

# An Open Spaces Project for William Morris Big Local



## INVITATION TO TENDER TO ESTABLISH AND RUN PILOT TOOL LENDING LIBRARY

The William Morris Big Local is seeking to commission the piloting of one or more Garden Tool Libraries in the William Morris area of Walthamstow. This document sets out the background and requirements of the project along with how interested parties can apply for the tender.

This tender is open to both organisations and individuals. Timescales for tender submission and project delivery can be found on page 4.

### 1. Background – The William Morris Big Local Plan

William Morris Big Local is a National Lottery funded community organisation that aims to make the William Morris area of Walthamstow an even better place to live, work and play in. It is run and organised by local people who live in the area and they set the priorities for the funding in consultation with their local community.

WM Big Local has recently had a new three-year plan approved by the Lottery which centres around enhancing Open Spaces, supporting Enterprise and continuing to Strengthen the Community. (Full details can be found here - <http://wmbiglocal.org/our-big-local-plan-2/>)

The vision for enhancing Open Spaces is to “*make the outdoor spaces and external environment in our local area both useful and beautiful for the benefit of all*”. There are a total of 10 different projects that have been planned to help achieve this ranging from small scale to large scale projects as well as community learning and networking events. Residents have told us they would like a facility to lend tools to support outdoor activities (largely gardening). We need to test the assumption that it’s needed and will be used through commissioning a pilot. By putting in place one or more tool lending libraries across the William Morris area it is anticipated that more community members will have access to needed equipment to undertake outdoor related projects. As a result of this it is anticipated that new outdoor related activities will take place (that otherwise would not have happened without the availability of tools), and tool library users will save money by being able to borrow rather than buy tools.

### 2. Requirements for tool library pilot

The below points set out some key requirements of the tool library, and where appropriate, suggested ways of meeting each requirement.

- **Length of pilot:** We have a budget of £10,500 to test the concept and fund the tool library over 3 years. We anticipate that the majority of the funds will be spent during start-up (years 1 and into year 2), and that from year 2-3 the libraries will run on limited costs (thereby testing the sustainability model).

We will review progress together with the successful organisation after 6, 12, 24, and 36 months.

- **Core tool library offer:** The main priority is that the tool library provides the opportunity for local residents to borrow tools for gardening and other outdoor projects at little or no cost. The service could be broadened to offer tool maintenance/ sharpening and could in time

evolve into a library for other non-gardening items such as household tools or events equipment.

- **Location & Accessibility:** To maximise the take up and its use the tool library needs to be in a geographically accessible location for residents, welcoming, and open at times that suit both working and non-working residents. The location would be decided upon early in the development phase of the project in consultation with our Open Spaces sub group. Possible location ideas include a vacant shop unit, Lloyd Park, converted garages, libraries, community centres or even a mobile lending library. However the budget for the project may not stretch to cover location costs and it may be necessary to leverage this in for free or at a significantly reduced rent level.
- **Members/Customers:** The project will need to primarily benefit residents living in the William Morris Area (75% target) but will not restrict access to residents from other parts of Waltham Forest. Consideration should be given to making the library easy to join, whilst undertaking sufficient checks to safeguard against fraud and theft of tools.
- **Outreach:** The delivery organisation will need to actively promote the tool library through publicity, networking, contacting local community groups, social media, and through word of mouth. The tool library should be embedded in the community and create a mini-hub for sharing tips, skills and knowledge, whilst helping promote green related activities and events taking place in the local area. This is important to ensure that people are not deterred from borrowing tools to garden through a lack of knowledge of gardening.
- **Linking to existing projects:** We anticipate that the tool lending library will support and link to our other projects such as our Green Grants scheme and Front Garden Improvement scheme as well as supporting community gardening groups and resident associations. The tool library may be able to encourage friends of parks/individuals or groups of residents to use tools to adopt a plot (Council scheme); or take part in tidy up street/Britain bloom type activities or even maybe guerrilla gardening.
- **Safety:** All necessary measures will need to be taken to ensure that tools are safe for the public to use and the members are informed on how to use the tools they are borrowing and to store them safely to avoid harm to others.
- **Liability/insurance:** All necessary insurance policies and processes for handling liabilities to the public will need to be put in place.
- **Security of tools:** The tools will need to be stored securely to reduce likelihood of theft whilst in library. Systems and processes will need to be put in place to ensure tools are not lost or stolen and that all borrowed tools are returned to the library by members.
- **Sustainability:** The library will need to be run on a not-for-profit model with all profits re-invested into the project. If the tool library appears to meet a demand and is viable after the pilot the intention is for it to be established as an ongoing entity. Options to enable the tool

library to be sustainable might include the recruitment and training of volunteers and/or charging tool library users a nominal fee. These ideas are not intended to be prescriptive.

- **Measuring success:** The organisation will need to be able to monitor and evaluate the success of the pilot and share this information with the Big Local Partnership – including details of any lessons learnt and/or suggested improvements. Evaluation criteria would need to be agreed upon with WM Big Local prior to the launch. Initial thoughts on measures of success include:
  - Number of users
  - Delivery of the tool library in a model which demonstrates progress towards and a likelihood of achieving financial sustainability by year 2/3.
  - Number of tool loans
  - Number of community/resident groups/projects enabled by library
  
- **Available budget for pilot:** WM Big Local funding of £10,500 over 3 years. The successful delivery body may supplement this through securing additional grants and sponsorship etc.

### 3. Expressions of interest

Organisations and individuals interested in delivering the Tool Lending Library pilot should respond to us in writing via post or email setting out details of:

- Why you or your organisation is suitable to run the project
- Examples of similar projects and work you or your organisation has been involved in
- Your intended approach in meeting the project requirements, namely; how you would develop, deliver, promote and monitor the scheme and encourage maximum resident participation
- Budget for the project based on your intended approach (if costings look like exceeding our budget please let us know what the additional costs would be)

Proposals will be considered based on the information provided above, and you may be invited for an interview/presentation as part of the selection process.

### 4. Expected Timescales

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| Deadline for responses to tender                  | by midday Monday 29 <sup>th</sup> October 2018 |
| Shortlisting                                      | Week of 5 <sup>th</sup> November 2018          |
| Interviewing shortlisted applicants               | Week of 19 <sup>th</sup> November 2018         |
| Appointment of organisation                       | Week of 26 <sup>th</sup> November 2018         |
| 1 <sup>st</sup> Project meeting with organisation | Week of 3 <sup>rd</sup> December 2018          |
| Project development                               | December 2018, January, February 2019          |
| Promotion & Engagement work                       | March, April 2019                              |
| Tool Library Open                                 | May, June 2019                                 |

All responses to this tender are to be received by **midday, Monday 29<sup>th</sup> October** and sent to:

Paula LeSurf  
Crest Waltham Forest  
Peterhouse  
122 Forest Rise  
Upper Walthamstow Road  
London  
E17 3PW

Or by email at:  
*paula.lesurf@crestwf.org.uk*

If you have any questions regarding the process for applying please contact:  
*Paula LeSurf at Crest Waltham Forest on 0203 869 9390 or paula.lesurf@crestwf.org.uk*

If you would like to talk through the project or have any questions about the project's aims and objectives please contact:

*Gabriel Edwards at William Morris Big Local on 07947 766 251 or via email on devwmb1@gmail.com*

