



# Birmingham LGBT

## Creative Brief and Tender Document Queer Arts Portal

### Introduction

The SHOUT Festival of Queer Art is Birmingham's annual festival showcasing and platforming the best in Queer arts from across the UK. As a NPO (National Portfolio Organisation) for Arts Council England, SHOUT will celebrate its 10<sup>th</sup> birthday in November 2019.

The Queer Arts Portal will be an online based platform of free to access, consumable Queer art, that has been showcased previously at festival, or has heritage value to Birmingham's Queer arts scene. Additionally, the Queer Arts Portal will be the home for future selected digital queer art commissions, as part of future SHOUT programmes.

Birmingham LGBT (which owns SHOUT Festival), is looking to award this tender to a creative person or agency and for the platform to be completed by end of August 2019.

### The Queer Arts Portal – a home for digital Queer Arts in the Midlands

#### 1. What are we looking for?

- A platform we have complete autonomy/creative control over once created – *ideally on a platform such as Squarespace or Wordpress.*
- A platform that includes a smart calendar for events.
- Additionally, a Queer arts calendar – for promoting and linking to other Queer arts activity happening in the city/region.
- Various standard pages including: About SHOUT, News, Contact us, and a standard footer with sponsors/funders/etc.
- A site that is mobile friendly and includes security certification.
- A section within the site where Queer art can sit natively, including video, image, audio and text. Also, archive material in an engaging, visual, and simple format which is easily searchable.
- The *potential* to password protected content.
- The ability to have adverts on the site and to run reports on their performance (we are particularly keen to see options other than GoogleAds).

#### 2. What are we not looking for? (This section is intended as advisory, and is not weighted).

- A rabbit warren website which is inaccessible and unwieldy to the end user.
- A website that requires an IT engineer to manage it on a day to day basis.
- A creative person / organisation that will add-on hidden costs and be inflexible in delivery of this tender.

### 3. Budget

The total budget for this tender is £1,500.00 inclusive, and there is on-going budget for hosting/support of no more than £600.00 per year. To be absolutely clear, the total budget available for the development and delivery of the Queer Arts Portal is £1,500.00.

#### 4. Tender process

Tender issued	Thursday 4 <sup>th</sup> April
Tender response period ends	5pm Friday 3 <sup>rd</sup> May
Follow up questions sent by	Friday 10 <sup>th</sup> May
Follow up responses received by	Friday 17 <sup>th</sup> May
Shortlisted responses notified	Friday 24 <sup>th</sup> May
Shortlisted responses interviewed	Week beginning 3 <sup>rd</sup> June
Winning tender notified	Friday 7 <sup>th</sup> June

#### 5. Responses to this tender

In response to this tender, applicants should include:

- A document detailing an overview on how the finished Queer Arts Platform will look and feel. Please answer specifically using the bullet points under 1. ‘*What are we looking for?*’ found at the start of this document.
- A document outlining the time frame for the production of the Queer Arts Portal, as will be delivered by you.
- An example, or signposting to an example, of previous work.
- The contact details of a reference. This reference should be appropriate to your professional capabilities in line with your suitability to this tender.

Responses are to be made in writing by 5pm on Friday 3<sup>rd</sup> of May 2019. Please send your response to [cecilystevenson@BLGBT.org](mailto:cecilystevenson@BLGBT.org) with the subject heading, “Response to QAP tender”. Please note that submissions made after the deadline will not be considered.

If you prefer, you can post a hard copy of your response to: Cecily Stevenson, Birmingham LGBT, 38-40 Holloway Circus, Birmingham. B1 1EQ.

#### 6. Questions to this tender document

If you have any questions relating to this tender document, and the information contained within it, please call Birmingham LGBT Centre on 0121 643 0821 and ask to speak to Cecily Stevenson.

James Wharton  
Wellbeing Services Manager, Birmingham LGBT