

Appendix C

Remembering Together: Co-creating Covid Community Memorials

Collective acts of reflection, remembrance, hope and healing, with communities across Scotland

PHASE 2: BRIEF FOR CREATIVE PRACTITIONERS

[Culture Aberdeen](#) (led by Station House Media Unit - [SHMU](#)), in consultation with Aberdeen City Council, in partnership with [greenspace scotland](#), are seeking to commission an **artist(s)/creative practitioner(s), craftsperson(s), landscape architect(s), organisation or collective** to develop, create and install a design for the Aberdeen City Covid Memorial, which will reflect the ideas generated through community consultation and co-design activity during phase one of this project, as part of the national collective memorial project *Remembering Together*.

Throughout the rest of the document we will use the term **Creative Practitioner(s) to cover the range of people or groups that this commission is open to and referred to in the list **artist(s)/creative practitioner(s), craftsperson(s), landscape architect(s), organisation or collective** above.*

1. About the programme

Remembering Together is being delivered by greenspace scotland at the request of the Scottish Government. The programme has involved commissioned artists working with local partners and communities in all 32 local authority areas to co-create covid community memorials.

The project involves two phases:

In **phase one** (completed in January 2023), creative practitioners worked with local communities in Aberdeen to explore and shape ideas for a creative output that reflected local people's experiences of the pandemic. At the end of phase one the creative practitioners delivered a report, with a project record, evaluation and recommendations to inform phase two. The (Final Report 30th January) document is included in the commissioning call out documents.

For **phase two**, additional funding has been made available, in each local authority area, to realise the final memorial. The final commissioned creative output and "memorial" will be informed by the phase one creative practitioners' co-creation and collaboration activity with community groups and individuals outlined in their final report.

A maximum budget of £70,000.00 is available for the commission including creative practitioner fees at SAU rates, any external fees such as engineering drawings, materials, plus the installation which includes the preparation of site, transportation any additional freelance staff required and VAT.

The phase two creative practitioner will be appointed by **(month) 2023** and will have approximately 10 months to complete phase two of the project once a contract is signed. The project will continue to take an inclusive, learning and sustainable approach and be founded on the following four values: **relevant, welcoming, aware, honest**.

2. About the Commission

Culture Aberdeen (led by SHMU), in consultation with Aberdeen City Council, in partnership with greenspace scotland, are seeking creative practitioner(s), with the ability to reflect, in either 2D or 3D, the discussions and recommendations outlined in the phase one report. These included the following comments:

- The memorial should be in the form of a piece/s of Public Art and should be in an accessible green space near the centre of the city as accessibility was important to participants of all generations.
- It should create a space and potentially seating where people can gather, sit and be together in a circle or oval shape as often public benches are far away from each other. The circle was mentioned many times by different groups in relation to support, gathering, continuity, community, grief, life and healing.
- It should have a place or space where someone could stop in a private moment of reflection.
- The space could, if possible, allow interaction, with people able to leave a trace or a mark and contribute to it over time. A list is suggested, but is not exhaustive, ideas included a community mosaic, community flower bed or drawings.
- The space should encourage motivation for people to actively engage with it ('community gardens become spaces people want to look after').
- And should nourish creativity ('creativity saved the day').
- And should include landscaping which would be important to the site, working with a landscape artist to enable this.
- It should include public information about the project integrated into the design.
- As the final piece of Public Art will be placed in a public park, we would ask that, where possible the structure will require a low level of maintenance and will be easy to transport to the site.

There are also a number of other suggestions, themes, and ideas, outlined in the final report which can be taken into consideration.

The project partners are open to considering a variety of art forms, welcoming both traditional and contemporary approaches to the subject matter. The work should endeavour to combine the various elements expressed in the phase one report in order to create a coherent, reflective artwork which both informs and provides an opportunity for contemplation and connection.

This is a two-stage recruitment process and as part of the first stage if applicants would like any additional information please contact stewart.aitken@shmu.org.uk with questions or to arrange a time to meet.

The creative practitioner/s must:

- Have a strong proven track record in their art form.
- Have experience of working in the public realm.
- Have experience of working with multi-disciplinary teams.
- Be able to work and deliver to timetables and be an excellent project manager.
- Be willing to engage with stakeholders during concept development, final artwork development, and installation.

