

Washington Area Committee Call for Projects
Project Brief for Washington Events Programme 2018



Introduction and background

Washington Area Committee would like to invite interested groups and organisations to submit proposals to deliver the Washington Events Programme for 2018.

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 9 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. The successful applicant will also be required to submit Annual Management Accounts and the organisation's Business Plan should they be awarded the grant. This will only be required AFTER the award of the grant has been confirmed.

There is an opportunity for local groups and organisations 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 proposals

Local events have been key to enhancing community inclusion and involvement in the Washington area and in supporting a cultural identity for the area. Washington Area Committee would like to invite project proposals to deliver the 2018 Washington Events Programme. Washington Area Committee requires an organisation or consortium/partnership to co-ordinate and deliver the programme of events for the year. This programme is made up of a number of elements (as a minimum):

Event	Proposed Date	Activities/outcomes required	Further commentary
Springwell Village 1940's Weekend	Last weekend June/ beginning July	Community celebration 40's Weekend. Range of activities and events and organised re-enactment displays for all members of the local community . Local organisations and businesses to be actively involved via an Event Community Steering Group	Various venues in the village plus Bowes Railway for enactment. The event must be authentic throughout and remain true to 1940s and World War 2

			in all ways e.g. traders must fit with the brief.
Summer Carnival	September	Family Fun Day, Vintage/Heritage Miner's Banner Parade	Venue – Albany Park
Washington Illuminations	November	Switch On, Stage and Activities, Fireworks, Christmas Tree	Concord
Washington Christmas Festival	November/December	Christmas themed festival	Washington Village
Remembrance Parades	November	Support for 2 x Washington parades – road closure costs and PA	Washington Village, Fatfield/Harraton
Durham Miner's Gala	July	Road closures and transport costs for Banner Groups	TBC

Project outcomes

The successful applicant will be required to co-ordinate and manage the events, ensure an events safety plan and all infrastructure is in place for each event where appropriate, develop opportunities for additional resources for the programme, co-ordinate any community programmes or community contributions or activity, and liaise and consult directly with the Washington Area Committee Place Board with regards to progress.

The project proposal for the Events Programme must identify and include the following

- Proposed dates and venues for each event
- All infrastructure required – The successful applicant will be expected to supply all necessary infra-structure that will be required to deliver the events.
- The successful applicant will be expected to develop all the events and work in partnership with the Area Committee's Place Board and the local VCS where relevant.
- In particular, the successful applicant will be required to manage and co-ordinate with specific steering groups or community groups and organisations for individual events where appropriate e.g. for the Springwell event, the Washington Carnival, Remembrance Parades and Durham Miners Gala. Key contacts will be provided to the successful applicant.
- All Steering Groups will be required to work with the appointed lead to help develop and deliver the activities and entertainment, including the heritage elements which have historically been a main feature of one of the previous events.
- They will also be required to liaise with the successful applicant to ensure infrastructure such as road closures are arranged according to local requirements.
- The successful applicant will also be required to work through the WAC Place Board 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.
- The proposal must include how it will develop
 - All relevant Event Management Plans for individual event – including health and safety, access, permissions, licensing etc.
 - Communications Plans
 - Promotional and Marketing plans
 - Community participation and a partnership approach – utilising local community resources where appropriate especially when determining programming and activities for events.

Budget

There is a total of **£68,000** SIB identified for this proposal. As a minimum the applicant will need to evidence how it intends to deliver those events identified above on behalf of the Washington Area Committee. Area Committee will be pleased to receive any additional proposals the applicant feels they can deliver as part of the programme for 2018 – as long as the original list of events are confirmed as deliverable. However, no further funding will be available from the Washington Area Committee for additional events. This fund could 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 the Place Board 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 Place Board will have the responsibility to provide guidance and advice as required.

Timescale

Project Brief approved	16 th November 2017
Call for Projects invitation released	24 th November 2017
Deadline for completed applications	16 th January 2018
Consultation and assessment completed by	30 th January 2018
Award of grant (Area Committee)	15 th March 2018

Next Steps

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

Karon Purvis. Area Community Development Lead

Email: karon.purvis@sunderland.gov.uk or telephone 0191 561 2449, who will be happy to answer any questions groups or organisations may have about the project

Return Date

SIB Application form, guidance notes and scoring matrix are available from 0191 561 2449 or by emailing karon.purvis@sunderland.gov.uk

The deadline date to return the completed application (in two formats), along with necessary documents is **16th January 2018**

Two formats will need to be submitted.

Format One: (Hard Copy): A signed hard copy of the application form, along with all relevant paperwork should be posted into Sunderland City Council, Strategy, Partnerships & Transformation Service, Room 3.98, Civic Centre, Burdon Road, Sunderland, SR2 7DN.

Version Two: (Electronic Copy) Electronic copy of the application should be emailed to karon.purvis@sunderland.gov.uk and copied to scrutinyandareaarrangements@sunderland.gov.uk.

After the deadline date, all received applications will be assessed against a scoring matrix and consulted upon, with recommendations being presented to Washington Area Committee to agree and endorse the recommendations outlined.

Queries

If you have any questions regarding the application process or you require any advice on the development of the project please do not hesitate to contact Karon Purvis on 0191 561 2449 or on karon.purvis@sunderland.gov.uk