

Eckington Parish Council

Invitation to Tender

ECKINGTON COMMUNITY FIELDS PROJECT GRANT FINDER/FUNDRAISING COORDINATOR

Eckington Parish Council is inviting Offers to Tender to lead the grant finding and coordinate fundraising in support of the Eckington Community Fields project in the village of Eckington, Worcestershire. Tenders should be submitted in line with the attached specification.

The deadline for receipt of tenders is strictly **4pm on Friday 20th August 2022**. We would expect to award the contract by **Friday 16th September 2022** with a view to work commencing as soon as the contract is awarded. Your tender should therefore include an indication that you or your organisation has the capacity to begin work in this timescale.

In line with our Parish Council financial regulations, 2 hard copies of your completed tender documents should be submitted by post to:

36 Abbey Road, Pershore, WR10 1JP

Envelopes should be clearly marked: **'Tender Documents for the attention of Mrs Lynne Yapp, Parish Clerk'**.

Bids will be assessed across a range of criteria to ensure quality and value for money and not solely on the basis of lowest price. As part of this assessment, shortlisted bidders will be invited to attend for interview with nominated parish councillors which we currently anticipate will be held during the week **beginning 5th September 2022**. Apologies are made in advance for the length of time between receipt of tenders and invitation to attend interview, but we are allowing for holidays over the summer months

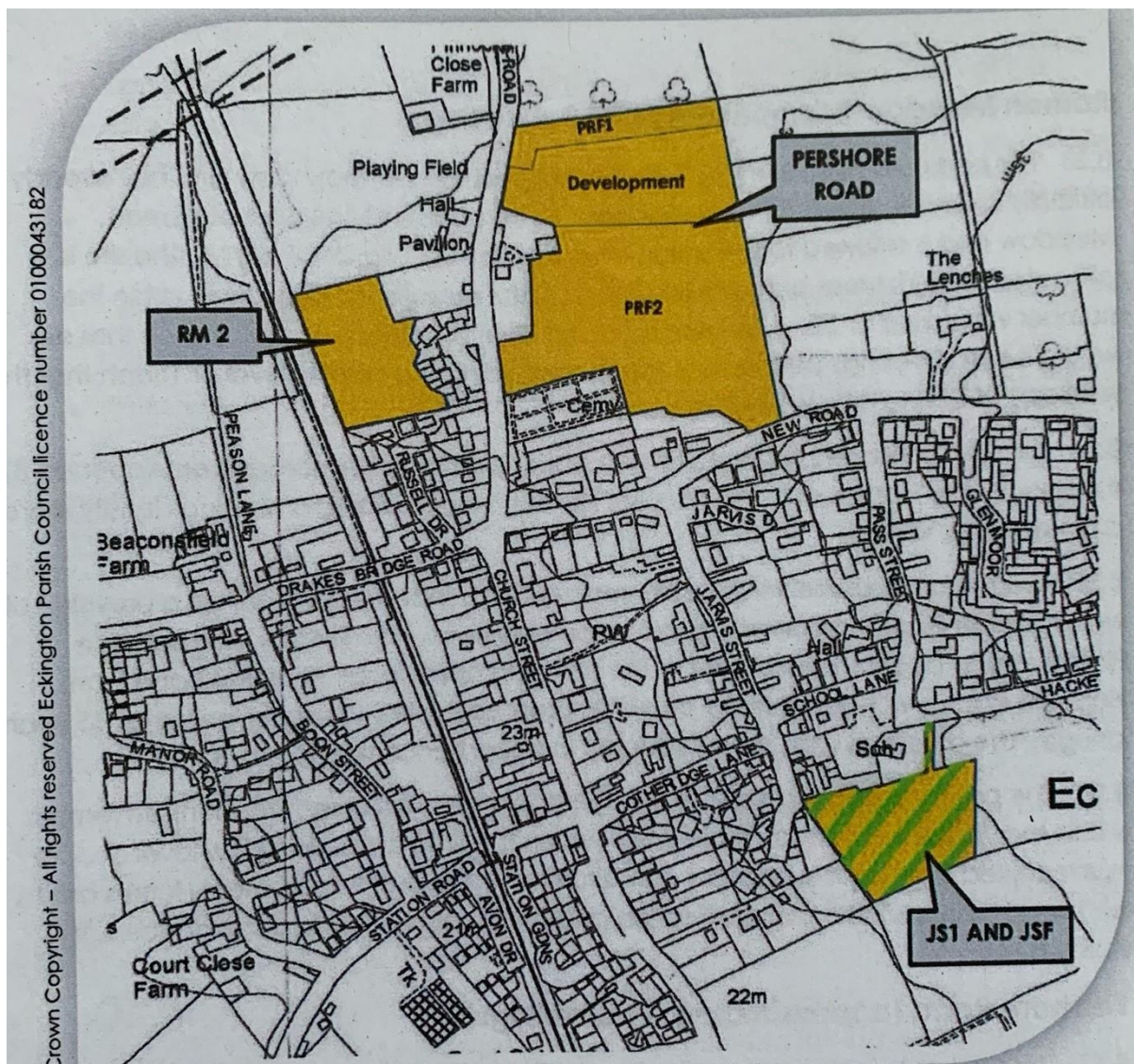
ECKINGTON COMMUNITY FIELDS – GRANT FINDER AND FUNDRAISING COORDINATOR

TENDER SPECIFICATION

1. Background

Eckington Parish Council has developed a Neighbourhood Plan which was approved by Wychavon District Council and adopted by the village following a referendum in early 2020. A copy of the full neighbourhood plan can be found on the Parish Council website www.Eckington-worcs-pc.gov.uk

As part of the Eckington Neighbourhood Plan (ENP), the village was gifted approximately 7 acres of land east of Pershore Road, (marked PRF2 on the map below), with planning permission for community use.



