**Call for Applications**

**Seamus Heaney HomePlace Gift Shop – Retail Opportunity**

**Application Deadline – Monday 21st March 2022 at 12 noon.**

**Introduction and Background**

Seamus Heaney HomePlace opened in October 2016 and is an arts and literary centre, owned and operated by Mid Ulster Council, dedicated to the life and work of the Nobel Prize winning poet, situated in the area where he was born, grew up and is now buried. Seamus Heaney HomePlace features an interactive exhibition over two floors; a Creative Zone for children and families, a gift shop, conferencing facilities and a café. At the heart of the centre is a 191 seat theatre called The Helicon, which is programmed with a year round series of events, performances, talks and readings. Described by poet Michael Longley as ‘an echo chamber for the poet’s beautiful lines’, HomePlace aims to nurture expression, celebrate language and encourage reflection while being accessible to the wider community. An open and engaging ethos is fundamental to the work at HomePlace and this should be reflected in the Gift Shop, whilst also ensuring that good value and high quality is conveyed.

TheGift Shop is located in Seamus Heaney HomePlace, Bellaghy and is open to members of the public from Monday to Saturday, 10am to 5pm and Sunday 1pm to 5pm.

Mid Ulster District Council now invites applications from Craft Makers based in the province of Ulster for the period **1st April 2022 to 31st March 2025.**

**Application Process**

1. Craft Makers wishing to apply for this opportunity must complete the Application Form online by **12 noon on Monday 21st March 2022**. Applications received after this deadline will not be accepted.

2. A Selection Panel made up of representatives from Seamus Heaney HomePlace and Mid Ulster District Council will assess completed applications against the following criteria.

**Quality Guidelines for Retail**

By this, we mean contemporary work/product supplied for retail should:

* demonstrate distinctive craft and design skills and significant accomplishment in its construction and presentation;
* demonstrate that the Craft Maker has in depth knowledge of the material with which they are working and high level skills in the techniques used;
* demonstrate the individual creative signature of the Craft Maker;
* reflect appropriate standards in the products’ durability, size, weight and materials that are suitable to retailers and buyers;
* be packaged / labelled appropriately to a high, professional standard;
* be accompanied with marketing materials providing details of the Craft Maker and the work.

**Values**

When considering submitting product for this opportunity, makers should keep in mind the brand values of Seamus Heaney HomePlace. **This will form part of the scoring process.**

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| --- | --- |
| **Value** | **Definition** |
| Of The Man | The brand must be authentic, without artifice of superficiality |
| Unique | The brand must reflect the uniqueness of Seamus Heaney’s connection with the region, as his place of birth and his final resting place, where his roots were and from where he drew inspiration. |
| Grounded | The brand must be assessable, reflecting an extraordinary man who was rooted in the everyday, who was private yet generous with his time and gifts, who was unrestrained in his thinking and philosophy. |
| Inspiring | The brand must suggest this region as a rich source of inspiration: for creativity, for culture, for community, for education, for regeneration. |
| Global | The brand must have international resonance, yet remain understated. |

**Price**

Work/products with a standard, local retail price of up to £100.

**Range**

The final selection of Craft Makers is likely to reflect a range of different types of work/products.

**Suitability for the Space**

Selected work/products must be suitable for display on a shelf space with dimensions of Width 90cm | Depth 34cm | Height 30cm OR Width 73cm | Depth 34cm | Height 30cm. Space will be allocated on basis of product size.

**What kind of Craft Makers are eligible to apply?**

Definitions of contemporary craft do not include food, fine art, hand-made cosmetic/soaps, traditional musical instruments, mass produced/manufactured work.

***We are particularly interested in ceramics.***

If in doubt please contact Seamus Heaney HomePlace for more information and to check the eligibility of the products you are considering.

While applications are encouraged from across Ulster, please note that those from Mid Ulster are particularly welcomed, and will be scored accordingly.

**More Information**

1. **SELECTION PROCESS**

Dates below are provisional, Seamus Heaney HomePlace reserve the right to change these dates subject to operational needs.

Provisionally By **Friday 25th March 2022**

The final selection of Craft Makers will be made by the Selection Panel by assessing against the specified criteria based on application form, product samples/packaging/marketing materials.

Craft Makers will be notified via email whether they have been successful or unsuccessful in being selected for the opportunity. **Please note that it will not be possible to provide feedback to unsuccessful applicants due to operational constraints**. Seamus Heaney HomePlace accept no responsibility to return submitted product samples to applicants.

