



Exploring science through art and local culture

Project brief:

Lavender Fields Forever - Smells and Feelings

Overview

Lavender Fields Forever is a public engagement strand of the [Sutton STEAMs Ahead 2023](#) programme. *Smells and Feelings* is a workshop based initiative for this strand, which aims to explore the history and culture of growing lavender, mint, and other herbs as a significant industry in Sutton. The workshop sessions are to be designed for local people living with dementia, in care homes, community groups and schools, in addition to popping up at other venues. A supporting travelling exhibition of smells will accompany the workshops.

This commission is for the development of these workshops and associated resources, and for the delivery of sessions to groups from July - October 2023. The workshop plans and resources created will provide a legacy of resources to be used in the future by London Borough of Sutton.

Deliverables / Fee

The total value for this contract is **£4,875**, and is budgeted as follows:

- 5 days planning and development time at a rate of £175 per day (total £875)
- 20 sessions to be delivered at a rate of £200 per session - 10 pop up sessions at venues TBC, 5 visits to care homes, 5 school visits (total £4,000)

This budget does not include the creation of the travelling exhibition or the materials and resources for the workshops. London Borough of Sutton officers will manage this additional budget. Input from the commissioned facilitator will be required in identifying appropriate resources.

Timeframe

Deadline for expressions of interest: 7 April 2023

Workshops and travelling exhibition delivery: July - October 2023

FULL BRIEF

Background

Sutton STEAMs Ahead

In 2023, as part of the London Mayor's ambition to put culture at the heart of local communities, the London Borough of Sutton is delivering an ambitious programme, Sutton STEAMs (Science, Technology, Engineering, Arts and Maths) Ahead, uniquely blending arts and science.

National Lottery Heritage Fund

Additional funding from the National Lottery Heritage Fund (NLHF) brings an associated programme of activities, events and workshops showcasing the exciting and surprising relationships between science, heritage, culture, residents' everyday lives and the environment.

Commission Outline

Lavender Fields Forever is one of the public engagement strands of the Sutton STEAMs Ahead cultural programme for 2023. The initiative will explore the growing of lavender, mint, and other herbs as a significant industry in Sutton in the second half of the C18th, whilst also addressing its contemporary significance to the borough's residents today. *Smells and Feelings* is a workshop based initiative for this strand, which will offer facilitated sessions with the backdrop of a pop up travelling exhibition. The workshops will be targeted to local people living with dementia, those in care homes, community groups and schools.

This commission is for the development of these workshops and associated resources, and for the delivery of sessions to groups from July - October 2023.

The commissioned workshops should be developed and delivered in a creative and engaging way, with a specific focus on using the positive impact smell has on the brain to inspire creative responses and link to memory. The workshops should capture a curated 'menu' of smells and the memories they spark, with participants able to submit their own place-based memories inspired by the smells.

Expectation and Outputs

We are seeking creatives who can:

- Commit to the timeframe and deliver the brief

- Undertake at least 5 days of planning and development for tailored workshop sessions suitable for delivery to people living with dementia, care homes, community groups and schools
- Ensure the content of the workshops uses the positive impact smell has on the brain to inspire creative responses and links to memory
- Ensure the workshops capture a curated ‘menu’ of smells and the memories they spark, with participants able to submit their own place-based memories inspired by the smells
- Deliver an engaging and creative series of 20 workshops sessions (venues TBC) to include 5 care home and 5 school visits
- Advise London Borough of Sutton officers on identifying materials to be used for the workshops and supporting exhibition
- Provide copy and supporting materials for social media and promotions as required
- Collect evaluation from attendees (criteria provided by London Borough of Sutton)
- Acknowledge they have read and understood the Sutton STEAMs Ahead guidance

Project Timeline

Date	Action
7th April 2023	<ul style="list-style-type: none"> ● Deadline for expression of interest
14th April	<ul style="list-style-type: none"> ● Contract awarded
April - June 2023	<ul style="list-style-type: none"> ● Development and planning of workshop sessions
June - July 2023	<ul style="list-style-type: none"> ● Production of workshop and travelling exhibition materials ● Outreach and workshop session promotion
August - October 2023	<ul style="list-style-type: none"> ● Delivery of workshop sessions including evaluation
October - November 2023	<ul style="list-style-type: none"> ● Evaluation review

How to Apply

Those wishing to apply for this commission must complete the application form and checklist, “*Smells and Feelings - Application Form - Sutton STEAMs Ahead*”, which requests the following information:

1. A written or verbal description of your work on a website, in articles or on social media platforms (instagram, Twitter etc.), with reference, where possible, to experience delivering public activities or services. If you would prefer not to share online links please provide a PDF document with visual or written examples of your work - no more than 10mb.
2. A supporting statement (500-1000 words max. or 5 mins film or voice recording), which includes:
 - a) An outline of your interest in taking up this project, and what you hope to achieve from the project
 - b) Details of how your proposal meets the brief, expectations and output. Please include details of your business or charity registration if you have it but this is not mandatory.

Completed forms with the above information, and/or all enquiries should be emailed to: suttonsteamsahead@sutton.gov.uk.

Please mark your submission “Application: Smells and Feelings Project Brief”.

Deadline expression of interest: 7 April 2023, 11:59pm.

Following the deadline for expression of interest, a panel will meet to review all submissions. Applicants will be informed of the outcome of their submission by April 2023.

By participating in this project you are agreeing to be part of our public engagement programme. All bookings and promotion for the Smells and Feelings workshop sessions will be managed by Sutton Council’s Cultural Services, all partners in the project will agree to support promotion by sharing details of the events with their audiences, friends and followers.

END OF BRIEF