



Big Local North East Hastings

Summer Fun Day 2019

Commissioning Specification

Big Local North East Hastings would like to commission a family fun day. Proposals are invited from constituted groups, charities, not for profit organisations, and businesses. The value of this commission is £7,500.00.

Background

Big Local North East Hastings is a ten year, community led programme that encourages local residents to identify local needs and take action in response to them.

More information about Big Local North East Hastings, including a map of the Big Local area, can be found at www.biglocalnortheasthastings.org.uk.

More information about the national Big Local programme can be found at www.localtrust.org.uk.

The Resident Led Partnership (RLP), which runs Big Local North East Hastings, has a vision for the Big Local Area which is that in 2024, North East Hastings will be a GREAT place to:

- **G**row up in
- **R**aise a family
- **E**njoy Life and keep well
- **A**dvance in Years
- **T**rain, learn and earn a living

To support this vision, the RLP has organised and delivered a family fun day for the last three years. It would now like to commission this event for delivery.

Delivery Specification

We are seeking the delivery of a Big Local fun day for local families within a £7,500.00 budget. The event should be free to Big Local residents. We would like the event to have a community feel, with stalls featuring the work or services of local community groups and previous recipients of Big Local funding. The budget should include all costs, fees and insurance expenses. No additional funding is available from Big Local, although the successful applicant may wish to seek matched funding or contributions from local agencies and organisations.

We envisage that children will be the responsibility of parents. First aid provision should be included.

We would like the event to be as environmentally friendly as possible.

It is important that beneficiaries perceive the event as Big Local event that follows previous fun days that were organised by the partnership, and not as a fun day simply funded by Big Local. This should be clear from publicity materials. Big Local will be represented at the fun day by members of the Resident Led Partnership.



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The successful provider will need to work with the RLP, as represented by its community development worker and its Chair. Information such as contacts, logos and local information will be supplied.

Services to be provided

- A family fun day to be delivered at the Bridge Community Centre in Hastings, at the end of the school summer holiday.
- The fun day should last for at least four hours.
- A full risk assessment should be made, and appropriate insurances should be in place.
- Healthy food, either free of charge or at a low cost. Water or other drinks should be available free of charge.
- Activities should take place both within the Bridge Community Centre and in its outside space.
- Musical entertainment.
- An imaginative and engaging mix of children's entertainment and activities, such as bouncy castles and arts and craft activities.
- Suitable levels of staffing (either paid or on a voluntary basis) to ensure the safety and wellbeing of attendees and to support activity. Staff should be DBS checked.
- The site must be effectively managed on the day to ensure public safety and the smooth running of the event.
- A Big Local branded publicity campaign to attract attendees.
- Collection of email addresses to help Big Local build a resident's database.

Monitoring

Big Local funding is intended to benefit residents living in the Big Local area (see map). It is therefore important that the number of adults and children attending is recorded, together with their postcodes. Whilst we realise that the event may attract residents who live beyond the Big Local boundary, they will not be counted for recording purposes. A list of postcodes within the Big Local area is available from our community development worker.

A brief report, providing an overview of the day and advising what worked and what didn't, will be required.

Proposals

Proposals to deliver this service should include details about:

- An outline plan showing when the event will take place and what it is likely to include.
- How you will publicise the event and attract families resident in the Big Local area.
- An outline budget showing how much funding will be allocated to each area of provision, including your own management costs. We do not expect precise figures at the proposal stage as it is likely that the delivery arrangements will evolve during the planning stage.



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The commissioning process

1. Written proposal submitted by **Monday 27th May** to jan@hvauk.org.
2. Proposals considered by commissioning panel, a sub group formed of RLP members
3. One or more organisations invited to meet the commissioning panel to discuss the proposal.
4. Modifications to proposal(s) negotiated
5. Decision made and contract issued.

Other information

The successful organisation will enter into an agreement with Hastings Voluntary Action which is the Locally Trusted Organisation for Big Local North East Hastings.

Organisations invited to meet the panel will be asked to provide the following documents:

- Constitution or other governing document
- Annual accounts
- Public liability insurance
- The names of two organisations who can provide a testimonial or reference about relevant, previously delivered activity.

To learn more about Big Local North East Hastings, visit www.biglocalnortheasthastings.org.uk

Contact our community development worker for further information.

Jan Papworth, Big Local Community Development Worker

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