Keep our logo’s at the top, consider adding additional logo’s eg venue, partners etc, to be chosen by CPW ****

**Commissioning Organisation:** Leicestershire County Council

**Team:** Culture Leicestershire (CuL) Participation Team

**Location:**

**Insert project title here**

**Submission Deadline:**

**About Culture Leicestershire**

We support the development, accessibility and sustainability of the cultural assets hosted and supported by Leicestershire County Council’s Heritage, Libraries, Collections and Learning services. This includes our venues, books, records and archives, artefacts, objects and art works. We support the service to present and interpret history, challenge thinking, inspire creativity, fire enthusiasm, celebrate and commemorate. We enable people to explore and shape their local, national and international connections both now and from the past. We are the strategic lead for volunteering for the service and commit to increase and diversify opportunities for local people to participate in ways that work for them.

**#LetsCreate -** We are pleased to have received National Portfolio Organisation status and funding from Arts Council England to support them to deliver the [Let’s Create](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030) strategy.

<https://www.cultureleicestershire.co.uk/>

**Alternative short intro**

Culture Leicestershire is Leicestershire County Council’s Libraries, Museums, Heritage, Collections, Learning and Participation Services. We have recently been awarded National Portfolio Organisation (NPO) status and funding from Arts Council England to support them to deliver the ‘Let’s Create’ strategy. For more information please visit:

[Let’s Create](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030)

[Culture Leicestershire](http://www.cultureleicestershire.co.uk)

**Project specific information/subproject info**

Detail your subproject here. Please include any further links which might be relevant to your project.

Example of optional link: <https://www.leicestershire.gov.uk/leisure-and-community/libraries>

**Project Vision, Activity and Aims**

**Role of Creative Practitioner**

**Creative Practitioner Requirements** it may be necessary for you to merge this with the above heading depending on how have chosen to write your brief. This section should lay out exactly what you require of the CP chosen to deliver this project. Be as clear as possible so that there is little confusion on either side.

**Skills, Experience and Understanding**

Eg. Experience of delivering projects, DBS clearance for under 5’s, experience of working with adults with complex needs etc

**Submission Information**

The artist should enter a submission including the following information: detail what you expect to see in each of your submissions

**Support**

A bit about CPW and how the artist will be supported, the venue, staff, induction process etc

**Process and Timeframes**

Who will assess the submissions, when, timeframe for this, interview date etc

Deadline for expression of interest:

Proposed date for informal interview:

Planning stage to start xxx with activity running from xxx onwards, subject to agreement.

Project completion by xxx

**Budget**

The fee available is xxx. This should include (adapt as necessary from the following or add additional examples) all your time including research, planning, delivery, materials, and additional costs . A strong expression of interest will show a breakdown of costs and clearly demonstrate how the budget will be spent. For example:

• Time- this could be a price per participatory session including preparation time, delivery of the session and travel

• Materials- this should be broken down into costs for participation materials or outcome processes

• Additional costs- these may include your transportation, administration, technical services

(consider spitting budget into delivery and development of creative output)

**Terms and conditions**

•To abide by Leicestershire County Council’s data protection and GDPR.

• Leicestershire County Council is committed to ensuring that its services, policies, and practices are free from discrimination and prejudice and that they meet the needs of all sections of the community. All provision is expected to be in accordance with this principle.

• As a consultant you agree to grant full copyright license and ownership to Leicestershire County Council to use any final artwork, resource or creative output resulting from the project, in any manner they deem appropriate

• For all or any aspects of the project to be filmed for the purpose of promotion or training

**Contact and Deadlines**