****

**Helpful Links:**

[Apply now through Culture Leicestershire](https://www.cultureleicestershire.co.uk/get-involved/creative-practitioners/)

[Find out more about the 1620s House and Garden](https://1620shouse.org.uk/)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commissioning Organisation:** Leicestershire County Council

**Team:** Culture Leicestershire (CuL), 1620s House and Garden Team

**Location:** 1620s House & Garden, Manor Road, Donington le Heath, Leicestershire, LE67 2FW

**Project Delivery Timeframes:** Various set dates between 14th September – 26th October 2025

**Commission Amount**: £4,000

**Application Deadline:** 1 August 2025 at 17:00



**The Project: Old House, New House - Building and Belonging**

We are seeking a Creative Practitioner to plan, develop and lead creative activity with local people at the 1620’s House and Garden on the theme of building and belonging. This project will also align with 2025 Hello Heritage Festival architecture theme.

**Aims**

* To engage new local residents, particularly families, and promote a sense and understanding of place and belonging amongst them.
* To encourage repeat visitors to the 1620s House and Garden.
* For participants to be inspired by the site’s location, history and its changing role through time.
* To align with the 2025 Hello Heritage Festival theme Architecture - Hello Heritage is a festival during which many historic and important buildings are opened for free. Last year it attracted 250 visitors to the house. [Find out more here](https://www.nwleics.gov.uk/pages/hello_heritage.).
* To help meet Arts Council England’s ['Let's Create'](https://www.artscouncil.org.uk/lets-create) aims and ambitions.
* To further embed new cultural activity and active partnership working at the 1620s House & Garden.

**Creative Practitioner Requirements**

* Plan, manage, deliver and facilitate a series of sessions /workshops around the theme of Building and Belonging.
* Co-develop and co-design the final creative output with participants.
* Provide content for advertising and recruitment, such as images for social media posts, and collect consent forms where required.
* Write and share risk assessments.
* Support the collection of evaluation as required by Culture Leicestershire.
* Collaborate regularly with Culture Leicestershire staff and relevant local partners.
* Manage the budget and provide a comprehensive audit trail.
* Consider the environmental impact of any materials used.

Please be aware, some of the 1620s House and Garden volunteers may be interested in supporting the delivery of the creative activities under clear, supervised guidance by the site team.

**Skills and Experience**

* Demonstrable relevant experience of connecting with communities using art as a catalyst.
* Experience of working within the Cultural and Heritage sectors.
* Strong skills in planning, delivering and co-creating participatory artwork with local people and families from a variety of backgrounds
* An understanding of community building and cohesion, and evidence of engaging communities through creative activities.
* An understanding of the health and safety requirements of working with families in a heritage setting.
* Experience working with community groups, volunteers and partners.
* Able to offer innovative ideas that provide something new, inspirational, and dynamic, considering the legacy of the project.
* Good communication skills across a wide range of partners/stakeholders.

**Timeframes**

* The initial activity of the project should take place during Hello Heritage day on Sunday 14th September.
* After the initial launch at the Hello Heritage event, we seek two further workshops/sessions on the remaining Sundays during September 21st and 28th September, when participants can explore together the theme of Building and Belonging.
* The House and Garden close at the end of September, but it will reopen during half term, between 23rd and 26th October, and we seek four further sessions (at least one on each day) on the Thursday to Sunday during this half term.

**Working On-Site**

The site will be open to the public during the workshop sessions. There is no separate room for you to work in, and therefore the likely space to carry out the sessions will either be outside or in the parlour/kitchen of the house.

**Therefore, you are strongly encouraged to visit the 1620s House & Garden while developing your submission to understand the limitations of the space available.** To arrange a discussion with a member of the site team and free visit for the Creative Practitioner only, please contact us on 1620sHouse@leics.gov.uk. Please note, visits should be organised in advance and will take place during our opening times which are Thursday to Sunday, and subject to availability of a member of the team. Options for travelling to the 1620s House & Garden are included on our web site.

**Application Information**

**Please enter a submission using the application form linked at the top of this document, including the following information:**

* A proposal for a creative project resulting in a creative output/legacy that delivers against the outlined expectations above.
* Any skills or experience (see above requirements) that demonstrates suitability for this project, including photographs or links to any relevant previous work.
* Details of how the proposed work could take place within the space available at the 1620s House & Garden to bring people together through cultural activity. (See below for information on visiting the site.)
* Consideration of how a celebration event may take place and how the creative output can be used to further the aims of the project.
* An outline of envisaged timescales for all stages of the project i.e. research, planning, delivery and evaluation.
* A rough idea of session plans.
* A breakdown of how you would use the budget (please see the application form for more details). It is acceptable not to use all the budget, but it is ring-fenced for this work so you should use it all as far as possible. Please note that Culture Leicestershire recognises the [Artist’s Union pay guidance](https://www.artistsunionengland.org.uk/rates-of-pay/).
* Details of insurance and liability to deliver the proposed project, or intention to obtain this.
* Any envisaged subcontracting.

