

**Warwickshire Libraries is seeking proposals for a creative practitioner/ organisation to:**

- **Deliver 6 workshops in our Let’s Make spaces with appropriate technology targeting adults and 11 –17-year-olds.**
- **Train library staff to deliver these (or a version of these) sessions to groups as part of the legacy of this commission.**
- **Deliver 3 Arts Award (Explore/ Discover) day workshops in our Let’s Make spaces for 11 –17-year-olds during August 2024.**
- **Deliver 1 Arts Award (Explore/ Discover) session in our Let’s Make spaces during the October Half-Term 2024 for 11 –17-year-olds.**

**Fee: a maximum of £5,000 (plus VAT if applicable); an inclusive fee (to include all travel & delivery costs).**

**Deadline for application: Monday 1<sup>st</sup> July (12.00 midday) 2024**

**Summary of Brief:**

Warwickshire Libraries is a National Portfolio Organisation (NPO), directly funded by Arts Council England (ACE), to deliver a range of programmes and activities. We are seeking an experienced creative practitioner/ organisation to deliver the Let’s Make Digital & Arts Award commission.

This will include:

- Extending and developing the Warwickshire Libraries digital offer.
- Engaging with new and emerging digital arts and technology to support library staff and communities’ digital creative skills, expanding our digital outreach and engagement.
- Delivering 6 workshops (2 at each library) in our Let’s Make spaces at Leamington, Rugby, and Nuneaton Libraries, with appropriate technology targeting adults and 11 –17-year-olds. Each session will be held post 5pm during weekdays and during the day over weekends to engage a more diverse audience, with 10 participants per session. Please note the dates are currently to be identified; however, we expect delivery between August and November 2024.



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## Warwickshire Libraries – Let's Make Digital & Arts Award

- Training library staff to deliver these (or a version of these) sessions that can be delivered within the Let's Make spaces and during outreach engagements, by November 2024.
- Delivering 3 Arts Award (Explore/ Discover) sessions using Let's Make Digital for 11 –17-year-olds during August 2024 at Leamington, Rugby, and Nuneaton Libraries with 10 participants per session. Please note that provisional dates have been confirmed for the sessions. These sessions are being delivered in partnership with the Holiday Activities Fund (HAF).
- Delivering a minimum of 1 Arts Award (Explore/ Discover) session within a Let's Make space during the October Half-Term (Monday 28<sup>th</sup> October to Sunday 3<sup>rd</sup> November 2024) for 11 –17-year-olds, with 10 participants. Please note the date/ venue is TBC.
- Engaging new audiences, specifically young people, with Warwickshire Libraries.
- Supporting participants to build their confidence and understanding of digital technologies and the potential careers within the industry.
- Supporting Warwickshire Libraries to trial and develop an evening/ weekend Let's Make Digital offer.
- Creating a minimum of 2 x social media/ content outputs throughout the commission.
- Developing, where applicable, partnerships with local community groups, partners, and stakeholders to support the promotion and legacy of the commission through signposting to further opportunities.
- Supporting a change in attitudes towards libraries by reaching new and diverse communities.

The commission involves working in partnership with the Warwickshire Libraries NPO Team to:

- Support the delivery of the Arts Award (Explore/ Discover) sessions so that the young people who participate will gain an accredited qualification.
- Support the marketing and promotion of the sessions to reach diverse communities.
- Incorporate evaluation and data capture including photography and filming across the commission.
- Create a short film to capture the impact of the commission which can be shared on social media and with partners/ funders/ stakeholders.
- Identify potential funding and partnership opportunities to support the legacy of the Let's Make Digital programme.
- Adhere to Warwickshire County Council's photo/ filming permissions, GDPR guidance and, where appropriate, Risk Assessments.
- Promote and embed environmental responsibility throughout the commission, to reflect best practice in this area.
- Raise awareness of Warwickshire Libraries and their free services across the county.



