

**Call to Artists/Crafter/Makers - Expression of Interest Form**

**Application deadline: 7th June 2024**

**INTRODUCTION**

Following recent funding from CWVA, Castle Park Arts Centre is pleased to announce that it is seeking artists, crafters and makers to be part of its new Arts Strategy Programme offering educational arts workshops and demonstrations geared towards engagement with the arts for older generations as part of an initial launch of the programme.

This involves facilitating seven artist-led, free-entry workshops for between **10 to 12 participants at each activity** between **May 2024 and February 2025**. Artists/Organisers will be paid **a set fee of £135 per half-day workshop** to cover artist/organisers fees and materials/expenses. This fee is non-negotiable. Costs of room hire, and DBS checks (if required) will be covered by the Centre if selected to be part of the programme.

The Arts Strategy Programme overall is focused on increasing engagement with all ages of the local communities of Frodsham, Helsby, Halton, Runcorn and surrounding areas with creativity and the arts. Longer-term, as part of developing our annual Arts Programme we are looking to develop a varied annual programme of workshops, talks, demonstrations or performances that explore various genres of artistic, educational, historical, inspirational and creative skills. We are also keen to support projects that enhance health, well-being, social engagement and connection or support charitable or community needs. As a result, we would encourage artistic practitioners that have an artistic practice that is aligned with the goals of the programme or wish to pursue further opportunities to run workshops/activities at the Centre in the future.

**OVERVIEW OF AVAILABLE FACILITIES**

The centre has three large gallery spaces which can accommodate between 12 to 20 participants for creative activities/workshops and between 50 to 70 attendees for talks or demonstrations. There are also smaller spaces which can also be used for smaller groups.

In 2023, the centre received funding to develop a Digital Strategy for the Centre. As part of this the Centre can now provide video projectors/screens, wall mounted smart TV’s, photography, filmmaking and audio equipment that could be used to enhance the teaching experience for its activities. Please state any equipment use requirements with your application.

On site there is an outdoor/indoor cafe, with disabled access and toilets, all set in a local park with free parking, gardens and children’s playground. There is also potential to utilise two outside spaces (courtyards) which can be discussed further based on requirements e.g. during the summer or for outdoor or performance type of events/activities.

**WHAT ARE WE SEEKING?**

The criterion for this funding is to provide **Creative Taster Sessions for older generations** **(60+)** to enable them to experience or participate in artistic or creative activities where finance, creative abilities, vulnerability or disabilities might be a barrier to their participation. We are looking for applications that offer inspiring, imaginative and a fun creativity experience that would be best suited for this demographic with an element of enabling participants to engage in traditional or more contemporary artistic activities that encourage them to learn new skills or take up an artistic or creative hobby.

Thus, we are seeking:

* Artists/Crafters/Makers that are experienced or professional teachers that can provide tuition in a variety of creative skills or run one-off creative demonstrations or talks e.g. sharing creative practice skills and techniques etc
* Preferably, applicants will have an up-to-date DBS check (optional)
* Groups or Societies that would like to present/promote their creative activities e.g. performance, photography, film, heritage or other special interests that would appeal to the stated demographic
* Teachers/Tutors/Creative practitioner that are willing to engage with a varied older age group/demographic or offering/catering for equal opportunities, diversity, disabled or vulnerable groups
* Those keen to support creativity or support social or community engagement
* Those seeking collaborations for educational or funded projects

**AVAILABLE TIME SLOTS**

**Daytime:**

Ideally any 2 to 3 hour half-day slots between 10 am to 4pm for example: 10am to 12noon, 12pm to 2pm, 2pm to 4pm, 4pm to 6pm etc

**Evening:**

Anytime between 6pm to 9pm with close at 10pm.

**Please note:** The Centre is **closed on Sunday/Monday**, so the café will not be open these days and special access arrangements will need to be made with the Charity Administrator for such bookings.

**TERMS & CONDITIONS**

This is a **Centre-Led Activity** that is supported by funding from CWVA for which certain requirements and criteria will need to be met. Hence, please read the following section carefully to ensure suitability of its terms before applying. Should you have any questions or queries regarding the following, please contact the Charity Administrator for further clarification.

**CENTRE-LED ACTIVITIES/EVENTS**

Centre-led Activities/Events are funded by the Arts Centre, depending on funding available to cover the costs of such activities. Hence, these activities are to be **approved by a panel based on a selection process**.

Feasibility of the event will need to be assessed by the Charity Administrator and Arts Committee at the Centre. Selection will be based on how well the expression of interest meets our criteria for the funding.

Allocation will be based on availability of the room(s) and how best that activity/event fulfils the requirements of the **Annual Arts Education Programme** for the Centre.