The successful practitioner will be required to liaise with staff within Aberdeen City Council to assist in determining the method of installation, and to take this into consideration when formulating the design.

The choice of materials that can be used in the memorial will be the choice of the creative practitioner, however any design must consider the need for the final piece to be durable, conform to health and safety regulations, and where appropriate, be vandal resistant.

The commissioned creative practitioner(s) will be supported by SHMU, Aberdeen City Council teams and by greenspace scotland. SHMU will report to the local Project Steering Group and Culture Aberdeen. Key partners on the Project Steering Group include representatives from Aberdeen City Council Environmental Services and Cultural Services teams, Culture Aberdeen, SHMU, the first phase Freelance Artist, Aberdeen Council of Voluntary Organisations (ACVO), and individual voluntary & third sector groups including Mental Health Aberdeen. Support and advice will also be available from the phase one creative team and a community Focus Group once we move into phase two of the recruitment process and during the commission period.

3. Location

The preferred site for the final Public Art memorial is in the Aberdeen City Council public park, Bon Accord Terrace Gardens, near the centre of Aberdeen City, Bon Accord Terrace Gardens - Hidden Scotland. Photographs of the site are included with the brief.

4. Budget

A maximum of £70,000.00 is available for the commission including creative practitioner fees at SAU rates, any external fees such as engineering drawings, materials, installation and VAT. This will be paid in three instalments to the successful applicant. Costs of external support, transportation and installation should also be considered within the budget proposed, which we would expect to be around £9,000 to £10,000.

5. Timescales

The commission will commence when the creative team select the preferred creative practitioner and submit the design for planning permission it will be expected to be completed in 10 months.

6. Commissioned Creative Practitioner(s) Responsibilities

- Design, build and manage the installation of the agreed Aberdeen Remembering Together Covid Memorial, informed by the conversations, ideas and recommendations developed during phase one of the project.
- Attend project meetings as required, in person and online, and provide regular project updates against agreed timescales.
- Maintain open communication and positive relationships with key partners and participants including the project steering group, community focus group, phase one creative practitioners and other interested stakeholders, for example ACC Environmental Services department.
- Provide written, photographic and/or film documentation of the process and participate in the project's monitoring and evaluation process.
- Participate, where able and appropriate, in the wider Remembering Together national programme and Culture Aberdeen learning events

7. Selection procedure

The commissioning process will consist of two stages. Stage one is an open call (application criteria outlined below) from which a panel, comprising of project partners, will shortlist three applicants.

Stage One: To apply for the commission:-

Submissions should include:

- Response to the brief
- An initial concept or proposed approach: A written proposal (max 2 sides of A4) or a video/voice recording (max 5 minutes) detailing the approach to be taken if awarded the commission.
- Examples of previous work, that highlights working in the public realm creating and installing 2D and 3D artwork in a public space.
- Including any previous co-design/created projects and projects that required innovative thinking, inclusive and sensitive approaches with strong community involvement.
- An outline of timescale for the commission development & final installation.
- Evidence of time management and organisational skills.
- Ability to provide evaluation, reflection, and feedback.
- Creative practitioner(s) should also confirm they are available to undertake the work which is provisionally scheduled for completion and installation by **(date)**.
- Budget for final commission.
- Curriculum vitae of all creative practitioner(s)/businesses/organisations that are part of the application.

The deadline for submissions is midnight **(date) 2023**. The submissions will be assessed by **(date)**.

Stage Two

8. Fees

Three applicants will be shortlisted and awarded £1000 to develop their designs to working drawings/scale designs or maquettes, this will include any travel costs and will be paid in two stages 90% and 10%. The shortlisted creative practitioners will also be given the opportunity to visit the site and meet with the phase one creative team and community focus group, before the deadline for the stage two submission and interview.

The development presentation/interview will include:

- A design with proposed materials, scale etc
- A model/design or visualisation of the proposed artwork
- A costing for the completion of the finished piece, including installation. As mentioned, the final commission total budget will not exceed £70,000.00 to include all associated costs, materials, installation, and expenses.
- An implementation plan and timescale for the finished piece.

