

Freelance Brief – Fundraiser & Bid-Writer

Summary

Bedford Creative Arts is seeking to work with a freelance fundraiser to generate income from trusts, foundations and statutory grant-making bodies.

The role will work closely with the charity's Director to identify prospects, agree the case for support for projects or core contributions, and to write and submit applications on the charity's behalf.

This role has a focus on grant funding initially, however we are open to expanding the role to explore other avenues of fundraising such as individual-giving and corporate income in the longer-term (subject to the relevant experience of the preferred contractor).

Bedford Creative Arts is an arts charity working across Bedfordshire for 40 years, delivering projects that use art as a tool for social change. The company's turnover is £350-450k per annum with a regular revenue contribution from Arts Council England as part of their National Portfolio.

The Brief

We are seeking a freelance professional to support us in achieving our grant-focused fundraising targets for 2025-26 and beyond to include:

- Reviewing past applications, Business Plans and other internal information to articulate and update the Case for Support for company projects and for core income to achieve budget targets.
- Researching and identifying prospects for funding support, especially from trusts, foundations, Lottery funders and other statutory bodies.
- Creating a pipeline of targets to agree with the Director and Trustees, establishing a timeline for approaches and tracking and monitoring outcomes.
- Prepare budget proposals (working with the charity's producers and Director) for funding bids – re-formatting budgets to fit funding requirements for bids and reporting.
- Writing and submitting grant applications to selected funders, agreed with the Director.
- Collaborate with the Director on the ongoing development of a sustainable Fundraising Strategy.
- Advising on other funding opportunities and approaches to other sources of funding (beyond grant funding).

The target for the year is anticipated to be c. £200,000.

The contractor is expected to:

- Take responsibility for their own administration and ITC to enable their successful fulfilment of the brief (access to BCA fileservers will be provided).
- Communicate regularly with the Director on progress, including attending strategy and planning meetings as required to aid research and provide updates on project development.
- Comply with the policies of Bedford Creative Arts including its Fundraising Policy, Equality, Equity & Diversity Policy and Information Governance policy.
- Communicate with other members of the BCA team, as required, to ensure they fully understand the organisation and its activities to enable successful delivery of the work.

The position is a remote working position to be delivered from the contractor's home, although occasional co-working space in Bedford can be provided.

The contractor is expected to attend occasional meetings of the staff team to be briefed on the work of the charity, some of which may be online or in our Bedford co-working space.

Skills and Experience

We are looking for a fundraiser with skills and experience of:

- Trust and foundation, Lottery, and Statutory grant fundraising for projects with a turnover up to £200,000 or above.
- Securing both core funding (for charity revenue, staffing and overhead costs) as well as project revenue funding.
- Small-scale capital funding for projects (under £500,000).
- Excellent written and verbal communication skills.
- Self-motivated with the ability to organise and plan work and manage competing deadlines.
- Successful achievement of targets.
- Building effective relationships with funders.
- Securing funds for art projects or from arts specific funders e.g. Arts Council England.
- Displaying good attention to detail.

Desirable skills and experiences include:

- Creating fundraising strategies.
- Writing National Portfolio Organisation applications.
- Securing funds from individual-giving approaches and programmes.
- Corporate sponsorship and donations.

Timeline

This contract is to begin in April 2025 and is for a period of 12 months with a review period at 6 months to establish successful progress against objectives.

The contract may be extended for up to two years, subject to programme and budget demands.

We note that more time may need to be spent at the start of the financial year and expect quotations and profiling of work to reflect this.

Quotation for works

The budget for this work is planned to be between £10-15,000 for 12 months, inclusive of any applicable VAT. Applicants are requested to provide a quotation for services that demonstrates value for money to the charity.

Travel expenses agreed in advance will be provided in addition at a rate of 0.45p per mile for private transport and upon provision of a receipt for public transport.

This is a freelance contract. The contractor will be liable for their own tax, insurance and pension contribution. This is not an employment contract.