The land is now in the ownership of Eckington Parish Council and the land will be known as 'Eckington Community Fields' (ECF). ECF will be a new park serving the community and surrounding area. Over recent months, the Parish Council has been working to develop a detailed master plan and design for ECF which encompasses the various elements local people have said they would like to see the land used for, and which reflects the aspirations set out in the Eckington Neighbourhood Plan. This process has incorporated extensive community consultation which included the distribution of a leaflet to all homes in the village together with surveys and information events. A vision document has now been produced and this is attached at Appendix 1. The vision document describes ECF emphasising the natural character of the park and the broad range of recreational opportunities ECF will provide including:

- A "Garden of Reflection' alongside the current cemetery
- A play area for children of all abilities from ages 2 to 12 years
- Parkland including open space for informal activities, community orchard, paths. Art features, wildflower meadow, bluebell wood etc

- A raised mound “Eckington View’ which will be a raised landform providing views to Malvern and Bredon Hills
- A new community building
- Car park.
- A new Multi-use Games Area on the existing Recreation Ground.

We are now in a position to begin to take these exciting plans forward. Whilst the Parish Council has some funds in place, we now need to seek funding support to deliver this much needed community project. We are therefore seeking tenders from experienced grant finding organisations or individuals to secure funds for the various elements of the project and to work with the Parish Council to coordinate other fundraising initiatives.

2. Scope of Services Required

- To support Eckington Parish Council and its Neighbourhood Plan Implementation Group (ENPIG) to research and and facilitate the preparation of external grant funding applications.
- The development of a fully researched fundraising strategy which would incorporate:
 - An analysis of comparator/competitor organisations
 - Prospect research for external funding streams and opportunities
 - The ECF case for support development
 - Identifying and matching funding opportunities against discreet elements of the ECF project.
- We will require support for the full end-to-end process, including:
 - Writing compelling cases for targeted funding bids/applications to support the delivery of the Eckington Community Fields project
 - making presentations to support funding bids
 - developing meaningful relationships with funding organisations
 - writing of reports to grant funders and other interested partners.
- Supporting the Parish Council in its consideration of appropriate charitable status for elements of the project (and the wider Neighbourhood Plan) to evaluate the potential benefits and disadvantages of this as it specifically relates to fundraising opportunities.

3. Length of Contract

The contract will be for a period of 12 months in the first instance.

4. Requirements

We have outlined our requirements below, but bidders may wish to set this out differently in their bids. Bidders must ensure, however, that all the Parish Council have set out below and which are described in the scope of services are covered in the bid.

The client for this bid is Eckington Parish Council.

Based on your understanding of the requirements set out in this tender document, bidders should set out how you would see the support being structured to best deliver the funding requirements for each phase or element of the project. Your bid should describe how you will deliver the following:

- Carrying out effective research for grant opportunities
- The development and submission of highly effective grant proposals and grant reports based on the funding organisation's requirements
- How elements of the ECF project can be tailored to best target 'niche' grant funding opportunities
- The production of high-quality written reports on grant funding opportunities and process updates
- The development of strong relationships with Councillors and the ENPIG, local community leaders and partner organisations
- writing periodic reports to comply with any grant funding requirements
- Developing and maintaining professional relations with the fund providers to ensure and check if the information provided meets the requirements.

5. Attendance at Meetings and Ad Hoc Advice

Bidders should include an allowance for attending occasional meetings including the Parish Council's ENP Implementation Working Group and meetings of the full Parish Council where necessary. This may also include providing specialist support in discussions with funding organisations.

Additionally, bids should include the facility for nominated parish councillors to contact the successful bidder (via telephone or email) for ad hoc advice in relation to grant funding opportunities or queries which may arise during the period of the contract.

6. Key Exclusions and Assumptions

Bidders should set out in their bid any key assumptions and exclusions. Bidders should also include a list of indicative fees for services which may be supplied over and above the tender where appropriate.

7. Personnel

Please provide details of the individuals and relevant qualifications you will be using to deliver the services covered by the brief.

8. Relevant Experience and References

Please provide details of experience and previous projects you have successfully obtained grant funding for, giving particular emphasis to projects which are relevant to this project.

Please provide details of 2 referees/ reference organisations.

Please also confirm how soon you would be able to begin work on the project should your bid be successful.

9. Standard Terms of Business

Please provide a copy of your standard terms of business with your tender document and indicate where there are any aspects you would wish to draw to the attention of the client.

10. Assessment of Bids

The Parish Council will evaluate tender bids received against each of the key elements of work required and assess the ability of each bidder to deliver these. The Council will take into consideration a range of qualitative and cost criteria to ensure both quality and value for money, and is not required to award the contract based solely on the lowest cost. These criteria will include:

- local knowledge and an understanding of rural village environments - experience of working with Parish Councils or other small local government organisations
- Proven track record of working successfully with organisations to bid for grant funding
- Experience of working with community led initiatives.

Shortlisted bidders will be asked to attend an interview with nominated Parish Councillors. This is currently expected to take place in the week beginning 5th September 2022.

11. Contact Details

Any queries relating to this tender process should be directed to the Parish Council Clerk, Mrs Lynne Yapp, via email clerk@eckington-worcs-pc.gov.uk