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Experience art trail tender

Frequently Asked Questions

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1. Can anyone apply to design a public artwork?

Yes. This opportunity is open to anyone creative, anywhere in the world, who has an idea for an outdoor public artwork. Remember to keep the design within budget, ensure it is achievable, value for money and responds to the brief. You might be a freelance artist, designer, arts organisation, creative company, technician, architect, engineer or maybe you're from another background e.g. a community group and would like to send in a collaborative idea, that's welcome too. Starting out or highly experienced - what matters is the quality of your idea. You must be aged 18 or over on the deadline date.

2. Do I need to live in or close to Norfolk, England to apply?

No. You can apply and create the artwork from anywhere in the world, by working with fabricators and / or installers in England, remotely.

3. I'm a young and/or emerging artist, I don't feel very confident - should I apply?

Yes, absolutely. We are looking for really unusual, interesting artwork ideas that respond to our Norfolk Trail commission briefs in a fresh way. [Creative Giants](#) can provide some support on the technical side and assist you to work out your budget.

Successful candidates will receive:

- Mentorship support throughout the 12 months.
- Some technical advice and guidance on working with your fabrication team from Creative Giants.
- An opportunity for all five artists to meet online monthly, to discuss artwork trail questions/obstacles/ideas.

Please note you will need to project manage your artwork from concept to completion, although some light touch administrative support will be available from Norfolk County Council and Creative Giants.

4. Is there application support?

Be sure to sign up to our [online application support workshops](#), specifically

aimed at helping you apply and answer any questions you may have. All sessions will be recorded and placed on the Creative Giants website for all to access.

5. Who are you looking for?

We can't reiterate enough that it's the strength of your artwork idea that matters to us most: be bold, surprise and engage us. We're all artists and we're all equal. However, we recognise that the world isn't perfect and sometimes certain voices are more dominant than others. As such, we are particularly keen to hear from those creating quality designs that represent a less heard point of view. To make the application process equitable to all we ask that if you need access support you contact us on: access@creativegiants.art

6. Can you support me, I have access requirements?

We have funds set aside to make reasonable accommodations to support you in applying and throughout the project. Email: access@creativegiants.art and let us know how we can help.

7. Access requirement briefs?

Audio briefs are available [here](#). Use the zoom-in function on the written briefs to view them in Large-print.

8. Video applications?

Questions can be answered in visual and written form or by video.

9. How are you making decisions?

Please read the "How to apply" and "Overview" documents, as these explain how we'll score your application. We are committed to making the decision process as fair as possible. The final selection panel will be made up of a broad representation of people to ensure varied opinions, beliefs and ideas are present and available to any decision-making.

10. What happens after I apply?

- Round 1 - all applications will be scored by the Creative Giants and Norfolk County Council teams and shortlisted. Up to 18 artists will be invited to bid after

the initial application stage (a minimum of 3 per lot).

- Round 2 - Up to 18 selected artists will be given £600 each & a further three weeks to develop their ideas.
- Round 3 - Up to 18 developed designs are submitted and scored to choose the final five artworks. Five artists will then be commissioned.

11. What format should my design be in?

Draw, paint, photoshop, animate, video or photograph your idea - you choose. But, it must be visual - we need to clearly imagine how your artwork will look. You'll need to send it digitally on a maximum of 3 x A4 pages or via a video file.

12. How many commissions can I apply for?

You are welcome to apply for a maximum of two opportunities. However, please note we are unlikely to offer more than one commission to an artist. Whilst you can send the same design to different commission opportunities, we encourage you to be selective and think carefully about what each location needs.

13. Can I apply if I need someone else to make and install the work?

Yes. Employing a fabricator to build your artwork is fine. You'll need to collaborate and project manage the process. Delivery of your artwork to its location site must be factored into your fabrication costs. Please refer to the Budget Breakdown question below for further details.

