

Artist Commission 2023: A creative legacy to mark the Coronation of King Charles III

Budget: £10,000
Deadline: 20 February 2023
Interviews: 8 March 2023

Full Creative Brief

Brentwood Borough Council invites proposals from creative practitioners for a new commission that celebrates the coronation of King Charles III during 2023. The aim of the project is to work in close collaboration with communities to create a piece of artwork as a local legacy from the coronation.

The commission is an opportunity to generate and capture the local spirit and celebration of the coronation of the new King.

We are looking for inspiring project proposals from creative practitioners of all kinds, whether you are a visual artist, writer, musician, animator, printmaker or other, as an individual, collective or company.

We are seeking proposals that will:

Reflect the diverse voices of communities in the Borough

We are interested in seeing a project that harnesses creative ways to represent the thoughts and views of existing communities in the local area and attracts participation from a wide range of people, helping to build pride of place and collective celebration.

Consider local heritage and history, bringing together the past, present and future

The commission could reflect prominent moments or places in local history, local traditions, or visions of the Borough as it is now or how it may be during the future reign of King Charles.

Provide accessible engagement opportunities for communities to participate in creative activities

The commission would create an opportunity to engage a range of people in a co-design process. We anticipate that the work will be accessed by community groups and schools. As part of the commission, we would like the appointed practitioner(s) to work with at least two local community or voluntary organisations, engaging volunteers in developing the work of the commission.

Support the government's Levelling Up Agenda

As this commission is being funded directly through the UK Shared Prosperity Fund (UKSPF), proposals must consider meeting priorities of the Levelling Up Agenda, which include:

- Restoring a sense of community, local pride and belonging, especially in those places where they have been lost

- Empowering local leaders and communities, especially in those places lacking local agency

Final outcome(s) and timescales

The format and content of the final piece would be shaped by the creative practitioner, their proposed project and practice, as well as the communities they work alongside, but suggested outputs could include a limited edition artwork; book; music or a digital work – we are happy to be led by the appointed artist and would expect to see ideas of the final piece in the proposal. The commission will start in March, with a final out come expected by mid-June.

The desired outcome of the project would be to present a piece of work that will be exhibitable in a location to be determined. The appointed creative practitioner(s) need to consider the practicalities of producing a suitable piece that is easily presented/displayed. Costs for production of the work are included in the commission fee.

Responding to this Commission Opportunity

To apply for this commission please email ukspf@brentwood.gov.uk and include the following:

- An outline of the artistic concept for the commission, including the proposed community engagement process, intended audience and output/legacy piece (no more than 1 side of A4).
- A brief description of why you are interested in this commission at this time, including local connections (half side of A4).
- A biography and CV with relevant previous work (no more than 2 sides of A4). Please include links to relevant websites and social media.
- An outline budget breakdown showing how you would utilise the £10,000. It is important that all of the funded work takes place within the stated timescales, so please be clear on availability and resources to complete the commission in time
- An approximate timeline for the work.

We are committed to making our application process more accessible and can be adaptable if the above procedures don't quite work for you. Please contact us if this is the case.

Please ensure that proposals are received by midnight on 20 February 2023. Send your proposal to ukspf@brentwood.gov.uk.

Shortlisted applicants will be interviewed on 8 March 2023 in Brentwood. If it is not possible to do face to face interviews, it will be held on MS Teams. Interviews will include an opportunity for a 15-minute presentation on your Proposal. If you are shortlisted for an interview, we will let you know by 1 March 2023.

Supporting information

Application process and support

The successful proposal will be selected by a panel including representatives from Brentwood Borough Council and its partners. A shortlist will be made from the received applications based on how well they meet the commission criteria and respond to this brief, and these will be invited to interview to talk further about their proposal before a final decision is made.

The commission will be managed by Brentwood Borough Council, and the commissioned artist will receive ongoing support, advocacy and advice from Brentwood Borough Council throughout.

