London Borough of Waltham Forest

LGBT History Month 2018 Commission Brief

Introduction

The London Borough of Waltham Forest is seeking to commission an artist or arts organisation to explore the history of LGBT experience in Waltham Forest. This year, LBWF are working with LGBT History Month to become one of the London Hubs celebrating LGBT History month in 2018.

Background

LGBT History Month is a month-long annual event that celebrates the history and achievements of lesbian, gay, bisexual and trans people every February. This has been marked in Waltham Forest since 2007 and for the past two years we have commissioned arts organisations Salon Outré (2015) and Wise Thoughts (2016) to deliver a creative programme across the borough. This year, we are working with LGBT History Month as one of their London Hubs which we hope will raise the profile of all events taking place in Waltham Forest.

The brief:

We are seeking innovative proposals from artists of all disciplines to explore and interrogate the borough’s LGBT history and create new work that questions how we represent LGBT artists/people in our cultural programming. We would like the work to inform a new strand of programming – Cultural Conversations - a discussion based programme aiming to provide a platform and voice for how, when and why we deliver cultural events and how all communities in the borough are reflected in our cultural offer. The proposal should include an initial research period to root the project in the history of the borough and communities that live here.

This commission should be based in the south of the borough, with any outputs taking place in Leyton or Leytonstone.

What we are looking for:

- Entertaining, fun and accessible work that is embedded in local LGBT experience but relevant and inclusive to a wide audience
- Work that questions how LGBT artists/people are represented in the LBWF cultural offer
- Work that considers the theme of LGBT History Month 2018 ‘Geography: Mapping the World’
- A project that is rooted in the history and experiences of the different communities in LBWF with some time allocated in your proposal to research this
- Builds links with the LGBT community in Waltham Forest
- Taking place during February 2018
- Is based in Leyton/Leytonstone.
- The project outputs should include at least 2 smaller workshops or events and 1 showcase exhibition, performance or event.

Budget and fees;

The maximum budget available for this commission is £4000. This is inclusive of all management fees, artists fees and delivery costs.

Payment schedule
Payment terms are subject to Council payment terms as follows:

1 x payment of £2500 to be paid on project award January 2018
1 x payment of £1500 to be paid on submission of agreed evaluation report and data March 2018
Additional funding

We would encourage the provider to look for additional funding for the programme, by way of sponsorship, in-kind support, income generation or grants.

What to include in your proposal:

- CV or outline of previous experience
- Project outline
  Detailing artistic vision and proposed outcomes. Please also specify where you envisage your project taking place, who you intend to work with, your target audience/s and how you propose engaging them.
- **Budget**
  A financial breakdown of expenditure and income should be included as part of the submission
- **Timeline**
  Include an indicative timeline, which will outlining your approach to managing this commission in as much details as possible.
- **Marketing Plan**
  Outline how you will market your events/exhibitions so that they achieve expected numbers.
- **Monitoring and Evaluation plan**
  Please outline the tools and methods you will use to monitor and evaluate your project (e.g evaluation forms, recording participation and audience numbers).

Contractual Structure

Any contract resulting from this brief will set out the terms and conditions between the authority and the successful provider for the provision of services together with any schedules and appendices agreed upon by both parties. Appointment under the contract will mean that the successful provider will be required to deliver services in accordance with the brief.

The deadline for applications is 5pm Friday 5 January 2018