**Please send through any supplementary documentation, including visual representations of your output, pictures of previous work etc, alongside your application form.**

*Please note, we are aware applicants will have varied experience as a Creative Practitioner. Examples of your work can include professional commissions, course work and personal projects. We view the ability to identify areas where you may require more support as a positive, so please respond to each bullet point stating if there is any additional support you would require.*

**Budget**

The fee available is £4000. This should include all your time including research, planning, delivery, materials, and additional costs. A strong expression of interest will show a breakdown of costs and clearly demonstrate how the budget will be spent. For example:

* Time- this could be a price per participatory session including preparation time, delivery of the session and travel.
* Materials- this should be broken down into costs for participation materials or outcome processes.
* Additional costs- these may include your transportation, administration, technical services.

**Payment Terms**

Please be aware that subject to our payment terms, the successful Creative Practitioner will be paid 50% upfront and 50% on project completion. If you are not already a supplier with Leicestershire County Council, you will be required to self-register before payment can be issued.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Information**

**Support**

The Site Supervisor at 1620s House and Garden will be managing this project. They support liaison with relevant people and groups inside and outside of Leicestershire County Council, as well as contract manage the overall project from beginning to end. They will also provide support with payment, evaluation, promotion, partnership work and other aspects of the project.

Team members from the 1620s House & Garden, along with the wider Heritage Services and Culture Leicestershire team will support the work of Creative Practitioners providing direction and advice. A full list of contacts will be provided on appointment.

**Full Timelines**

* 4 July – Residency advertised to creative practitioners/artists
* 5 to 31 July – Interested creative practitioners/artists invited to view the site and ask questions
* 1 August - Submission
* 7 August - Shortlisting
* 15 August - Interview and selection day
* 18 August to 12 September – Preparation period
* 14 Sept - Launch date (Hello Heritage open day with the theme of architecture) and first session day
* 21 and 28 September - Session days
* 23 – 26 October - Half term session days
* Any final activity to take place on Sunday 26 October

**Unsuccessful Applicants**

Applicants that have been shortlisted will be invited to an informal interview. Unsuccessful applicants will receive feedback, and contact details will be kept on file (with permission) for future projects.

**Terms And Conditions**

* To abide by Leicestershire County Council’s data protection and GDPR, including social media and photography policies.
* Leicestershire County Council is committed to ensuring that its services, policies, and practices are free from discrimination and prejudice and that they meet the needs of all sections of the community. All provision is expected to be in accordance with this principle.
* As a consultant you agree to grant full copyright license and ownership to Leicestershire County Council to use any final artwork, resource or creative output resulting from the project, in any manner they deem appropriate.
* For all or any aspects of the project to be photographed and filmed for the purpose of promotion or training.

**About the 1620s House and Garden**

1620s House and Garden is situated in the parish council area of Hugglescote and Donington le Heath. The house is believed to be the oldest in the parish and is part of the Museum and Heritage Service for Leicestershire County Council. We operate with a dedicated Front of House Team supported by volunteers within the house and gardens, who are vital to the success of the site. They maintain the garden, provide tours of the house, support activities, events and assist in the tearoom.

The team on site are supported by the wider teams within Culture Leicestershire who specialise in collections, events, learning, exhibitions and outreach.

We are an award-winning site achieving a high inspection score from Visit England this year. The site delivers around 50 events annually and welcomed over 13,000 visitors last year.

The site is open to the public during the summer season, closing for the winter season in October; but reopens during half term, between 23 and 26 October. During the October half term, the house often showcases its link to the Gunpowder Plot and the belief of witchcraft by former residents.

**The Local Area**

Hugglescote and Donington le Heath are located on the southern edge of Coalville, a former centre of mining in North West Leicestershire. The local area has seen significant new development, with a new housing estate and communities forming on the outskirts of this former mining community.

In the ten years between the 2011 and 2021 census, 900 additional dwellings were constructed, taking the number of dwellings from 1855 to 2796, an increase of 48%. There has also been an increasing trend of people moving into the area as it is becoming part of a commuter belt to Birmingham and other cities.

The 1620s House and Garden attracts visitors from the local district and from within the regional area. Last year 44% of our general visitors (i.e. not attending special events) were over 60, while 35% were adults and 16% were children or students. There is a loyal base and some 50 volunteers who are very active supporters.

**About Culture Leicestershire**

**Our Vision**

Create space to spark imagination, celebrate communities & enhance wellbeing.

**Mission**

Work to shape Leicestershire as a place with a rich and distinctive history that values its heritage, engages its communities, welcomes those who visit the county and works together to ensure a future for the past.

**Purpose**

Our Libraries, Collections and Learning, Heritage and Cultural Participation services come together as Culture Leicestershire.

Together we deliver a diverse, inclusive, accessible and engaging cultural offer focussing on health and wellbeing; building great communities, improving opportunities and helping to build a strong local economy.

We are a National Portfolio Organisation (NPO), supporting the delivery of the County Council’s strategic outcomes and Arts Council England’s [Let’s Create](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030) strategy.

The purpose of Leicestershire Museums is to safeguard the rich and irreplaceable natural and human heritage of Leicestershire and provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

We enable people to explore and shape their local, national and international connections both now and from the past. We do this through volunteering opportunities across the service, and by diversifying opportunities for local people to participate in ways that work for them.