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Please note Warwickshire Libraries is an Arts Award Supporter and we have trained Arts Award (Explore/Discover) Advisors who can support the commission if required. The costs associated to delivering Arts Award (Explore/Discover) sessions including logbooks and certificates will be covered by a separate budget.

**Delivery Timeframe:** August 2024 to November 2024

### Timetable:

**Deadline for submissions:** Monday 1<sup>st</sup> July (12.00 midday)

**Informed of invitation to selection meeting:** Friday 12<sup>th</sup> July

**Selection meeting:** Monday 22<sup>nd</sup> July – Nuneaton Library

**Successful creative practitioner/ organisation informed:** Monday 29<sup>th</sup> July

**Planning meeting with NPO Team:** Early August 2024

**Commission to be delivered between:** August 2024 to November 2024

**Location:** Working from your own premises, as well as meetings (live and on-line) with the NPO Team and delivering at the Let's Make spaces within Leamington, Rugby, and Nuneaton Libraries.

**Fee:** The maximum amount available is £5,000 (plus VAT if applicable). Your proposal must include a full breakdown of costs to include all expenses, goods, travel, and services.

### Reporting to:

- Dr Anjna Chouhan – NPO Creative Producer

**Contractual Details:** Please note that Warwickshire Libraries will contract the supplier to deliver the commission and the payments will be staged depending on your budget to deliver the proposal.

### How to Submit a Proposal (see below for details)

Both individuals and organisations may submit a proposal.

### Proposals should include the following:

- Credentials for your organisation and/ or CV; please include a CV for any individuals who will be involved in this delivery.
- Examples of similar programmes/ events/ projects you have delivered, via websites, LinkedIn, or other evidence.
- An outline proposal of your initial ideas for delivering the commission including a delivery plan and timeline, based on this brief.
- A methodology of how you propose to meet the requirements and outputs of the brief. This should be no more than 500 words.
- A cost breakdown/ budget. Your proposal must include a full breakdown of costs to include all expenses, goods, and services (please itemise VAT if applicable).
- Details of two referees for whom you have done similar work.



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Please note: if you are successful, we will ask for Public Liability Insurance and DBS.

### **Selection – Proposals will be assessed against the following:**

- How well the proposal meets the brief;
- Knowledge and passion for libraries and the role they play in their communities;
- Knowledge and experience of delivering Arts Award (Explore/ Discover) sessions with children and young people. Please note it would be desirable for the creative practitioner/ organisation to be trained as an Arts Award (Explore/ Discover) Advisor;
- Knowledge and experience in delivering engaging and innovative digital events/ sessions to and for children, young people and communities;
- Knowledge and experience of training adults to deliver digital sessions;
- Experience of project/ programme management;
- Ability to meet established budgets and work to a schedule; and value for money/ price.

Proposals are encouraged from artists residing in Warwickshire and across the West Midlands area, and from artists who have previously lived, were born and/ or have studied here, or have family links to the area.

Warwickshire Libraries would like to attract a more diverse range of proposals from people of different ages, ethnicities, and educational backgrounds, from all parts of the wider community, who can bring fresh ideas and new perspectives. Previous experience is valued; however, we aim to take a whole person/organisation approach to our commissions.

**Please e-mail your proposal and any supporting documentation by Monday 1<sup>st</sup> July (12.00 midday) 2024 to:**

Dr Anjna Chouhan – NPO Creative Producer, Warwickshire Libraries:  
[anjnachouhan@warwickshire.gov.uk](mailto:anjnachouhan@warwickshire.gov.uk)

### **For any queries:**

- Dr Anjna Chouhan: [anjnachouhan@warwickshire.gov.uk](mailto:anjnachouhan@warwickshire.gov.uk) | 07773662828

## **Warwickshire Libraries – Let’s Make Digital & Arts Award**

### **Further Information**

Let’s Make Digital & Arts Award is part of the year 2 Activity Plan for the Warwickshire Libraries NPO, which is informed by the ACE Let’s Create strategy – [www.artscouncil.org.uk/lets-create](http://www.artscouncil.org.uk/lets-create). There are three outcomes for the strategy, and



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## Warwickshire Libraries – Let’s Make Digital & Arts Award

this commission sits within Creative People as everyone can develop and express creativity throughout their lives.