**2**. Selected Craft Makers must provide and have available:

* Sufficient initial stock for the **retail start date of Friday 1st April 2022**
* A re-stock of products as required over the period
* Appropriate stands for displaying the work/products, as necessary
* Printed background information on the Craft Maker
* Product packaging that enhances the product and adds value to the end purchaser.

**3.** Work/products will be supplied on a **sale-or-return basis.** Selected Craft Makers are required to deliver and collect their work/products from the Seamus Heaney HomePlace Gift Shop.

**4.** The Seamus Heaney HomePlace Gift Shop does not want to undercut other local retailers so the sale price of work/products must be in line with standard, local, retail pricing. Please note that the price listed on this Application Form should be the final price for products and cannot be changed should products be selected. Selected Craft Makers will be paid 50% of the sale price. Please note: Seamus Heaney HomePlace/Mid Ulster District Council will pay VAT at 20% on final resale price.

**5.** Selected Craft Makers will be paid as follows:

On a quarterly basis Craft Makers will receive a breakdown of sales for the previous quarter.

This will advise of the amount to be invoiced. Craft Makers will then be issued with an order number via our ordering system. All Craft Makers must provide an invoice to Mid Ulster District Council to receive payment. Payment will be made via BACS transfer from Mid Ulster District Council.

Selected Craft Makers will need to be set up as a supplier for payment. A BACS form will be issued to be completed by the Craft Maker and returned to Seamus Heaney HomePlace.

**6.** In the event of theft or damage Seamus Heaney HomePlace will reimburse Craft Makers at the cost price. Goods will be fully inspected on receipt by Seamus Heaney HomePlace and signed off by both parties.

**Please Note**

**Seamus Heaney HomePlace accepts no responsibility to return submitted product samples to Craft Makers.**

**Product samples will be stored in the Seamus Heaney HomePlace office for NO MORE than 1 month after the final Craft Makers have been selected.**

**After this time product samples will be disposed of.**

**General Data Protection Regulation (GDPR)**

New data protection legislation is due to come into force on 25th May 2018, which aims to protect the privacy of all EU citizens and prevent any data breaches of EU citizen’s personal data. It will apply to any public or private organisation processing personal data.

Established key principles of data privacy will remain relevant in the new data protection legislation but there are also a number of changes. Amongst the changes, GDPR specifies that any processing of personal data by a Data Processor should be governed by a contract with certain provisions included. This will involve ensuring that any organisation that the Council does or will contract with, agrees a schedule to clarify the roles and responsibilities between the Council as the Data Controller and the relevant organisation as the Data Processor. In addition, the Council will be updating its procurement documentation to reflect the new legislation for contracts awarded on or after 25th May. The Council will also need to undertake sufficient due diligence of suppliers to ensure they can implement the appropriate technical and organisational measures to comply with GDPR and any award of contract will be conditional upon meeting this requirement to the satisfaction of the Council.

In the event that your organisation is awarded this contract, the Council will contact you in due course to start work on varying the terms and conditions of said contract in relation to GDPR.

APPLICATION FORM

**1. Your Contact Details**

|  |  |
| --- | --- |
| **Applicant’s name** |  |
| **Company name (if applicable)** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Website** |  |

**2. Quality Criteria**

**Please fully describe how your work/products and practice meet the following quality criteria**.

By this, we mean contemporary work that:

* demonstrates high standards of technical skill and design;
* does not reproduce or restore but is innovative in its use of materials, aesthetic vision and/or processes;
* reflects the signature of the individual maker.

**3. Product samples**

Please submit the following to support your application:

* Minimum of 5 pieces
* Full brochure of work including retail prices
* Marketing and POS materials

All work submitted should be boxed and clearly marked with your name.

**4. Returning your application:**

Samples should be delivered to the below:

FAO Laura McGlone

Seamus Heaney HomePlace

45 Main Street

Bellaghy

BT45 8HT

**Deadline for application 21st March 2022 at 12 noon**

**Please include:**

1. Completed application form
2. Minimum of 5 pieces of work which are labelled with prices, brochure of works and marketing materials
3. Packaging is very important and you should include a sample(s) to strengthen your application

**Seamus Heaney HomePlace accept no responsibility to return submitted product samples to Craft Makers.**

I confirm that I have read and completed all sections of this Application Form and confirm that all information provided, and any material submitted in support of the application, is truthful and accurate.

I confirm that I am resident and practicing in the Province of Ulster.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seamus Heaney HomePlace would like to make sure that our application process is accessible to everyone so if you have difficulty with the application form or need further guidance please call Seamus Heaney HomePlace on 028 7938 7444.**