



## **Opportunity to Tender for the Delivery of Arts Award Discover in a Day Touring programme**

A number of key arts organisations working in partnership with Creative Connections Herefordshire have formed a strategic group to promote Arts Award in Herefordshire to young people. The working group have already delivered a successful one-day pilot held at the Courtyard in June 2018, resulting in nearly 100 primary school children achieving Arts Award Discover in a Day. The outcome of this pilot will inform a new programme that will be offered to primary schools in Herefordshire during the spring and summer term of 2019. The working group is now seeking to commission an organisation or individual to develop and deliver a touring model, which prioritises rural and hard to reach schools and increases Arts Award participation in Herefordshire.

**Commission fee: £4,000 inclusive**

**Deadline for proposals: 19<sup>th</sup> November 2018 at 5pm**

**Commission: To plan, deliver and manage a schools touring programme delivering Arts Award Discover in a day, within the budget and timeframe. This requires:**

- To develop and create a delivery plan for 'Discover in a Day' school tour programme
- Create marketing material to promote the project to schools including distinctive branding for 'Discover in a Day'
- Communicate, promote and follow-up publicity to schools
- Main booking contact for schools and co-ordinate bespoke activities based on school needs, size and their budgets
- Commission and co-ordinate practitioners from the working group organisations to deliver activities
- Create a lively programme of activities with planning and good outcomes, ensuring that risk assessments, health and safety, safeguarding is all in place
- Moderate Arts Award at Discovery level (training could be provided, if needed)
- Submit details for moderation to Arts Award Trinity
- Deliver Certificates to schools and identify follow-up activities
- Be responsible for budgets
- Regular progress updates to the Arts Award Partnership group
- Evaluation & reporting throughout 'Discover in a Day' tour

### **Successful Outcomes**

- 10 schools or 300 primary school children achieve Arts Award Discover
- At least 5 rural schools, 1 Special School, 1 PRU and 1 large city school are engaged
- At least 2 schools undertake follow-up Arts Award activity
- To engage with new or hard to reach schools and increase arts activities
- To encourage more schools to adopt and offer Arts Award to pupils

### **Necessary requirements:**

- Excellent project co-ordination skills
- Creative and adaptable
- Self-sufficient, proactive and organised
- Driving license and access to a car
- A constituted organisation or self-employed registered with a UTR code

### **Desirable requirements:**

- Explore & Discover Arts Award trained (this can be provided if not)
- Experience in schools/education settings
- Experience within the Arts
- Experience delivering relevant projects

### **To tender for this commission please forward to us:**

- Your proposal on how you would deliver this commission
- Your budget breakdown of estimated costs
- Your CV or organisational profile indicating your experience of managing events such as this

Please email this to [ellen.dorsett@courtyard.org.uk](mailto:ellen.dorsett@courtyard.org.uk)

If you have any questions please free to contact Ellen Dorsett by either email, above, or phone 01432 346536

**No later than: 5pm on Monday 19<sup>th</sup> November**