14. How does the budget break down?

Your budget is broken down into three parts: your artist fee, community engagement activity and fabrication (making, materials and delivery to the site) costs. Installation costs will be handled separately. The artist fee and community engagement fees are fixed, all commissioned artists will receive these as set amounts. The fabrication budget will depend on your materials. You mustn't exceed the maximum budgets below. Remember to ensure you show us your budget is: realistic, achievable and excellent value for money.

There is a budget of between £38,000-£58,000 +VAT available to create each artwork. This breaks down as follows:

- Artist's fee = £15,000. This is your entire fee for the 12 months which includes any artist expenses.
- Community Engagement = £3,000. Pay yourself or a local Norfolk Artist to deliver this, at a minimum of 10 days' work.

- Fabrication budget = Applicants may apply for a fabrication budget of between £20,000 - £40,000. You must demonstrate that your artwork is good value for money. Please note, we will not be able to offer a £40,000 fabrication budget to all five sites, so consider your budget carefully.

- You must leave enough reasonable budget for the four remaining sites. You can pay yourself if you are making the work and buying materials. The money can only be spent on materials, workshop space and labour (including professional fees for structural/ mechanical/ electrical or naval engineers, technical design, technicians, architects, health & safety consultation, transportation of artwork to site). Or you can employ a subcontractor: in which case you'd submit a budget to Creative Giants that would need to be sense checked and approved. The sub-contractor will be paid directly by Norfolk County Council.

- Installation costs will be covered by Norfolk County Council who have allocated up to approximately £10,000 per site to cover the install and on-site construction work. This budget will be paid directly to the principal site contractor responsible for overseeing site management, health and safety, managing subcontractors, ensuring all work is built to specification and final handover. It will be contracted for separately.

Please note: the final five commission fabrication budgets may independently vary depending on the cost of materials.

You do not need to add VAT into your proposed budget.

Artist Access support = if you have any personal access requirements, please ensure you add an extra line for access support (detailing provisions needed) in the budget template. Access requirement costs are additional and do not come out of the overall artist budget. Feel free to ask us more about this. Requesting access support will not affect your scoring: access@creativegiants.art

15. How long will the public artworks be in place?

Permanently. Our definition of 'permanent' in public art terms would be that your piece is expected to last a minimum of 10 years. Pieces must be largely weather-proof, get better with age and be easy to maintain.

16. If I make the artwork and I live in another country - is there money to cover transporting it safely?

There is no additional budget to cover transportation costs. However, you may allocate some of your 'fabrication' budget to accommodate these costs. Feel free to ask us more about this (via the [IN-TEND](#) portal).

17. Which budget covers the cost of transporting my artwork to the site?

Delivery of your artwork to its location site must be factored into your fabrication costs.

18. How will i be paid?

Norfolk County Council will pay your fee in installments, to ensure you have healthy cash flow. It is up to you to make the budget work effectively. The 'Artist Fee' is to cover your project management time and is based on approximately £300 per day at one day per week across the 12-month project delivery timeline. Some months will require more days than others, you'll need to manage your schedule accordingly and be committed to timely delivery. Fabrication fees will be paid directly to the companies/individuals completing the work. In effect, the fabricator will be a sub-contractor of the artist (unless the artist is completing the fabrication work themselves).

19. What if I'm VAT registered?

If you are VAT registered you can claim VAT, as appropriate, in addition to the fee. This must be supported by a valid VAT invoice.

20. What are the community engagement requirements?

The development of your artwork must include an element of community engagement. The artist budget includes a £3000 allowance for this to cover preparation and delivery (approximately ten days). This engagement may be in the form of live or online event/s or workshops or you may wish to collaborate with a local Norfolk artist to deliver these. In the application we'll ask for your initial idea.

21. Covid-19

All designs and connected community events must follow Covid-19 government [guidelines](#).

22. Materials / fabrication (making of the artwork)

Proposals must be feasible and will be expected to be fully realisable and achievable within the production period and budget. All plans must address the practical issues of installing artworks outside. But Creative Giants can guide you. When you're creating your budget be sure to research your material and fabrication costs. Artworks that have a malfunction will be the responsibility of the Artist and Fabricator to resolve.

