



Specification for an Arts Derbyshire Initiator Q/AW/190729

Purpose and aim of the contract

Derbyshire County Council, on behalf of Arts Derbyshire, is looking for a fundraiser and charity manager to help set up the new Arts Derbyshire charitable incorporated organisation. This will include putting together a fundraising plan; submitting at least three funding applications, including one to The Fore Trust; and setting up the relevant management processes and documentation to run the charity.

Background

Arts Derbyshire is the partnership organisation for strategic arts development in Derbyshire. It was recently awarded Charitable Incorporated Organisation by the Charity Commission.

Its charitable objects are:

The promotion of the arts for the benefit of the public in Derbyshire by working with service providers, arts professionals and the public to enable best practice arts development and enrich people's lives in such ways as the charity trustees think fit including by:

1. the effective use of charitable resources in the voluntary arts sector by working with arts organisations, local authorities and public bodies
2. providing strategic direction for arts development in Derbyshire
3. promoting and enabling collaborative working for arts development in Derbyshire
4. encouraging more people to take part in the arts in Derbyshire, particularly those who are disadvantaged socially, economically or through physical or mental health problems

Arts Derbyshire has very little funding at this point, and seeks to raise monies to establish the new organisation and enable it to carry out its business plan (copy attached). It also needs to set up all the relevant contracting, project management and finance processes to enable it to function effectively.

Scope

The initiator will:

Fundraising

- do a funding audit
- write a fundraising plan
- investigate other financial advantages of charitable status, e.g. free GoogleAds; reduced prices from Microsoft Office and Adobe; support from local businesses through CSR
- set up Arts Derbyshire on www.easyfundraising.org.uk and encourage all members to donate via this channel
- investigate options and set up a donations button on the Arts Derbyshire website; <https://whitefuse.com/blog/alternatives-bt-mydonate-donations-and-fundraising>
<https://www.cafonline.org/charities/caf-donate/how-caf-donate-compares-to-bt-mydonate>
- investigate possibility of funding from a variety of trusts and foundations, including
 - The Fore Trust
 - The Yapp Charitable Trust
 - Lloyds Bank Foundation
 - Esmee Fairbairn Foundation
 - Calouste Gulbenkian Foundation
 - Derbyshire County Council Action Grants
 - Arts Council England
- write and submit at least three funding applications, including one to The Fore Trust

Management

- Arrange training days for the new Trustees
- Arrange reporting processes (to Charity Commission; Arts Derbyshire meetings; etc.)
- Set up bank account and financial processes
- Write the following policies, in collaboration with the Trustees:
 - Code of governance
 - Health and safety policy
 - Contracting/procurement policy
 - Safeguarding policy
 - Data protection policy
 - Equality and diversity policy
 - Risk management policy
 - Financial procedures manual
 - Financial reserves policy
 - Trustee code of conduct, including conflict of interest and expenses policies
 - Other policies and guidance as deemed necessary

Timescale

The contract is for twelve months, from September 2019 to August 2020, with an option to extend for up to a further twelve months.

Location

You will be working from your own office base. Venues for meetings will usually be in Alfreton, though you may need to travel across the whole county.

Management

Ann Wright, Head of Arts, will manage the contract, with the Arts Derbyshire trustees also working with the initiator.

There should be regular phone and occasional face to face meetings throughout the project.

Pricing

The initiator will be paid a maximum of £10,000. This figure is exclusive of VAT, but inclusive of all other expenses, including travel.

Applicants should detail on the Price Schedule exactly how many days they need to carry out this specification and what their daily rate is.

Equipment

The successful applicant will be expected to provide their own equipment.

Key skills/knowledge

The evaluator will need to demonstrate:

- Proven experience as a fundraiser
- Knowledge of charity management
- Excellent ability to communicate with partners and funders
- Excellent organisational skills, attention to detail, reliability and capacity to meet deadlines
- Access to own transport for travel throughout Derbyshire
- Local knowledge of arts development in Derbyshire would be an advantage

Award of the contract

The award of the contract will be based on six elements:

- Quality and content of the proposal
- Match with this specification
- Match with key skills/knowledge
- Experience of the applicant
- Quality of previous work including references
- Value for money

Requirements for the commission

Individuals or organisations should submit the following:

- Your proposal, outlining how you would approach this contract
- Your CV

Timetable

The deadline for receipt of proposals is 11am on Monday, 19th August 2019. Proposals must be sent by email.

Shortlisting and selection will take place by Tuesday, 27th August 2019.

We expect to award the contract immediately, subject to formal Council agreement, with work starting straightaway.