The appointed creative practitioner will be expected to meet commissioners at least every 4 weeks during the project, by Zoom or in person, to discuss any issues arising and generally keep them in the loop with progress made, so that they can feed back to key stakeholders if needed.

Budget

The commission budget is £10,000 inclusive of all costs including VAT (please inform us if you are VAT registered) and will be treated as a grant. This is inclusive of all expenses and must therefore cover fees, travel, materials and marketing. Some promotion and advertising will be undertaken by the partners, at their cost, and this will be discussed in due course. Payments will be made in installments, on receipt of an invoice, and subject to progress

against achieving agreed activity as outlined above. If this is a joint commission one artist/organisation will need to be the project lead and all payments will be made to them.

Promotion for the commission can be undertaken in partnership with Brentwood Borough Council as appropriate. Brentwood Borough Council will promote the commission and related activity on its website and support the process throughout on social media channels.

About UK Shared Prosperity Fund (UKSPF)

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda and a significant component of its support for places across the UK. UKSPF will provide £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. The fund [prospectus](#) was published in April 2022.

UKSPF supports the government's wider levelling up agenda, which includes:

- Boosting productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging. Spreading opportunities and improving public services, especially in those places where they are weakest
- Restoring a sense of community, local pride and belonging, especially in those places where they have been lost
- Empowering local leaders and communities, especially in those places lacking local agency

There are three UKSPF investment priorities:

1. Communities and place
2. Supporting local business
3. People and skills

The Department for Levelling Up, Housing and Communities (DLUHC) has since published a detailed list of [interventions, outputs and outcomes](#) associated with each of these priorities which are aligned to the relevant Levelling Up White Paper missions.

Further details of the [programme management and reporting](#) and [monitoring and evaluation](#) were published in August 2022.

Tracking Outcomes

As this commission is being funded through UKSPF, it will be expected that the creative practitioner collects and records outcomes to enable us to report to central government and compile these in a short report.

We would expect the appointed artist(s) to record both quantitative and qualitative information to support Brentwood Borough Council in capturing outcomes (as far as is possible). These include the below, but all may not be relevant to the selected commission:

- number of organisations receiving grants (numerical value)
- number of organisations receiving non-financial support (numerical value)
- number of potential entrepreneurs provided assistance to be business ready (numerical value)
- number of volunteering opportunities supported (numerical value)
- jobs created (numerical value)
- increased footfall (% increase)
- number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value)
- improved perception of events (% increase)

The report should also include the following information:

- numbers of 'sessions' and a list of workshops/events/meetings that took place as part of the commission
- numbers of project participants or volunteers

- numbers of audiences who attended events (who were not direct participants) – i.e. ‘live’ audiences
- any information on digital audiences (i.e. those engaging or viewing work online) where this is possible to get
- reflections on how the commission has impacted on the practice of the appointed artist(s), and how the commission may have impacted on the beneficiaries (volunteers/audiences) and the place
- any recorded feedback from participants/beneficiaries or partner organisations involved
- photos from workshops, events and the final artwork/performances (much of this can be shared on the website and social media)

Environmental Sustainability

Brentwood Borough Council is committed to minimising its potential for negative impacts on the environment. As a local authority, we also have a leadership role in promoting how we can have a positive impact on environmental sustainability. This is relevant to the commission, and we are keen that all those interested in this opportunity consider how they will reduce the impact of their work on the environment. For example, the use of materials – consider whether they are recyclable, made from recycled materials, or can be repurposed after the commission. The aim of this will be to reduce the waste from commissions/ exhibitions and the use of non-recyclable materials where possible. Artists should consider where possible choosing accessible locations for activities and events – locations that can be easily accessed by public transport/walking as well as by older people.

Branding Guidelines

The successful practitioner will need to adhere to UKSPF branding on promotional materials and evidence how they have referred to the fund clearly and prominently. More information can be found at <https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>

If you would like to talk this brief through or need further information about the commission, we’d be very happy to offer support and answer your questions. Please email Lucy Gill on UKPSF@brentwood.gov.uk to arrange a meeting.