



Specification for two artists for the Matinée Outreach project working remotely with isolated and vulnerable people living with dementia, and their carers in Derbyshire.

Q/AW/200713

1. Purpose and aim of the contract

Derbyshire County Council, on behalf of Arts Derbyshire, is looking for 2 artists to work on the Matinée Outreach project in Derbyshire.

2. Background

See attached Matinée Outreach Project Proposal.

3. Scope

Project Description:

- To work creatively, via remote methods, with c.30 individual households (each artist working with c.15) with people living with dementia and their carers living in Derbyshire and currently isolated due to the Covid19 situation.
- The project will be delivered via telephone and post so that it is fully accessible to those who are not confident using the internet and computer technology.
- All art forms that can be delivered remotely and not rely on technological knowledge from participants can be considered.

Project Objectives:

- To enable people living with dementia in the community who have experienced isolation during the COVID19 lockdown to explore their creativity, share experiences, prioritise their wellbeing and have fun.
- To focus on the engagement and participation of people taking part.
- To develop participants' sense of social connectedness through:
 - developing a new relationship with an artist remotely,
 - knowing they are involved in a project that other people are also participating in,
 - the option to exhibit or present some of their new skills and creative pieces in public at a later date.

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Project Outcomes:

- Recruitment of c.30 households with people living with dementia and their carer(s) (to be undertaken by the Matinée/Arts Derbyshire team)
- Delivery of 8 creative sessions to each household
- Recruit 2 professional artists to deliver the creative sessions working with c.15 households each, with a track record of delivering creative projects with people living with dementia
- Produce a portable exhibition of some of the work generated by the project to display at the postponed Matinée dementia friendly film events or other settings in the future.

Each Artist Role:

- Work alongside the Matinée/Arts Derbyshire team to devise and create a suitable programme of creative engagement, introducing a range of new skills and opportunities for participants to develop their own ideas
- Remotely facilitate creative sessions to c.15 households.
- Design activities that reflect the success and values of Matinée, offering the opportunity for people with dementia to enjoy 'normal happy activities together with their loved ones'.
- Work in a flexible and emergent way allowing the outcomes to be determined through conversation and dialogue with all participants
- Start the process from where people are at, their current experiences, activities ideas and feelings, involving people in decision making
- Attend planning meetings and be briefed on safeguarding policies, evaluation, monitoring and other relevant information.
- Carry out risk assessments prior to any of the activities and adhere to all relevant policies
- Keep reflective notes after each session and report to the Matinée project co-ordinator regularly throughout delivery. This will allow the project to identify any issues that arise in a timely manner, and also identify any interesting impacts and narratives with participants.
- Consolidate material from the project and present it in a format that can be exhibited on the resumption of the Matinée events.

4. Timescale

The contract is for six months, from late September 2020 to May 2021.

5. Location

- The delivery will be carried from the artists' base to households across Derbyshire.
- Should physical planning meetings be possible these will usually be in Alfreton Library, Derbyshire.

6. Pricing

c.£5,600.00 for each artist, in cover:

- planning and preparation
- project delivery

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- exhibition preparation

In addition, there is an overall materials budget of £1,100 for the project to be shared by both artists (e.g. £550 per artist or opportunity to collaborate).

This figure is exclusive of VAT, but inclusive of all other expenses, including travel, but not phone calls.

The artists will be paid quarterly in arrears upon receipt of invoices, or as otherwise agreed with the successful contractor.

7. Management

Ann Wright, Head of Arts for Derbyshire County Council, will manage the contract. The project is managed overall by Rachel Massey, Arts, Health & Wellbeing Co-ordinator. Day-to-day project co-ordination and management will be by Frances Watt, the Matinée Project Co-ordinator, so the Artists will have most contact and liaison with Frances.

8. Equipment

- The successful applicants will be provided with a mobile phone exclusively for this project.

9. Key skills/knowledge

The artists will need to demonstrate:

- A track record of delivering creative arts participatory sessions with people living with dementia and their carers.
- Proven experience as a creative facilitator.
- Excellent ability to communicate remotely with participants.
- Excellent organisational skills, attention to detail, reliability and capacity to meet deadlines.
- Experience of reporting on project progress and being involved in evaluation and monitoring.
- Experience of relevant safeguarding and risk assessment requirements.
- Access to telephone facilities.

10. Award of the contract

The award of the contract will be based on six elements:

- Quality and content of the proposal
- Match with this specification
- Match with key skills/knowledge
- Experience of the applicant
- Quality of previous work including references
- Value for money

11. Requirements for the commission

Individuals or organisations should submit the following:

- Your proposal, outlining how you would approach this commission including a description of your approach and practice. Detail the art forms that you will employ. Explain how your delivery will inspire and motivate individuals via remote methods and how you will address some of the potential challenges.

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- Please keep your proposal to no more than 2 sides of A4. Include details of your relevant experience working with people living with dementia and their carers.
- Please include links to examples of relevant artistic practice (jpegs, short video / sound file) or attached up to 5 files.
- A completed Form of Quotation
- A completed Price Schedule
- A copy of your CV or the CVs of the individuals who would carry out the work
- Two written references from arts organisations and/or local authorities
- Confirmation that you or your organisation maintain professional indemnity insurance and public liability.
- Confirmation that you or the individuals who would carry out the work have current enhanced DBS checks in place.
- **All applications must be received by 9am Monday 24th August 2020. Applications should be sent to Ann Wright, Head of Arts, Derbyshire County Council: Ann.wright@derbyshire.gov.uk**
- Interviews, if needed, will take place via online conferencing on Thursday 3rd September 2020.
- Applications will be reviewed by the Matinée team and Arts Derbyshire. If you have any enquiries about this opportunity, please contact Frances Watt, Matinée co-ordinator. See below for contact details.

Project Contact Details:

Matinée Project Co-ordinator
Frances Watt
admin@matineederbyshire.org.uk
Tel: 07449 732322

12. Timetable

- Monday 20 July 2020 – Artist Call out
- Monday 24 August 2020 – Deadline for receipt of proposals is 9am. Proposals must be sent by email.
- Friday 28 August 2020 – Shortlist artists notified
- Thursday 3 September 2020 – interviews
- Monday 7 September 2020 – successful candidates notified
- Monday 21 September 2020 – project start date
- End of May 2021 – project end date and launch of exhibition

Note: The timetable outlined above is unlikely to change, but may need to if the volume of proposals received is very high.