

## 1. About The National Archives

Our collection is one of the largest in the world, containing over 11 million historical government and public records. From Domesday Book to modern government papers and digital files, we hold paper and parchment, digital records and websites, photographs, posters, maps, drawings and paintings.

Many of our users tell us that visiting The National Archives is a life changing experience. Through [Archives Inspire](#), our new plan, we want to give even more people the chance to have that same feeling, whether they set foot on our site at Kew or encounter us online.

## 2. The Requirement

Over the next 4 years, we will deliver an ambitious plan to redevelop our public spaces to cultivate a more diverse programme that appeals to new and existing audiences. We have detailed plans in place for the capital work and will submit a stage one bid to the Heritage Lottery Fund Heritage Grants programme at the end of November. As a public funded body fundraising on this scale is new to us, and a funding feasibility study will form a fundamental part of this preparatory work.

We wish to commission a **Funding Feasibility Study** to assess the current and future position of the organisation to raise funds to support this plan through potential funders.

We are looking for a fundraising professional to work with us to:

- Consider The National Archives networks and contacts, assessing those which may be in a position to support such a campaign
- Assess where lead and support funding will come from
- Produce an outline strategic action plan setting out resource and phasing required to achieve our target
- Assess internal fundraising capacity and structure and its appropriateness to deliver a capital campaign
- Test the case for support with potential funders, incorporating any feedback for future use
- Testing the robustness of fundraising targets
- Consider the key fundraising risks and stress points
- Identify the critical success factors

This work, to be delivered in the form of a written report, should be completed by **November 11<sup>th</sup>, 2016**.

Potential Suppliers should note that the maximum available budget for this assignment is **£10,000**, inclusive of all travel and subsistence costs. Subject to satisfactory delivery of the assignment, The National Archives may also wish to contract with the appointed Supplier for further related work up to a maximum value of a further **£15,000**.

The appointed Supplier will be required to comply with The National Archives [terms and conditions for services](#).

### **3. How to Respond**

Please submit your response to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) by **5pm on Monday, September 5<sup>th</sup>** specifying your proposed solution, pricing and delivery timetable for the assignment. Your response should be supported by evidence of your expertise and relevant experience in this area.

Please also submit a rate card for the charges that would apply for the potential further work described in section 2 of this document.

If you have any clarification questions before the submission deadline, please send these to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) by **5pm on Monday, August 15<sup>th</sup>**.