

Fundraising Consultant - Brief

The [Bristol Legacy Foundation](#) (BLF) has been provided funding by Bristol City Council to provide advice and strategic direction to Bristol City Council and other stakeholders in Bristol concerning the legacy of the Transatlantic Trafficking of Enslaved Africans (TTEA) and to deliver all association projects and programmes.

The first of these projects will be an open call to provide African Heritage Communities (AHC) with the opportunity to create a permanent and unchanging site(s) of commemoration that is:

- Of scale
- Immersive
- Of high artistic quality (commissioned by a panel from open and solicited submissions)
- Representative of the brilliance and resilience of the people we are remembering, rather than the violence that was done to them.

Alongside the memorial, the BLF and Bristol City Council have begun the formal process of acquiring the B Bond Warehouse on Smeaton Road for a story house or museum. BLF is seeking a qualified and experienced Fundraising Consultant to lead on fundraising for the running costs of the organisation.

Project Background

The BLF (formally Legacy Steering Group) was founded in 2019 and consists of city partners, individuals and organisations. It was initially convened by Bristol City Council, and chaired by Professor Olivette Otele. At the end of 2022, it was decided to shift the coordination of the LSG to an external organisation (Black South West Network - BSWN). Since then, the Group has decided to constitute itself as the Bristol Legacy Foundation. The BLF has been registered as a Charitable Incorporated Organisation (CIO) since November 2023. The Bristol Legacy Foundation is chaired by Deputy Mayor of Bristol Councillor Asher Craig. The BLF is administered by the Black South West Network.

There are four Task Groups: Memorialisation, Reparatory Justice, Story House and Partnerships, Investments and Resources. The Memorialisation Task Group is currently leading the work on the memorial, while the Story House Task Group is beginning to develop a business case for the B Bond Warehouse.

The Bristol Legacy Foundation consists of a Legacy Group made of community leaders from African Heritage Communities and the Partnership Group, which consists of partner organisations and individuals, namely:

- Bristol City Council Culture and Creative Industries Department



- The Mayor's Office
- 'We are Bristol' History Commission
- Society of Merchant Venturers
- Church of England
- University of Bristol
- University of the West of England
- Tom Morris, Independent Consultant

Since the BLF was founded in 2019, several activities have taken place despite the lockdown which hindered much of the group's work in 2020:

- [World Reimagined \(2022\)](#)
 - £50,000 of the BLF's fund went to supporting the World Reimagined project in 2022
- [Atonement & Reparations Motion \(2021\)](#)
 - Bristol City Council Councillors voted in favour of an "atonement and reparations" plan for Bristol's role in the transatlantic slave trade.
- [The Colston Statue: What's Next? \(2021\)](#)
 - The History Commission consulted with the public on the future of the Colston statue and the plinth.
- [Project T.R.U.T.H \(2020\)](#)
 - In September 2020, the BLF commissioned a 6-month period of educational consultations, led by Black South West Network on behalf of the BLF, with members of the diverse communities of African Caribbean and continental African heritage people.

While the Legacy Group leads the implementation of these projects, the Partnership Group is an opportunity for key stakeholders and cultural institutions to update the Legacy Group on their activities related to the TTEA and contribute to The Legacy Group's overall aims and objectives. An initial seed fund of £125,000 was given to the BLF by Bristol City Council in December 2023.



Outline of Work

The Fundraising Consultant will:

- Develop and implement an effective fundraising strategy to secure financial support of £250,000 for running and capital costs.
- Assist in planning and executing fundraising campaigns
- Develop campaign goals, messaging, and communication strategies to engage funders, donors and maximise fundraising outcomes.
- Help identify potential donors, develop donor recognition programs, and establish long-term relationships with partners/ supporters.
- Grant Writing and Prospect Research - identify potential funding sources and write compelling grant proposals to secure grants from foundations, business, and government agencies.
- The successful consultant should be up to date on the latest fundraising trends, best practices, and industry regulations.

Working in close collaboration with the BLF Chair and Vice Chair, the selected consultant will play a pivotal role in advancing the BLF's mission of enriching Bristol's cultural landscape and response to reparative justice.

Outputs/deliverables

- Develop a fundraising strategy for the running costs for the BLF across three workstreams (Reparatory Justice, Memorialisation and Story House).
- Write and submit fundraising bids for the running costs of the organisation to a wide range of funders.
- Fundraise at least £250,000 in running costs.
- Outline the relevant evaluation criteria and practices for each funder.

Budget

The budget cost for this work is £15,000. The appointed consultant will be expected to deliver within this budget.

Contract management

We expect work to commence on the week starting 13th May and end on the 30th of November.

The fundraising bids shall be submitted to the BLF by the dates listed in the agreed Timeline for Delivery of Outputs.



The contract will be let by BSWN to a single 'Lead Consultant'. The work will be guided by the BLF Chair, Deputy Mayor Councillor Asher Craig, and Vice Chair Marti Burgess.

Payment Schedule

Payment will be made at the end of each month in which outputs are scheduled, subject to the satisfactory delivery of said outputs.

Payment terms are 30 days from submission of an invoice.

The contract will be managed on a day-to-day basis for the BLF by Morayo Omogbenigun, Project Coordinator.

Person Specification

Interested consultants should submit a comprehensive proposal that includes the following information:

- An expression of interest, outlining your understanding of the project brief, method and approach.
- A fee proposal for the work including the number of days/key task allocation.
- Proposed timeline with clear deliverables
- Information about your skills and relevant experience.
- A recent case study example.
- Details of two referees.
- Candidates invited to interview will be asked to provide examples of their written work.

All candidates are welcome to speak to the Chair of the BLF before submitting an application.



Procurement Process

The selection of the fundraising consultant will be based on a competitive evaluation process that considers qualifications, experience, approach, and cost. BLF reserves the right to request interviews or additional information from shortlisted candidates.

15th April 2024	Commission advertised
2nd May 2024	Proposal return deadline
9th May 2024	Interviews
10th May	BLF to notify bidders of our procurement decision

All proposals must be submitted by 2nd May via email to admin@bristollegacyfoundation.com.

Contact Information

For inquiries, please contact Morayo Omogbenigun, Project Co-ordinator at admin@bristollegacyfoundation.com. The BLF looks forward to receiving your proposal and working collaboratively towards reparative justice within Bristol.

A recent video of the BLF Launch can be found here:
<https://www.youtube.com/watch?v=tcMf-8q8UNk>.