The commission outcomes are to:

- Support people of all stages of their lives to design, develop and increase their participation in high quality creative activities.
- Promote creative opportunities in the local community to people at all stages of their lives.
- Widen and improve opportunities for children and young people to take part in creative activities outside of schools.
- Supporting children and young people to develop their creative skills and potential.
- Develop and improve pathways towards careers in creative sector.

## Background Information

### Warwickshire Libraries NPO

As the first library service in the West Midlands to become an NPO, Warwickshire Libraries is being funded directly by ACE from April 2023 to March 2027, with the opportunity to reapply at the end of the period. It is both an honour and an accolade to be awarded NPO status.

ACE describes NPOs as “leaders in their areas, with a collective responsibility to protect and develop our national arts and cultural ecology.” The NPO investment provides funding to extend and enhance our arts, heritage and culture offer across the county, particularly focusing on areas of greater need.

Our overarching ambition is to grow and develop a high-quality cultural offer for, with and by the people of Warwickshire that delivers against County Council priorities, ACE’s Let’s Create strategy and four investment principles:

- Inclusivity and relevance
- Environmental responsibility
- Dynamism
- Ambition and quality

In essence, the NPO is about making arts and culture more attractive and accessible to all Warwickshire residents, wherever they live, whatever their circumstances or previous levels of engagement.

The Warwickshire Libraries NPO will focus heavily on the Levelling Up agenda. The NPO team will support County Council ambitions towards narrowing gaps and creating equality of opportunity for all Warwickshire residents, with a particular emphasis on rural communities, young people, and those living in less advantaged



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parts of the county. Of the 22 Warwickshire areas identified for Levelling Up, 17 are in the Nuneaton and Bedworth district.

For further information on the NPO visit: [www.warwickshire.gov.uk/npo](http://www.warwickshire.gov.uk/npo)

For information on the County Council policy on Levelling up:

<https://api.warwickshire.gov.uk/documents/WCCC-970487194-271>

<https://api.warwickshire.gov.uk/documents/WCCC-808477336-692>

For the County Council approach, to environmental responsibility and a sustainable future please visit: [www.sustainablewarwickshire.co.uk](http://www.sustainablewarwickshire.co.uk)

For further information on Arts Award visit: [www.artsaward.org.uk](http://www.artsaward.org.uk)

For further information on HAF visit: <https://searchout.warwickshire.gov.uk/holidays-activities-food-haf>

### Warwickshire Libraries

We have 18 council-run libraries, three mobile libraries and a Schools Library Service. In addition, Warwickshire Libraries has specialist reading and learning, digital and outreach teams, and a tablet lending scheme. We also support a vibrant network of 13 social enterprise libraries, and our services actively involve hundreds of volunteers. As part of the ambitious Transforming Nuneaton redevelopment scheme, Warwickshire Libraries was awarded capital investment to update our estate, technology and develop plans for a flagship Library and Business centre in the heart of the town.

The Warwickshire Libraries service is part of the British Library’s Living Knowledge Network and has a crucial role to play in delivering the Warwickshire Waterways Strategy, as well as the Warwickshire Heritage and Culture Strategy 2020 – 2025. Both are key five-year strategies for Warwickshire County Council, shaped around three main themes: health and wellbeing, sense of place, and economic vibrancy.

Our work and programmes need to meet the key aims of the Council Plan, which prioritise the following:

- To have a thriving economy and places that have the right jobs, skills, education, and infrastructure.
- A county where all people can live their best lives; where communities and individuals are supported to live safely, healthily, happily, and independently.
- Sustainable for the future, which means adapting to and mitigating climate change and meeting net zero commitments.

Key themes in our NPO Programme support all the above.



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For further information: [www.warwickshire.gov.uk/libraries](http://www.warwickshire.gov.uk/libraries)



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