

Title	Creative Transitions		
Project	Great Place Scheme: Changing Lives	Project reference	B2
Theme	Changing Lives		
Commissioners	Torbay Culture (part of TDA) Imagine This... and Public Health Torbay.		
Contract period	March – June 2020		
Deadline for submissions	5:00pm 12th March 2020		
Client contact details	Cat Radford, Creative Commissioning Lead, Torbay Culture E: cattyradford@gmail.com		

1. The commission

Torbay Culture is working in partnership with Public Health Torbay and Imagine This... to commission three *Creative Transition* projects for groups of young people who are facing transition to adulthood in different ways. The three projects are:

- Creative Transitions: Young Carers
- Creative Transitions: Young Parents
- Creative Transitions: Young people who have experienced homelessness and social isolation. This third project will be based at The Foyer, Torquay.

Applicants may apply to deliver more than one of the advertised projects but are expected to apply for each separately.

2. Background and context of commissioning partnership

A key aim of Torbay’s ten-year cultural strategy is *to harness the health and well-being benefits of culture*. An increasing amount of academic research evidences the beneficial clinical and social outcomes culture can provide, within both health and care pathways (see Creative Health: The Arts for Health and Wellbeing <http://www.artshealthandwellbeing.org.uk/appg-inquiry/>).

Through the “Changing Lives” strand of Torbay’s Great Place Scheme, **Torbay Culture** is supporting projects that help residents lead healthier, happier lives by building partnerships with different sectors to embed creativity into the lives of those who can benefit the most. Read more about the Great Place Scheme at www.torbayculture.org/introduction.

Public Health is the art and science of promoting and protecting health and well-being, preventing ill-health and prolonging life through organised efforts of society.

Public Health in Torbay works in partnership the voluntary sector, local businesses and enterprises, community groups and health partners in two main areas: **improve the wider determinants of health** - making improvements in factors which affect health and wellbeing and inequalities, such as children in poverty, school readiness, domestic abuse, fuel poverty, homelessness, offender health; and in **health improvement** issues such as breastfeeding, teenage pregnancy, smoking prevalence, diet, weight and nutrition, drug and alcohol treatment, cancer screening and wellbeing.

Imagine This... is a partnership comprising 32 VCSE organisations delivering interventions and activities for children, young people and families who are working towards the aim to improve the health and wellbeing of children and young people in Torbay. Guided by messages from children and young people on the challenges that are most important to them, Imagine This... is bringing organisations and children, young people and families together to establish an aspirational force for positive change that is engagement led, shares skills and resources through working collaboratively in partnership and working within Asset Based Community Development practice.

This project will work with Torbay's trauma informed network **EMBRACE** (Everybody Matters in Reducing Adverse Childhood Experiences).

Trauma is a widespread, harmful and costly public health problem. The need to address trauma is increasingly viewed as an important component of effective behavioural health service delivery. It is recognised that existing approaches to those who have experienced trauma can retraumatise the individual therefore increasing the impact on the individual and the community. The **EMBRACE** network is a community of practice for all focussed on implementing the principles of a trauma informed approach across Torbay.

3. The Brief

3.1 Key Task

To facilitate the engagement of a group of vulnerable adolescents (young parents, young carers or young people who have experienced homeless or social isolation) in a creative project focussed on building resilience, life skills, enhanced social skills and articulation to support transition into adulthood. Projects will be responsive to the needs and desires of the young people and make use of play, creativity and the natural environment. It is hoped that this project will catalyse the creation of an ongoing young person led group to create safe spaces and sustainable activities for other adolescents.

3.2 Activities and outputs

We are looking to commission creative practitioners with a strong track record in participatory, co-designed arts practice and with experience in applying that practice to a health and wellbeing context to:

- 3.2.1 Design and deliver 12 weeks of weekly flexible and responsive arts based/creative sessions for a target number of 8 young people.
- 3.2.2 Develop/provide support mechanism(s)/toolkit for fledgling independent young person led group to continue once this project is concluded.
- 3.2.3 Support evaluation (see point 3.4).

3.3 Purpose and intended outcomes

The project has the following desired outcomes for participants and project partners:

- 3.3.1 Improve confidence and enjoyment of life amongst participants.
- 3.3.2 To increase skills, knowledge and confidence amongst participants to better manage their lives and transition to adulthood.
- 3.3.3 Participating adolescents will feel as though they've had their say and been listened to.
- 3.3.4 To build strong, equal, trusting relationships between group participants to build resilience and provide support to one another.
- 3.3.5 To develop participants skills, knowledge and confidence to be able to continue an independent young person led group, should they wish.
- 3.3.6 For participants to maintain or increase attendance in training, education or other support open to them from partners and other agencies, statutory or otherwise
- 3.3.7 To provide a safe space for young people
- 3.3.8 For all partners to better understand opportunities and barriers for imbedding more collaborative arts and culture into prevention programmes.

