

**Music in the Museum**

**@ The Beaney**

**Invitation to express an interest**

**Response Document**

The Beaney is inviting applications from both individuals and organisations including freelance creative, experienced Music-makers/suitably qualified Musicians and organisations who are interested in this commission.

**YOUR DETAILS:**

**Please complete this section:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your name or name of your company** | |  | |
| **Complete if applicable** | | **Company or charity registration number** |  |
| **Complete if applicable** | | **VAT registration number** |  |
| **Type of Company (please tick):** | | **i) a limited company**  **ii) sole trader**  **iii) other (please specify)** | ☐ |
| ☐ |
|  |
| **CONTACT DETAILS** | | | |
| **Name:** |  | | |
| **Address:** |  | | |
| **Phone/Mobile:** |  | | |
| **Email:** |  | | |

|  |  |
| --- | --- |
| **Have you or anyone in your company** |  |
| **(a) been convicted of a criminal offence relating to the conduct of your business or profession;** | Yes ☐ / No ☐ |
| **(b) committed an act of grave misconduct in the course of your business or profession;** | Yes ☐ / No ☐ |
| **(c) failed to fulfill obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;** | Yes ☐ / No ☐ |
| **(d) failed to fulfill obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established;** | Yes ☐ / No ☐ |

If the answer to any of the above is “yes”, please give details, including any action taken to resolve the situation.

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**INSURANCE:**

I confirm if successful I agree to purchase and pay for the necessary insurance as detailed below.

|  |  |
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| **INSURANCE** |  |
| Public liability – minimum level of indemnity not less than £5M GBP per incident (or equivalent in other currency) | Yes ☐ |

You will be required to provide evidence prior to engagement.

**DISCLOSURE AND BARRING SERVICE:**

I understand a Disclosure and Barring Service check must be carried out prior to any engagement by the Council. understand the cost of this will be met by The Council

|  |  |
| --- | --- |
| **DBS** |  |
| I agree to an Disclosure and Barring Service check | Yes ☐ |

**SERVICE YOU WILL PROVIDE:**

Please complete your response to the questions below. These will be reviewed by The Beaney with regard to how you intend to meet our requirements.

From the submission responses, The Beaney will select applicants to take forward to Interview. Following this, one applicant will be selected to provide the service delivery (see further information below on Interview process).

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| **Task:** Please outline how you would propose to plan, prepare and lead an innovative Music in the Museum programme at The Beaney to improve participant and visitor wellbeing. Please refer to the Commission Call Out document |
| Answer (expand box as required) |
| **Question:** Please outline and demonstrate experience of devising/implementing a similar project |
| Answer (expand box as required) |
| **References:**  Please give the names and addresses of 2 people who can be provide a reference if you are invited to interview:  Referee No. 1:  Referee No. 2: |

**INTERVIEW PROCESS:**

Applicants who best meet the needs of the Council and have shown through their responses they are able to deliver a month’s Music in Museums Well-being project during the month of **May 2019** will be asked to attend an interview on **Tuesday 2nd April 2019** to be held at The Beaney House of Art and Knowledge.

You are required to present your ideas for your project proposal and talk through how you propose to utilise the fee assigned for this project.

**SUCCESSFUL APPLICANT:**

The successful and unsuccessful applicants will be notified by **Monday 18th March 2019.** Feedback can be provided upon request with regard to why your submission was unsuccessful. Please email Frances Chiverton: [frances.chiverton@canterbury.gov.uk](mailto:frances.chiverton@canterbury.gov.uk) if further feedback is required.

I confirm I have read and understood the terms of the contract of which I am being engaged to undertake the work, as described within the Music in Museums Commission Call Out.

I understand the Council does not have to make any appointment, and it is at their sole discretion regarding who is the successful applicant.

|  |  |
| --- | --- |
| Signature: |  |
| Name & status: |  |
| Dated: |  |