



Kings Square Commission brief



Open: 19th May 2025
Deadline for Expressions of Interest: 15th June 2025
contacted by: 18th July 2025



Gloucester
City Council
Transforming Your City

**TOGETHER
GLOUCESTER**
MARCH 2024 - MARCH 2027

Your Project

Is your project/event/idea...

Gloucester-based - taking place in Gloucester

Collaborative - working with partners and involving community

Memorable - to have an impact and create memories

Engaging - developing new audiences, engaging young and older people

Lasting - will leave a legacy for Gloucester

?

Then we want to hear from you!

Kings Square Background

Kings Square is a dynamic public space in the city centre. After major refurbishment completed in 2022 the Square has hosted many different events including dance performances, live music, exhibitions, cinema screenings and circus. During the summer months the water fountains are a huge draw for young families and lunchtime/ after work dwellers. There is a desire to see more regular activity in the square during the lighter months and reasons to visit and stay. The square offers mains power points at various locations and a fixed location PA system.



What you can apply for

You can apply for cultural activity taking place in Kings Square between August 2025-March 2026. Your project could be:

- A one-off event
- A community celebration
- Regular weekly sessions in the square over a number of months e.g. dance classes, painting workshops, music sessions
- An event that takes place and supports other events taking place in the city e.g. Retro Festival

How to apply

Your application

Read the guidance in this document.

Want to discuss ideas?
Book a slot on the 22 May or 7th June with the Together Gloucester Team.

Apply for funding by 15th June 2025

Expressions of interest will be reviewed by the Together Gloucester civic panel and strategic partners

Decisions

Decisions will be communicated to applicants by 18th July 2025

Deliver your commission and submit evaluation within 6 weeks of delivery for final payment

Guidance for applicants

Eligibility Criteria

To be eligible, the project must:

- Take place between 1 August 2025 and 31 March 2026.
- Embrace the importance of partnership work
- Be free to attend/take part
- Be in Kings Square

You/your organisation must:

- Be either a legally constituted organisation (not for profit) or if applying as an individual include a letter of support in reference from an organisation about you and to demonstrate that you are 'not-for-profit'
- Have a bank or building society account
- Not have received Arts Council England National Portfolio Organisation funding for the activity you are applying for

Guidance for applicants

The Kings Square Commissions Pot seeks to support projects that:

- Have a strong connection to Gloucester
- Provide exciting creative arts activities which engage local communities and have a public benefit to residents of Gloucester
- Benefit residents of Gloucester through cultural activity or development that addresses an identified gap in current provision
- Contribute to one of Together Gloucester four step changes
- Demonstrate clear planning, delivery and evaluation methods
- Evidence project and budget management skills (e.g. the budget balances)
- Demonstrate a commitment to accessibility, inclusion and environmental sustainability

Guidance for applicants

Together Gloucester 4 Step Changes



Guidance for applicants

Expression of Interest

Let us know

- What would you like to bring to Kings Square?
- Describe the community* this project will reach?
- How do you know the community wants this to happen?
- How will you make your event engaging and accessible?
- Tell us about who else will be involved? This might include artists, partners, other creative organisations...
- When will it happen? Please include proposed dates for your activity in Kings square
- Your budget: what will you spend the money on (in detail)

** Communities can be defined by: A shared interest or experience; A geographic area; Innate personal characteristics (i.e. age, gender, race, ethnicity); Values and beliefs (i.e. religion)*

Guidance for applicants

Expression of Interest

The application form enables you to submit your expression of interest can be sent to us in whatever format that makes most sense to you / your project. This can be in written description, presentation with photographs, audio/voice note or video. You can also send us a couple of examples or links to help illustrate your project.

Send complete your application (including budget information) **by 15th June 2025** to: <https://ov2b0ykoh1k.typeform.com/to/tJgLBOAB>

Any questions please email:

TogetherGloucester@gloucester.gov.uk

Phone: +441452 396779

Budget Tips

- We want to be able to assess whether your project is fully thought through and deliverable. We have provided an example budget template for you to use as part of your application. You don't need to use this if you prefer to present your budget in your own way.
- We look for budgets that are fair, make sense, and will deliver what you need to do.
- Remember that your budget also tells your story - if something is important in your project, make sure it's also clear in the budget.
- Make sure your budget is based on reality - get some quotes and check how much things cost as you're pulling your plans together, this can also help you get agreements on things people will provide for free or 'in kind' (like rehearsal space, specialist advice etc.)
- Include 'in kind' agreements in your budget in both the income and expenditure sections - this helps funders see the true value of your project and can help you reach any match funding you might need.
- You don't need to have match funding and you will not be more likely to succeed if you do have match funding in place.
- If your plans mean that you do need additional funding, make sure you tell us how you plan to get it, and what you will do if you don't get it.
- You must include 'fair pay' for everyone involved. You can get guidance on fair rates of pay from organisations like Equity, ITC or Artists' Union England - or drop us an email if you need advice.
- Don't forget accessibility - what do you need to put in place to ensure your project is a great experience for everyone - creatives, employees, participants, and audiences?
- You do not need to be a registered company or charity, but if you are a freelancer, you will need to be registered as self-employed and pay your own tax and national insurance. You can arrange for your budget to be held and managed by a trusted partner or producer if you would prefer this for access or other support reasons.
- It's OK if once your project starts, your plan or the way you use the funding, changes, as long as you're still working on the same idea and you keep in touch and let us know what's happening.

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Partners