3.4 Evaluation

The commissioned arts practitioner(s) will be required to contribute to and participate in evaluation, overseen by the Steering Group, to monitor outcomes. The commissioned arts practitioner(s) will be expected to:

- 3.4.1 Design and facilitate opportunities for participants to reflect within each session on benefits, successes and challenges in a way that can be documented and shared with the project partners and steering group.
- 3.4.2 Allocate time and support the completion of formalised evaluation measures provided by the partners via the steering group.
- 3.4.3 Participate in evaluation meetings and discussions as arranged by the Steering Group.
- 3.4.4 Provide photographic documentation of the work in practice, of a quality that can be shared with partners, funders and others as part of the evidence of the work being undertaken and with appropriate permissions/consents secured.
- 3.4.5 Provide regular written updates of work in progress.
- 3.4.6 Provide a concise evaluative report to the partners and steering group to evaluate their of experience of delivering project with:
 - 3.4.6.1 recommendations for partners on future delivery, should it be resourced, and
 - 3.4.6.2 summary reflections on whether the Commissioned arts practitioner(s) has developed their knowledge, skills and expertise in delivering creative interventions within a public health context.

4. Key Relationships

4.2 Contract management

Whilst the programme will be overseen and supported by a steering group, the contract will be managed by Torbay Culture.

4.3 Steering Group

A steering group/reference group made up of partner representatives, stakeholders and young people will be established. The purpose of this steering group is to provide support and challenge to the contracted creative practitioners to help create the best conditions for success. It is expected that once appointed, the commissioned arts practitioners will:

- Further develop their workplan to incorporate comment and/or advice of the steering group;
- provide regular updates to the steering group, and ask for advice or feedback to support aspects of delivery, should this be required; and
- engage in reflective discussion with the steering group to evaluate the project.

4.4 Participants

Each of the three *Creative Transition* projects will be offered to 8 young people who meet the criteria for participation. This process will be supported by Public Health, Imagine This... and the steering group, however it may be necessary for the arts organisation to support recruitment, particularly if it is felt necessary for the project to offer some taster sessions to trail involvement, for example.

Participants will be asked to commit to the programme for a period of 3 months with a view to continue if a cohesive peer group is formed.

5. Timeframe

The contract is to be delivered between March - June 2020. The recruitment process will commence in February, with session delivery taking place in April. See expectations for delivery in the timeframe below:

Activity	Description	Dates (estimated)
Induction meeting	Inaugural meeting with commissioned artist practitioner(s) and reference group, clarifying roles, giving greater depth to context of the programme and how it intersects with other projects in process.	27 th March
Project sign off	The artist practitioner(s)/organisation will liaise with the steering group each shared understanding and agree approach to delivery of the project, in the form of a Final Project Plan . This plan is to be written by the commissioned artist practitioner.	3 rd April
Delivery	Delivery commences in line with Project Plan as signed off above.	April (latest possible start WB 13 th April 2020).
Progress reporting	Monthly progress meetings with reference group	April - June
Task completion	Deliver toolkit	30 th June
Project completion	Evaluation submitted	End June

6. Fee and contractual requirements

The maximum budget available for each of the three *Creative Transition* projects is £5000 to include all materials, expenses, and VAT where applicable. The agreed fee would be paid at intervals according to an agreed delivery plan and on receipt of an invoice.

Applicants may apply to deliver more than one of the advertised projects, but are expected to apply for each separately, laying out their budget to show costs according to each project.

The successful organisation or lead creative practitioner is required to have relevant insurances in place including Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law. On appointment, the facilitator will need to provide a statement about how they manage personal data to GDPR standards.

Please note, in order to comply with the terms of the contract, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf in the event that they are unable to perform the services themselves. The substitute must be able to meet all of the criteria of this brief and be approved in writing by TDA.

7. Submission and selection process

7.1 **To apply:** Please submit the following by email to culture@tda.uk.net copying cattyradford@gmail.com:

- Name and whether applying as sole trader, limited company, partnership, etc. If appropriate, include company name, company address, company registration number and company legal form.
- Which *Creative Transition* project you are applying to (*Creative Transitions: Young parents; Creative Transitions: Young carers; or Creative Transitions: Young people who have experienced homelessness and social isolation*) **NB: Applicants may apply to deliver more than one of the advertised projects but are expected to apply for each separately.**
- A written statement, maximum 2 sides of A4, detailing:
 - your approach to delivering the brief – including a proposed work plan
 - evidence of your successful track record in delivering similar work elsewhere and with young people facing challenges in transition to adulthood
 - your capacity to deliver the brief, including estimated time commitment and confirmation of your availability
- CVs of the key individuals to be involved
- A budget outlining costs for delivery of the brief, bearing in mind the total fee available
- Confirmation of insurances held
- Confirmation of GDPR compliance and any relevant data protection policies
- At least 2 testimonials/references that relate your experience in this field.

Any questions or further information needed pre-submission please contact Cat Radford cattyradford@gmail.com.

7.2 Selection process and Timetable

Activity	Description	Dates
Brief issued		14 th February 2020
Closing date for submissions	Applications to be sent by email to culture@tda.uk.net Please state "Submission to Creative Transitions" in the title of the email.	12 th March 2020
Shortlisting	Submissions will be evaluated against the brief and shortlisted by a panel	13 th March 2020
Interview	Shortlisted applicants are invited to interview by the selection panel (panel members TBC) in Torquay	19th OR 20th March 2020 (TBC)
Contract award and induction meeting		23 rd – 27 th March 2020 (TBC)

These dates are given as a guide only and may be subject to change.