristol City Council would like to engage an individual/collective/organisation to work with the local community in Ashley Road/ Grosvenor Road (BS1) to deliver three community celebration events between September 2024 and February 2025.

The role will focus on the development and delivery of three celebratory community events for local people, including some of the following elements: food, music, picnic. All events and activities will be free of charge to participants.

The commissioned individual/collective/organisation will work alongside the wider community, local stakeholders and existing providers, to ensure activities reflect local interests and the character of the specific high street. We envisage that the successful individual/collective/organisation might engage other local cultural and community providers to contribute to delivery.

Overview

This 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 a Bristol-based individual/collective/organisation to deliver three community celebration events in Ashley Road/ Grosvenor Road between September 2024 and 28th February 2025. These activities will support the creation of locally distinctive places, bring Bristol residents together, and support the city's economy.

A map of the designated area on Ashley Road/ Grosvenor Road can be found in Appendix 1 on page 8.

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



2. 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.

3. Background

Recent consultation and engagement with local people in Ashley Road/ Grosvenor Road demonstrated a need for bringing the community together and engagement with the audiences specified above. Ideas for cultural activities and events included food, picnics, music, gardening, art.

4. Stages and deliverables

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

Stage	Output	Suggested time allocated and dates
Stage 1: Initial Planning	<ul style="list-style-type: none"> • 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). 	Approx 3 days September 2024
Stage 2: Planning and Delivery	<ul style="list-style-type: none"> • Three community celebration events, lasting a minimum of three hours each. 	September 2024 – February 2025



Stage 3: Monitoring and Evaluation	At the end of project: <ul style="list-style-type: none">• A short, written report• Documented monitoring and evaluation	2 days February-March 2025
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In addition to the above, the successful individual/collective/organisation 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.

5. Where events can take place

The location of events will be limited by weather conditions. However, where possible we would like to see some part of the events take place outside. Please consider location of events in your proposal.

6. Safeguarding

- Where applicable, facilitators will be required to hold a DBS certificate at the appropriate level and have had relevant and up to date safeguarding training.
- If you are an organisation submitting a proposal for this work, you will need to submit an organisational safeguarding policy.
- You will be required to complete a safeguarding risk assessment where relevant.

7. Insurance

The successful individual/collective/organisation 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).



- 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

The value of this contract is £10,000 (exc. VAT) for the deliverables as set out in Section 4 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 the location, 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 for approximately £25 per hour.

All individuals involved must be paid from the overall contract value which will be paid to the commissioned organisation. Bristol City Council cannot make payments to additional individuals.

The fee will be paid in instalments:

1. 35% on Signature of contract
2. 45% on submission of written update and project plan
3. 20% on completion of final report and monitoring information (including final Budget)

10. Monitoring and evaluation

The successful individual/collective/organisation will be required to provide an end of project report. We will provide you with a monitoring form to gather some specific information outlined below to assess the reach and impact of funding for culture and show why it is vital:

- Number of attendees at the event, including details of:
 - Number that have a Bristol postcode (resident)
 - Number that have a postcode outside of Bristol (day visitor)
- Average spend per visitor/family (broken down by resident and day visitor)
- Number of new paid employment opportunities for artists/creative practitioners and event professionals that the event has supported
- Number of businesses supported through the project



- Skills and training opportunities created
- Equality, diversity and demographics for employees, participants and attendees (a guide to the information required will be provided to successful applicants)
- Audience satisfaction.

For each event a minimum ratio of 10 people for every 100 attendees will need to be surveyed, up to a maximum of 100 people will be required.

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

11. How to apply and submission process

Eligibility: Only individuals/collectives/organisations based within Bristol will be eligible to apply.

Your proposal should include:

1. Individual/collective/organisation name, name and preferred pronoun of person completing and submitting application, contact details, postcode, how you heard about this opportunity
2. Your CV/website.
3. Evidence that you have the relevant insurance cover as detailed in section 7.
4. 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.
5. A statement outlining your suitability for the work including (maximum 2 sides of A4; please organise your response under relevant headings):
 - Why you are interested in this opportunity: including connection to the location, experience in this type of event (celebratory, including elements of food, music, picnic), experience in community engagement
 - An overview of your proposed events, including a clear explanation of how you would engage with different community audiences. Please include details of any collaborations with third-party organisations you would anticipate.
 - An indication of how many people you would expect to participate in the events, and explanation of how you reached this estimate (e.g. estimations use knowledge of the area or experience of delivering similar events).
 - Examples of two comparable projects you have previously delivered. Please explain in your own words how these examples support your proposal (e.g. took place in the same location; involved community engagement; similar type of celebratory event)

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 16th July 2024 – Invitation to Tender opens
- Thursday 25th July 2024 (12.30pm) - Information webinar
- Tuesday 20th August (5pm) – Invitation to Tender window closes
- Wednesday 28th August 2024 - shortlisted tender proposal interviews
- Friday 30th August 2024 - Successful individual/collective/organisation informed
- W/c 2nd September 2024 - Inception meeting with Bristol City Council Officer(s)

Please email your tender proposal to business@bristol.gov.uk by 5pm, Tuesday 20th August 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.

Ashley Road/ Grosvenor Road (BS1)