23. Is there further information I can reference?

Yes. These may be useful documents to you:

- Site information: <https://creativegiants.art/norfolkwayarttrail/>
- Environmental report (see asset download [pack](#))

24. Can I visit the sites?

Yes, you are most welcome to visit the commission sites. Site addresses are available at the top of each site commission brief. We appreciate that people may not be able to visit Norfolk easily, so we have created location films and 360-degree imagery for you to investigate the sites remotely.

25. Where can I find site information?

There are five public artwork commissions available. All are outdoors in a mix of urban and landscape locations and must be installed by October 2022. View imagery / footage [here](#) to decide which site/s you would like to apply for.

26. What do you mean by 'consider sustainability in your design'?

Over and above using sustainable materials, we'd like submissions to have considered the environment, for example, issues such as environmental adaptation, protecting and enhancing biodiversity & climate change – helping to support Norfolk County Council's ambition to bring awareness to and encourage

conversations around the climate emergency and the environment. We're also thinking about this in terms of social sustainability (migration, inclusion).

27. Some sites mention 'creative wayfinding' what does this mean?

[Creative Wayfinding](#) refers to information systems that guide people through a physical environment and enhance their understanding and experience of the space.

28. Maintenance & decommissioning

Maintenance and decommissioning of the artworks will be looked after by local district councils. You are not expected to cover this cost within your budget. However, designs that require minimal upkeep will be favoured. Artists who are shortlisted will be asked to provide a plan for both aspects, as part of their design development.

29. Monitoring information & GDPR

During the application we'll ask you some monitoring information questions. Any answers you give us will be kept strictly confidentially and will comply with [GDPR](#) data regulations. We ask these questions purely to check that we are receiving applications from a broad range of people.

30. Who will own the Intellectual Property of my design / the finished artwork?

All Intellectual Property rights would remain with you, the designer of the artwork. The Artwork itself would be owned by the Interreg France (Channel) England Programme (the funders of the competition) and Norfolk County Council. You would not be permitted to create an exact replica of the artwork anywhere else in the UK for 10 years, however you could create a variant of the artwork design. Interreg & Norfolk County Council would be permitted to use imagery of your artwork within their communications campaign and advertisement of the Norfolk Way Art Trail. Neither party may produce merchandise with the artwork design/image featured.

31. Tips

- Read the Scoring sections of the “How to apply” and “Overview” documents & make sure you’ve considered each point.
- Sign up for an [online application workshop](#).
- Read through the [site briefs](#) and pick which locations you feel most inspired by. Apply for up to two.
- Think carefully about access requirements and how you’ll make the artwork look its best between October to March.
- You will need to apply via Norfolk County Council’s online tendering website [IN-TEND](#).
- Once logged in to IN-TEND complete the initial application, which requires you to submit:
 - Imagery (maximum 3 x A4 pages) or a video of your artwork proposal.
 - Answers to questions about your design and your community engagement idea. If you prefer to answer all points by video, then please upload a video file/s instead.

32. Uploading your application onto the in-tend portal

- Log in to [IN-TEND](#) and navigate to “My Tenders” under the “Tenders” tab near the top of the page.
- Locate the procurement that you are applying for and click “view details”.
- Click on the tab where you found the tender documents for download.
- Scroll down the page until you see a button in the centre of the screen entitled “Attach Documents”. Click on this and it will take you into your computer to select and attach files. Select the file you need, click “Open” and it will upload the document to the screen.
- Repeat these actions until everything you wish to attach as part of your application is displayed on the webpage, click on the “Submit Return” button.
- If you have made a mistake or forgotten to upload a document, you can repeat this process. You may submit your application multiple times, but only the final submission will be evaluated.
- We advise that you leave plenty of time for upload and submission of your documents to allow for any possible problems with the internet or power.