Application Process

Applicants wishing to apply should submit a CV (a description of their relevant work history and any relevant training, learning and skills) alongside a letter or email proposal (no more than 2 sides of A4) explaining:

- Why they would like the opportunity.
- Why they think they have the relevant experience and skills to deliver the brief.
- Their approach to delivering the brief including timelines, milestones and activities proposed.
- An itemised quotation for services clarifying:
 - The fee required for the work.
 - The daily rate incorporated in the fee.
 - How many days or hours will be covered within the fee.
 - Any VAT, if applicable.
 - Anticipated travel expenses.

We will obtain references from the successful applicant before appointment.

For informal enquiries, please email our Director, Elaine Midgley, elainem@bedfordcreativearts.org.uk or 01234 818670

Deadline for applications **9am on Mon 10th March 2025**.

Online interviews week beginning **17th March 2025**.

Please submit applications to: office@bedfordcreativearts.org.uk

About Bedford Creative Arts

Bedford Creative Arts is a contemporary arts charity that has worked across Bedfordshire for 40 years.

Our Vision is that future communities will have *an outrageous sense of entitlement to the arts*.

We want communities to understand the intrinsic power that creativity can bring to their lives and the places where they live.

Creative commissioning is at the heart of what we do, which is where a new arts project, in any artform, is commissioned in response to a community need. We deliver up to 7 projects per annum across three core themes (River; Innovation Heritage and Migration). Our focus is on raising the levels of profile and pride in Bedford, increasing representation, inspiring young people and pushing the boundaries of new creative practise.

We commission art with, for and inspired by communities using a multitude of approaches to delivering projects for different stakeholders from local authorities, schools, businesses and the

communities themselves whether they be neighbourhoods or any group of people with a common characteristic.

We work at different levels, from light participation to deeper collaborative projects between artists and the public. Throughout our work we seek to make new work that is accessible and engaging for audiences and questions and develops social practice within contemporary art.

Bedford Creative Arts is an Arts Council England National Portfolio Organisation.

Our website contains more information about the foundations of our work, our team and Board and all of our projects including summarising videos of our work:

www.bedfordcreativearts.org.uk

Why work with Bedford Creative Arts?

BCA is a small charity with close-knit team of staff and freelancers working to deliver our shared objectives. We put people and the place of Bedfordshire at the heart of what we do and have a strong commitment to social value, kindness and collaboration in our work.

Our work is bold, exciting and flexible. No project is ever the same and no day ever the same. Working in a small team allows us to be fleet of foot in our work and dynamic in our approach.

Current strands to our work including exploring public art installations, trails and public events along the riverbank; using the latest Extended Reality technologies to tell Bedford's story of innovation heritage and question its future; and telling stories of migrant communities in Bedford through theatre and visual arts projects that place a spotlight on the challenges faced often by first and generation migrants, refugees and asylum seekers.

Equal Opportunities

Bedford Creative Arts values inclusivity and strives to ensure equal opportunities for all. This means that all applications will be judged on the candidate's individual merit and abilities in relation to the brief for the role and no applicant will be unfairly discriminated against based on any protected characteristic (as defined by the Equality Act 2010) or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We acknowledge certain demographics are often under-represented in the arts and in our areas of work and therefore we especially encourage applications from people from diverse ethnic backgrounds, those with a disability, and those with less formal educational qualifications. We will not prejudice any applicants that do not come from one of these backgrounds if they have the skills and knowledge needed to deliver the role, however, we may take positive action to support representation where this can be shown to be justifiable. If you require an alternative method of application in order to fairly access this recruitment process, please contact us on info@bedfordcreativearts.org.uk or 01234 818670.

Privacy Notice

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 under the control of its Information Governance Policy. Your

information will be stored confidentially and only be used for the purposes of selection for the role applied for. Your information will not be transferred outside the organisation. By submitting an application, you are indicating that you are content for your details to be stored by BCA for the purposes of handling this recruitment process until such time as all appointments are made. All application information from unsuccessful applicants will be safely destroyed unless you give us permission to retain it in our Talent Bank for the purposes of informing you about other future opportunities which may be of interest.