

5<sup>th</sup> March 2015

REPORT OF THE CHAIR OF THE PLACE BOARD

Project Brief for Summer Event 2015

Washington Area Committee:  
Funding Opportunity  
Summer Event 2015



**Introduction and background**

Washington Area Committee would like to invite interested groups and organisations to submit proposals to deliver a Summer Event 2015 in Washington.

As part of area priorities for community support and inclusion and for developing a cultural identity, the Washington Area Committee would like to invite project proposals which complement and work in partnership with existing support in the Washington area.

Local events have traditionally always been key to enhancing community inclusion and involvement in Washington and in supporting a cultural identity for the area and over the last 5 years a number of community led events have taken place and been very successful.

**Legal Status of the organisation**

Your organisation must have all of the relevant governance and statutory requirements in place. This includes a written constitution, a management committee or other governing body, insurance, financial accounting systems and any other legislative requirements relevant to your area of work (such as Employment legislation, Disclosure and Barring Service (DBS) and Safeguarding arrangements). You must sign a declaration to indicate your project is able to demonstrate all requirements are in place. **Profit making organisations are not eligible for funding.**

**Project proposals**

Local events have been key to enhancing community inclusion and involvement in Washington and in supporting a cultural identity for the area. Washington Area Committee would like to invite project proposals to deliver a **Washington Carnival/Family Fun Day**.

The Committee requires a group or organisation to co-ordinate and deliver this key event. Previously the Washington Heritage Festival has been delivered in September – which has included elements of a fun day for local residents as well as a strong ‘heritage’ aspect re mining heritage, a banner March and other heritage activities

There is an opportunity for local groups with a proven track record in delivering grant funded projects to deliver projects on behalf of the Washington Area Committee and applications demonstrating strong partnership working are encouraged.

**Project Outcomes required**

1. The successful applicant will be required to co-ordinate the event, ensure an events safety plan and all infrastructure in place, develop opportunities for additional resources, co-ordinate the community programme (entertainment and activity) with the VCS Steering Group and liaise directly with the WAC Operational Steering Group
2. The project proposals must identify and include the following

- a. Proposed date and venue - **proposed** August 2015 in Albany Park
- b. Infrastructure required – **proposed** 1 x large marquee, tables and chairs, generator/electrical supply, toilets, fencing etc., stewards, guard cover, tannoy and stage hire, traffic management and road closures, health and safety including provision re DDA, waste management, signage and publicity.
- c. Steering Group requirements - The successful applicant will be expected to develop the event and work in partnership with the VCS and Community Steering Group with regards to the programming and delivery of the entertainments and activities. This Steering Group will work with the appointed lead to help develop and deliver the community programme of activity and entertainment, including the heritage elements which have historically been a main feature of previous events. This group will also provide a list of potential activities, partners and potential entertainment options to the lead.
- d. The successful applicant will also be required to work through the WAC Operational Steering Group who will be responsible for providing any advice and guidance with regards to new sources of funding and that any match, agreement or contribution will be in line with general principles of the council having regard to reputation, procurement policy and procedures, corporate identity and appropriate advertising content and any other relevant City of Sunderland strategies, policies and procedures.

3. The proposal must include how it will develop

- An Event Management Plan for the event – including health and safety, access, permissions, licensing etc.
- A Communications Plan
- Promotional and Marketing plans
- Community participation and a partnership approach – utilising local community resources where appropriate (VCS & Community Steering Group)

### **Budget**

There is a total of £15,000 SIB allocated for this project. This should be considered as 'seed' funding and the successful applicant will be free to raise any additional resources for their proposed programme and pilot a more business approach model to delivering local community events.

Where external funding or resources are identified the applicant will need ensure any new source or opportunity is agreed via an Operational Steering Group and that any match, agreement or contribution will be in line with general principles of the council having regard to reputation, procurement policy and procedures, corporate identity and appropriate advertising content and any other relevant City of Sunderland strategies, policies and procedures.

The Operational Steering Group will have the responsibility to provide guidance and advice as required.

### **Timescale**

|  |                             |
|--|-----------------------------|
| Opportunity advertised                   | 6 <sup>th</sup> March 2015  |
| Deadline for completed applications      | 27 <sup>th</sup> March 2015 |
| Consultation and assessment completed by | 7 <sup>th</sup> April 2015  |
| Award of grant                           | 14 <sup>th</sup> April 2015 |

### **Next Steps**

Any interested group or organisation should request an application form. These are available by contacting

Karon Purvis, Washington Area Community Officer  
Email: [karon.purvis@sunderland.gov.uk](mailto:karon.purvis@sunderland.gov.uk) or telephone 0191 561 2449, who will be happy to answer any questions groups may have about the project

Helen Wardropper, Scrutiny and Area Support Officer  
Email: [Helen.wardropper@sunderland.gov.uk](mailto:Helen.wardropper@sunderland.gov.uk) or telephone 0191 561 1164

### **Suggestions/ideas to contribute to Community Programming**

**Miners Banners/Heritage and History/Parade**

**F Pitt**

**Local theatre groups**

**Local performers – dance troupes, bands, choirs, Genfactor, local talent**

**Sporting activities and competitions, climbing Wall**

**Scouts**

**Fairground**

**Lakeland poets**

**Classic Cars/Motorbike Club**

**Fusiliers/Military/Army recruitment/TA**

**Schools?**

**Youth Groups – example Washington Youth Council organised their own talent show?  
Could this be replicated**

**Competitions?**

**Local organisations – information, activities, products**

**Trade/concessions – local traders?**

**Stocks, Dog agility/show**

**Jazzbands**