

British Schools Museum  
41 Queen Street  
Hitchin SG4 9TS  
Registered Charity No. 1010345



## **INVITATION TO TENDER**

The British Schools Museum first opened to visitors 25 years ago. This is a marvellous time to celebrate the wonderful achievements over the past 25 years, and to fundraise so that we can do even more over the next 25 years.

### **Provision**

We are interested in hearing from individuals or organisations who can conceptualise and create a delivery plan for a series of celebratory and fundraising events to take place after 1 July 2021.

The plan must detail:

- Fundraising target and success factors
- Costs and resource requirements
- Marketing and communications activity
- Support and project management
- Deliverables and key milestones

The value of the contract is up to £1,200 which includes fees, travel, expenses and VAT; and is funded by Arts Council England's Cultural Recovery Fund.

### **Response**

Please respond by sending the following to Mark Copley (E: [bsmcurator@gmail.com](mailto:bsmcurator@gmail.com))

- A current CV for the lead individual(s)
- A covering letter detailing how you have delivered to similar specifications and examples of your success
- A short proposal on how you would approach the project, including creative ideas for celebrating and fundraising

The deadline for responses is 17:00 on Friday 28 May 2021

Shortlisted providers will be notified by Tuesday 1 June 2021

Interviews with a short presentation will be held on 4 June 2021

These will be run in line with prevailing government guidance and Covid-19 restrictions.

### **Further Information**

For further information about the British Schools Museum, please visit our website: [www.britishschoolsmuseum.org.uk](http://www.britishschoolsmuseum.org.uk) or contact Mark Copley, Curator ([bsmcurator@gmail.com](mailto:bsmcurator@gmail.com)).