From the shortlisted creative practitioners, one will be selected to produce, install, and complete the commission. Once the final design is selected this will be submitted for planning consent by the creative team, this can take up to 2 months.

8. Stage 1 Submissions, deadline and assessment process

Submission should be sent electronically to stewart.aitken@shmu.org.uk with “Remembering Together, phase 2 Aberdeen”, in the subject line.

9. Decision making process

Dates to be added	<i>Call for Stage one submissions</i>
	<i>Stage 1 submissions close</i>
	<i>Review and short-listing</i>
	<i>Shortlisted applicants contacted to submit a proposal</i>
	<i>Deadline for proposals from short-listed artists</i>
	<i>Interviews with short-listed/selected artists</i>
	<i>Artists selected</i>

If you would like further information and to talk to someone about the Artist Brief, please email.

stewart.aitken@shmu.org.uk – North East Culture Collective Coordinator

or Carla.almeida@greenspacescotland.org.uk – greenspace scotland LEAD OFFICER.

FAQs by Greenspace Scotland. [FAQs — Remembering Together | Co-creating Covid Community Memorials.](#)

Further Information

About Aberdeen City

Like all areas of Scotland, Covid severely impacted on all the local communities of Aberdeen City, to some degree. Across the population of approx. 212,000, we know that there has been an increase in people looking for counselling/mental health/wellbeing services, young people experiencing anxiety about their prospects and there have been many instances of people feeling more marginalised and isolated due to the pandemic. In Aberdeen there was increasing and exacerbating levels of poverty and need, challenges for newcomers trying to make their lives in the city, and increased pressures on services in education, health, and social care and many more.

Aberdeen remains a relatively affluent city with a third of the city in the least deprived 20% in Scotland. However, 10% of the population live in the 20% most deprived areas of Scotland. It is estimated that 21.5% of children in Aberdeen City were living in poverty even before the full impacts of Covid have been felt on accommodation and food, arts, retail, entertainment, and recreation. Many of the lowest paid employees, particularly young people, work in these sectors and are therefore most likely to feel the effects.

Throughout the pandemic, many public and third sector services and organisations have increased their capacity and output, especially food banks and associated services. Community Planning Partners and the Third Sector have worked in partnership with communities, providing essential, practical support to those in need within a highly adaptable support network. Many of these people and organisations will have stories to tell and life changing experiences to share. We will look to tap into this wealth of amazing people in our communities and use this project to support their continued efforts in helping the city recover from the pandemic.

Aberdeen City is renowned for its many green spaces which have been well used and, for many, rediscovered over the past few years, along with an increased awareness of the relationship we have with the planet. The city is committed to develop how we travel, shop, heat our buildings, and our relationship with our place of work that will provide opportunities to promote healthy lifestyles and make communities more self-sustaining. Any economic and environmental success must be translated into social success – lifting people out of poverty, offering equal opportunities for everyone to prosper, giving them reason to believe in the future.

Through a multi-agency approach, we developed this project ensuring a broad range of people could contribute to the development of ideas. This created an important network for exchange and shared learning across the Steering Group and wider partners which has informed the brief for phase 2 of the project.

Co-creation is a co-operative process in which people with diverse experiences, skills and knowledge come together and work in non-hierarchical ways to address a common issue. This approach enables people and communities to be actively involved in shaping the things which impact their lives. It shifts power, resource, and ownership towards the people the work is intended to benefit, as opposed to the traditional ‘top down’ approach. It encourages every individual to activate their creative potential and realise their own ability to make change.

<https://www.rememberingtogether.scot/resources/what-is-co-creation>

SHMU, ACC and greenspace scotland are committed to promoting equal opportunities. We recognise the unique skills of artists working in communities and actively encourage proposals from creative practitioners with intersectional lived experiences of illness, isolation, income inequality or social exclusion of any kind. We particularly welcome proposals from sick and disabled artists, artists of the Global Ethnic Majority, older artists, LGBTQ+ artists and/or refugee/migrant artists.

Creative practitioner(s), with access requirements will be supported to apply for Access to Work (AtW). Each area will also be supported to address access barriers, with a focus on removing barriers for participating communities and artists who have requirements that do not qualify for AtW.