Due to these being activities/events supported by funding, there will be an obligation for organisers to request participants to the activity/event to complete the following:

* **GDPR Permission Form**
* **Participant Feedback Questionnaire**

All organisers will also need to complete the following when requested:

* **Risk Assessment Form (before the event)**
* **Evaluation/feedback Form (after the event)**

These will be provided by the Charity Administrator before each activity**.**

**Completed forms must be returned to the Charity Administrator after each event.**

The Charity Administrator will aid with managing and organising the activity as required including:

* Enquiries and management of bookings
* Providing the necessary forms (as previously indicated)
* Ensuring the relevant DBS checks and Risk Assessments have been carried out and all require documentation is received.
* Ensuring relevant information is provided to the organiser e.g. booking information, health & safety regulations, policies etc
* Payment of fees to the organiser as agreed (I.e. will be subject to acceptance of contract and submission of invoice)
* Assist with promotional marketing and advertising of the event via our social network i.e. website/social media and newsletter

**HOW TO APPLY**

To apply, interested parties should complete and submit the provided **Expression of Interest Activities / Workshop / Event Booking Form.** This should besent it to the Charity Administrator by the stated deadline for review by the Charity Administrator and Arts Committee, who will select, confirm and schedule the event as part of its Annual Arts Education Programme.

For these activities or events, funding has been allocated to cover the **cost of tuition**, **materials/expenses, room hire** for the activity or event.

All applications should be accompanied by **2-3 example images of work** relating to the workshop for promotional use and if desired a generic promotional poster (A4 JPEG/PDF formats only).

Applicants will also need to provide copies of **recent DBS check**, copy of **Public Liability Insurance** either with your application or at a later date.

**To apply** choose one of the following options:

* Collect an **Expression of Interest Form** from the Charity Administrator, complete and return with images by post or email
* Download the **Expression of Interest Form** from our website, complete and return with images by post or email

Promotional materials, copy of DBS Check (if available) and Public Liability Insurance should also accompany the expression of interest application form if available or indicate on the form that these can be provided at a later date

**Application deadline: 7th June 2024 -** to be included in the Autumn/Winter 2024 & Spring 2025 programme

***Please note:*** *It is recommended that applications are submitted* ***at least two to three months prior*** *to the expected event to allow time for adequate scheduling, promotion and bookings to be taken.*

**OUTLINE SCHEDULE**

Deadline for applications: **7th June 2024**

Notification of acceptance to applicants: **17th June 2024**

Workshops/activities completed by: **28th February 2025**

**Please note** all workshops/activities must be completed and all necessary paperwork returned to the Charity Administrator by **28th February 2025**

**CANCELLATION NOTICE**

It is understandable that on occasions unforeseen circumstances arise whereby an organiser may need to cancel or defer their planned event to a later date. If this should occur organisers are requested to contact the Charity Administrator as soon as possible so that alternative arrangements can be made and booked participants can be notified. If for any reason the centre needs to cancel the event the Charity Administrator will contact the organiser to make alternative arrangements to reschedule the event to a more suitable date/time within the allotted timescales.

**WHAT TO EXPECT**

* Once your application has been submitted and received it will be reviewed by the Charity Administrator and Arts Committe
* The Charity Administrator/Arts Committee will confirm selection of a booking with the selected organiser, with a **Contract** to confirm acceptance of the booking and will request an **Invoice** for the agreed payment stated in your **Expression of Interest Form** along with the completion of a **Risk Assessment form**. The organiser will complete and return these to the Charity Administrator to confirm the allocated booking.
* Once the **Contract, Invoice and Risk Assessment form** have been received by the Charity Administrator to confirm the booking, the event will be scheduled as part of the **Annual Arts Education Programme**
* The centre will arrange promotion of the event and bookings will be taken for the event by the Charity Administrator in the lead up to the event
* Once the booking deadline for the activity is reached or the event is fully booked the Charity Administrator will inform organisers of the bookings received (i.e. a list of participants) for their activity prior to the event. Organisers will need to keep a **register of those that attend/do not attend** and return this to the Charity Administrator at the end of the event.
* Organisers will hold their activity/event, request completion of **GDPR Permission Form** and **Participant Feedback Questionnaire** for each participant and complete an **Evaluation/feedback form** and submit these to the Charity Administrator to confirm completion of their event/activity.
* Payment of **Invoice(s)** will be issued to the organiser upon receipt of the requested forms and completion of the event or activities within 30 working days

For further information please contact **Emma** **(Charity Administrator)** on **01928 735832** during opening times or email [arts@castleparkarts.co.uk](mailto:arts@castleparkarts.co.uk).

**Completed application forms** are to be sent to **Emma at** [arts@castleparkarts.co.uk](mailto:arts@castleparkarts.co.uk) **by midday on 7th June 2024**

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