



## The Creative and Digital Industries D2N2 Consortium for increased SME Competitiveness

### The Big House Framework contract opportunity: specialist workshop leaders

#### 1. Overview

- 1.1 The Big House is a 3-year, £5 million tailored support programme for the Creative and Digital Industries (CDI) sector in Nottingham, Nottinghamshire, Derby and Derbyshire. The programme is part-funded by a £2.5 million contribution from the European Regional Development Fund (ERDF) and from the Creative Local Growth Fund programme, funded by Arts Council England.
- 1.2 The aim of The Big House is to help creative and digital businesses to grow and to support the creation of new jobs. The programme supports start-ups, new entrepreneurs and established SMEs looking to expand and bring new products and services to market.
- 1.3 Support on offer includes one-to-one advice, coaching, grants, peer-to-peer learning and business engagement events. The programme aims to support over 500 businesses with over £350,000 of grant funding, matched by private investment.
- 1.4 CQ is one of The Big House delivery partners, along with the University of Derby, Nottingham Trent University – The Hive, New Art Exchange, Derby Theatre, Derby QUAD and NBV Enterprise Solutions.

#### 2. The Creative Quarter – Open Doors Programme

- 2.1 The Creative Quarter's element of The Big House is called Open Doors and offers an information, engagement and communications hub focused on CDI businesses and activity, across the D2N2 area (D2N2 is the local enterprise partnership for Derby, Derbyshire, Nottingham, Nottinghamshire). The Big House aims to help businesses become 'enterprise ready', whether they're entrepreneurs or start-ups just starting out, or more established businesses looking to grow. Businesses can also be signposted to other support available through partner programmes, to make sure they get the specialist support they need.

2.2 Open Doors is delivering the following elements of The Big House:

- A range of support, including one-to-one intensive business coaching
- Specific business support for start-ups
- Peer-to-peer learning and networking opportunities
- Wide ranging business engagement events with creative, digital and technology experts

**3. What we're looking for**

- 3.1 We would like to hear from specialist workshop leaders (an individual or a business) who are interested in joining a framework which will be used for awarding contracts throughout the Open Doors/The Big House programme, 2017 – 2019.
- 3.2 The framework will allow us to book workshop leaders on a regular basis. This process will be implemented in line with ERDF guidelines.
- 3.3 We are looking for workshop leaders and experts who will be able to provide specialist facilitation for participants of the Open Doors events programme.
- 3.4 Participants will be start-up, early stage and established businesses and entrepreneurs.
- 3.5 We are specifically interested in specialists in the Creative and Digital Industries which includes work in music, design, marketing, performing arts, visual arts, craft, photography, film and video, broadcasting, digital and tech, architecture and publishing.

**4. How to apply**

- 4.1 All applications must be submitted by **5pm on Wednesday 5<sup>th</sup> July 2017** by email to Diana Vernon at [diana@creativequarter.com](mailto:diana@creativequarter.com). Please mark your email clearly with the subject: Application for Framework Agreement – Workshop Leaders.
- 4.2 Your submission must include:
1. A CV of previous work demonstrating track record in your chosen specialism
  2. Up-to-date contact details and links to websites and resources
  3. Your daily rate for contract work
  4. A proposal outlining any thoughts on specific concepts and ideas for events you might be interested in delivering as part of The Big House programme. Ideas can be for:
    - a) A practical skills-based activity or workshop
    - b) A speech/presentation
    - c) An innovative event
  5. The intended audience for your workshop or event and the skills gap you think your proposal will address.
  6. How your proposal will stand out from other similar workshops or events aimed at SMEs or Entrepreneurs in the local area.

- 4.3 We will contact you within 2 weeks of the deadline to inform you if your application has been successful.

## **5. Process**

- 5.1 Stage one of the process is to appoint a number of specialists to the framework. Following appointment, CQ will be able to approach members of the framework to deliver elements of the Open Doors programme when needed.
- 5.2 There is no fee attached to joining the framework. The process of selection may lead to paid contracts at a later date.
- 5.3 Selection will be based on the following criteria:
- 1) Clarity of proposal and evidence of quality of proposed services (30%)
  - 2) Previous track record of the proposed individual, team or business in events delivery (20%)
  - 3) Demonstrable ability and capacity to deliver the proposed services (20%)
  - 4) Value for money (30%)
- 5.4 Following your application, a selection panel of staff from CQ will consider your submission and notify you of the outcome.
- 5.5 Please note that being successful in selection to the framework does not automatically guarantee you work for the Open Doors programme going forward.
- 5.6 Framework Agreements will be refreshed annually to ensure that The Big House is still receiving best value for money and attracting new suppliers to the market.

## **6. Further information**

- 6.1 You can find out more about Open Doors/The Big House programme on our [website](#):
- 6.2 For any specific queries relating to this framework opportunity, please contact Diana Vernon, Events Producer by email at [diana@creativequarter.com](mailto:diana@creativequarter.com) or phone: 0115 7100107.

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