



TRANSFORMING UNLOVED SPACES: OPEN CALL ROUND ONE

Application deadline:
8 October 2017

BACKGROUND

Waltham Forest is a borough in north-east London, made up of twenty wards, which are each represented by three elected councillors. It is a place which inspires and supports creativity, attracts artists and cultural businesses, and has a long history of making. Creativity is at the heart of several ambitious programmes of work happening now across the borough to make Waltham Forest an even better place to live in years to come. We believe that arts and culture are not just things that are 'nice to have', they are essential for bringing our communities together, raising aspirations and improving wellbeing among our residents. Waltham Forest is currently developing its bid to be the first London Borough of Culture.

Making Places is a £1m initiative by Waltham Forest Council which will deliver a creative project in each of the wards across the borough. Projects will have a lasting impact on local communities, creating places which are safer, brighter and where residents and visitors enjoy spending time.

Residents have nominated the spaces in their neighbourhood that they want to see transformed and a lead councilor for each ward made the final decision on which site to put forward for Making Places. The list of sites includes parks, street corners, bridges, alleyways and a library garden.

We are now looking for creative proposals for projects to take place at these sites through an open call.

The open call is being managed in partnership with **Create**, an agency which exists to explore the ways artists can contribute to the lives of people in cities. Create helps artists to connect more closely with communities through an ambitious programme of projects and their work is primarily focused in east London.

THE BRIEF

Duration: Round One projects awarded in November 2017. Four projects to be installed by April 2018, and the remainder to be installed by October 2018.

A second round of five sites will be announced in November 2017.

Budget: Up to £40K per site. Applicants may submit multiple proposals but a maximum of four sites will be awarded to any one organisation.





Artists and creative practitioners with an interest in working in the public realm are invited to propose ideas to transform sites nominated by the residents of Waltham Forest as part of Making Places.

The open call is for creative practitioners from anywhere in the UK to propose an idea for one or more of the nominated sites with a long-term physical installation or intervention.

The call for Making Places is open to all kinds of creative practitioners including, but not limited to, artists, designers, architects, landscape gardeners and makers. We welcome proposals from individuals, groups, organisations and partnerships and applicants should preferably have experience in delivering outdoor and public realm improvement work.

Costed proposals for up to £40,000 per site will be considered and the winning commissions will be installed throughout 2018. Projects will need to have a minimum lifespan of five years and require minimal or low-cost maintenance. Any project will need to be weather resistant, fire proof and accessible. Proposals should be site specific and respond to the issues raised and suggestions made by residents as covered in the *Site Information*. Ideas for projects might include: lighting installations, growing spaces, sculptures, play equipment, outdoor furniture or other interventions which will revitalize and improve the site and surrounding area.

See *Site Information* for details about specific spaces, including photos, feedback from residents and suggested ideas. You can also see the locations which were selected at www.makingplaces.co.uk

SITE VISITS

Applicants have the opportunity to visit sites on **06 September** on a minibus tour starting at 11am. Following the site visit, there will be a Q&A session from 3 – 5pm. Another Q&A session will be held **13 September**, 5.30 – 7.30pm.

Spaces are limited so please book in advance by emailing opencall@makingplaces.co.uk and we'll let you know the meeting point.

If applicants would like to visit sites independently, exact locations can be found in the *Site Information* document. Site visits are highly recommended before applying.



SUBMITTING YOUR PROPOSAL

Applicants are invited to submit their proposal before midnight Sunday 8 October 2017 on London Tenders Portal. If you don't already have a profile, you will be required to sign up to LTP in order to submit a proposal.

Before submitting your proposal, you should also read the *Site Information* and *Invitation to Tender (ITT)* which sets out legal and procurement requirements and a more detailed timeline. This can be downloaded from London Tenders Portal (link on www.makingplaces.co.uk).

When applying, you will be required to submit the following information, making sure that your application is directed to the correct site on London Tenders Portal.

1. What is your idea? (up to 400 words)
2. Why have you chosen this site? How will your project benefit the local community? Would your proposal work equally well at another site? (500 words)
3. Please provide up to 4 illustrative examples of your proposed idea - JPG/PDF Max 2MB
4. What materials and logistical requirements would be needed to deliver your proposal? (300 words)
5. We are looking for projects that have a minimum lifespan of 5 years and are very low maintenance. How long will your project last for, and will it require maintenance? Please detail sustainability and maintenance required (300 words)
6. Please provide details of your relevant experience and expertise including past projects / commissions. Please also include links to websites and online coverage (500 words)
7. Provide a top line budget for your proposal (maximum £40,000+VAT).

Indicative budget breakdown as follows:

Production 70-80%

Fees 10-20%

Maintenance 5%



SELECTION PROCESS

Shortlisting will take place throughout October 2017 and proposals will be judged by a panel of creative experts. The judging panel will include:

Louise Jeffreys	Director of Arts, Barbican
Tamsie Thomson	Director, London Festival of Architecture
Mark Godfrey	Executive Director, Soho Theatre
Hadrian Garrard	Director, Create London
Harriet Warden	Creative Director, Blackhorse Workshop

EVALUATION CRITERIA

Applications will be judged on the following criteria:

Quality of proposal and track record	30 %
Local engagement, benefit to community	30 %
Value for money	20 %
Ease of maintenance and project legacy	20 %

We will aim to let applicants know if they have not been shortlisted by 8 November 2017. If proposals are thought to be more suited to alternative sites, we'll let applicants know by the same date or earlier .

ADDITIONAL INFORMATION

Please read the following documents before submitting your proposal, found at www.makingplaces.co.uk or on London Tenders Portal.

- **Site Information**
- **Invitation to Tender (ITT)**

If you have any questions about the open call, please email opencall@makingplaces.co.uk

Or contact Kate O'Connor, Making Places Project Manager
kate.o'connor@walthamforest.gov.uk

In order to ensure a fair and transparent process, questions and answers that are relevant to all will be added to the Open Call page of the website
www.makingplaces.co.uk/open-call