

## **Specification for Discover Brightwater fictional book or collection of short stories.**

### **Discover Brightwater**

The Discover Brightwater Landscape Partnership, led by Durham Wildlife Trust is funded by the National Lottery Heritage fund and partners include: Groundwork North East and Cumbria; Durham County Council; Darlington Borough Council; The Environment Agency; County Durham Community Foundation; Durham Bird Club; Head of Steam (Darlington Railway Museum); Historic England; Local Access Forum County Durham; Natural England; Tees Rivers Trust and Visit County Durham among others..

The Discover Brightwater Landscape Partnership will be delivering over 19 individual project work streams between 2019 and autumn 2022. Although the primary focus of the partnership is around the wetland habitats around the River Skerne, each project aims to help restore, reveal and celebrate life around the River Skerne.

### **The Discover Brightwater Fictional Book**

Discover Brightwater is seeking to appoint a publisher/practitioner to oversee a creative writing programme which will:

- provide training and encouragement to local people;
- manage a short story competition in partnership with local institutions and the press;
- and manage the publication of a series of short stories or a novella written by a professional author.
- Produce a publication which may include some of the short stories developed as part of the competition if appropriate. This publication will be available as an ebook and also in print.

All writing must be linked to and ideally set in the Discover Brightwater area with the aim to 'restore, reveal and celebrate life around the river Skerne '

It will help both local people and visitors from further afield to be more aware of the area, our landscape, history or cultural heritage. The work must have an authentic local voice and ideas from the local community should be used to help shape the story or stories told in the book.

The engagement part of this project should link with and work with existing local literature events where possible for example Sedgefield Bookends festival, our four local libraries (Cockerton, Darlington, Newton Aycliffe and Sedgefield) and adult learning providers in the area.

## Project Outcomes

- To deliver and be part of at least 12 half day (minimum 2hr) sessions in the local area or delivered to local people. This will include the delivery of at least six dynamic and interactive creative writing workshops or practical sessions for the public. To attend and help run at least six publicity and/or celebration/launch events in the area.
- To have actively engaged at least fifty local adults (16+) throughout the process.
  - One creative writing competition run in conjunction with local organisations, established events and local press. The winner could be published in the finished book if appropriate.
  - One e-book produced ready for publication by September 2022 working closely with the Discover Brightwater editorial team, this ebook will be available to download for free from the Discover Brightwater website, all rights which may be ascribed in the publication of this book will reside with Groundwork on behalf of the Brightwater partnership.
  - One printed book to be completed and published by September 2022, when the official launch will take place. The initial print run will be 250 copies, which will be owned by Discover Brightwater. Although the rights to the book will reside with Groundwork North East and Cumbria, it is our intention that further print runs of the book could be produced under license by the winning bidder.
- To be active in establishing a legacy to help and encourage ongoing creative writing groups within the area.

## Resource.

A maximum of £20,000 excluding VAT is available to complete all aspects of this project.

## Additional Criteria

- The publisher/practitioner will be required to attend appropriate meetings to report on the progress of the project, and consult with Discover Brightwater staff who will agree final sign off of book. An initial scoping/concept meeting will be held shortly after the tender is decided before any work commences, this is likely to be carried out virtually.
- The publisher/practitioner will be expected to work together with Discover Brightwater's partners and staff and local people to identify appropriate themes and for the book/short stories.

- The publisher/actioner will be responsible for ensuring Discover Brightwater branding guidelines are followed. A copy of these is attached with the tender application pack.
- There is a requirement for all materials used to be sustainably sourced and environmentally friendly.

## **Deadline**

- To be published and ready to launch no later than the last weekend of September 2022.
- Delivery of the engagement part ie creative writing sessions with local people to ideally be carried out before April 2022.
- We'd prefer to do mainly face to face delivery if possible but appreciated that due to Covid and to reach the numbers involved some virtual engagement may be needed as well. All proposals need to include a Covid safe delivery plan, that is compliant with Brightwater's partners' requirements, detailing what can be delivered if no face to face delivery can be carried out.
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## **Operational Management**

The successful publisher/practitioner will be appointed by Groundwork NE & Cumbria on behalf of the Discover Brightwater Landscape Partnership, as the lead organisation on the book/short story collection project. Operational issues will be handled by Sarah Barton, Training and Community Manager for Groundwork NE & Cumbria on a day to day and contractual basis.

## **Application process**

Please apply via email to [sarah.barton@groundwork.org.uk](mailto:sarah.barton@groundwork.org.uk). Quotes should include the following:

- Organisation identity, including contact details, company Registration number, date of registration and VAT Registration number (if applicable)
- A short consideration of how you would meet the ambition of this project including an indicative programme of works.
- Full costing's covering each of the specific outputs listed in the minimum expected outputs section and including a comprehensive breakdown with regards to; research and consultation / design and planning / fabrication, installation & printing.
- A daily rate so it is clear how much time you are able to allocate to this project within the budget outlined above.

- A copy of your up to date CV
- Name and contact details for two referees
- Up to five relevant examples of projects which you have previously managed with similar aims to this

**All quotes must be received by 12 noon on the 8<sup>th</sup> of December 2020.**

We are aiming to get back to all applicants before the Christmas break, a pre start meeting with the successful applicant will take place in early January 2021 digitally.

Quotes will be reviewed by the Discover Brightwater Team.

Publishers/practitioners may be invited to attend an interview with Discover Brightwater partners prior to appointment.

### **Tender and Payment**

Tender prices must quote VAT separately

The tender should quote the full amount for the whole contract but should also cost out separately specific output areas.

**Partnership/Consortium approaches to this work are allowed however no part of the work may be subcontracted without the prior knowledge and agreement of Discover Brightwater.** Please include any details of subcontractors in your quote.

### **Criteria for evaluating the Tender Documents**

The following criteria (in no particular order) will be used to evaluate the tender documents:

- Value for Money (40%)
- Innovative approaches to the project (20%)
- Relevant Experience/company resilience, corporate Social Responsibility – adherence to our ‘Environmental Requirements for Suppliers and Core Services Contracts’, employment of apprentices from the local community, Health and safety implications. (30%)
- Connection to the Landscape Partnership area (10%)

### **Termination**

- Either party shall be entitled forthwith to terminate this agreement if:
- Either party commits any breach of any of the provision of this agreement capable of remedy and fails to make such remedy within 28 days after receipt of a written notice giving full particulars of the breach and requiring to be remedied;
- Either party makes any voluntary arrangement with its creditors or becomes subject to an administration order;
- Either party goes into liquidation;
- Either party ceases or threatens to cease to carry on the business
- Groundwork may terminate this agreement in the expiry of 28 days' notice given in writing.

**If you have any questions or require any clarification, please call Sarah Barton at Groundwork NE & Cumbria on 07587635411 or email [sarah.barton@groundwork.org.uk](mailto:sarah.barton@groundwork.org.uk)**