

## Help us celebrate Southwark Park's 150<sup>th</sup> birthday

Southwark Park first opened its gates to the public in 1869, and was one of the earliest parks to be opened by the Metropolitan Board of Works.

The council is looking to support local people, organisations, schools and businesses celebrate this important birthday by commissioning a programme of activities and events to take place from **15 to 23 June 2019**. We are looking for you to submit your event proposals and have created a small pot of funding for you to bid for if you need a bit of financial help.

The Green Flag Award winning park has some amazing facilities including bandstand, two galleries, running track, large open spaces, quiet secluded spots, a lake, bowling green nature reserve and new café.

In this document you will find more information about Southwark Park, how to submit your event to be part of the programme, what we're looking for, the funding criteria and how to apply.

### More about Southwark Park

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The design of the park is attributed to Alexander McKenzie and covers an area of 25 hectares.

The park boasts London's first public memorial to honour a working class man - a drinking fountain to commemorate Mr. Jabez West, a member of a local Temperance Society.

The Ada Salter rose garden was built in 1936 by Alfred Salter, MP for West Bermondsey. It was attributed to his wife Ada when she passed away years later. They both wanted to create a place of beauty where mothers and the elderly could sit.

In 2001, the park underwent a major refurbishment with £2.5m from the Heritage Lottery Funds. A replica of the 1833 bandstand from the Great Exhibition was replaced.

Many parts of the park were restored to their former glory, including a new bowling pavilion and a new children's play area. The lake was finally restored to its original pre World War II size and the main gates were repaired.

### What are we looking for?

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We are inviting project proposals from the community and we are inviting you to bid for some small amounts of funding if you require it. If you have an idea for an event or activity it must achieve the following **aims**:

1. Celebrate the 150<sup>th</sup> birthday of Southwark Park
2. Be inclusive and accessible to all local residents.
3. Take place in Southwark Park
4. Be free of charge for the public.
5. Go through the [standard application process](#) to secure the location to be used.
6. Be delivered with minimal council officer support

The work created must culminate in a live event or activity. This could be:

- School or family event
  - A bandstand concert
  - Arts and craft activities and installations
  - Walks and tours
  - Heritage events
  - Sport and physical activity events
  - A parade
  - An outdoor performance
- ...or a combination of all of these

## How do I submit a proposal?

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If you have an idea please submit a proposal using the following headings:

1. **Proposal description** – Include a description of the event and how you will achieve the six aims. Images and links
2. **Health and safety** - How you will ensure the project or event will be safe for those working and those attending? Please include and safeguarding you will have in place.
3. **Marketing and communications plan** – How will you help to promote the event or project?
4. **Experience** – Please tell us about your skills and knowledge in delivering other events and projects like the one you are proposing.
5. **Budget** – Provide information required in the budget section below.
6. **Images and links** – Please send through any images or link to websites that might help us understand your proposal more or to your previous work.

### Please note:

- Proposals should be no more than four sides of A4, not including budget and images.
- Safeguarding children and vulnerable people is paramount. It is expected that full risk assessment will be required for this work and valid DBS accreditation in place if required.
- If you are also applying for funding you must be able to provide evidence from HRMC of appropriate company or self-employed status to ensure that the council can process payments through its financial systems. Please provide this evidence.

## Budget

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- Whether you are applying for funding or not we want to understand your budget.
- The full commissioning budget is £5,000 and you can apply for up to £1,000. If you are asking for funding please add the figure in the '*Amount requested from Southwark Council*' section.
- All budgets presented must include full costs under the following headings:

### Income

1. Other funding (confirmed)
2. Other funding (unconfirmed)
3. Sponsorship
4. Other income (e.g. traders, advertising)
5. Amount requested from Southwark Council

### Expenditure

6. Activity/creative content
7. Costs of any participatory activity
8. Infrastructure (e.g. power, chairs)
9. Security, stewarding & safety provisions
10. Co-ordination
11. Access and welfare provision
12. Marketing and communications
13. Contingency

Southwark Council will provide:

- Standard support in terms of reviewing plans and offering support on the use of the park.
- Marketing support via press and media, social media and other communications channels.
- Support in connecting to local groups and organisations.

### **Decision making process**

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All proposals will be reviewed and a final decision made by a panel of Councillors from Rotherhithe and North Bermondsey wards. The panel may wish to meet you to discuss your proposal before any final decisions are made.

### **Selection criteria**

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The selection criteria will reflect the aims of the project as noted above in the '**What are we looking for?**' section:

- Celebrate the 150<sup>th</sup> birthday of Southwark Park
- Be inclusive and accessible to all local residents.
- Take place in Southwark Park
- Be free of charge for the public

We will also consider:

- Southwark Council Funding required
- Feasibility
- Experience in delivering similar projects

### **Timeframe**

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Opportunities promoted	6 February 2019
Deadline for proposals	18 March 2019 at 10am
Shortlisting meeting	21 March 2019
Potential interview dates	28 or 29 March 2019
Final decision target date	3 April 2019
Events	15 to 23 June 2019

### **Contacts**

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For further information please call the events team on 020 7525 3422 or email [events@southwark.gov.uk](mailto:events@southwark.gov.uk)

Please send your proposal to [events@southwark.gov.uk](mailto:events@southwark.gov.uk) with the subject heading "Celebrate Southwark Park 150".