Invitation to Quote

Consultancy Support for Arts Council England National Portfolio Organisation Application

Background

Liverpool City Council, Library Service and Culture Liverpool team, is seeking to appoint an experienced consultant to support the development and writing of a high-quality application to the next Arts Council England National Portfolio Organisation (NPO) programme.

Culture Liverpool and Liverpool Libraries deliver a broad programme of cultural, community and creative activity across the city, working with residents, artists, cultural organisations, educational institutions and community partners. We are seeking expert support to articulate our vision, impact, strategic ambitions and delivery plans within a compelling and evidence-based NPO application.

Purpose of the Commission

The appointed consultant will work closely with Culture Liverpool and Liverpool Libraries to:

- Review the NPO guidance, assessment criteria and programme requirements.
- Facilitate strategic planning and application development sessions.
- Identify strengths, opportunities and areas requiring further evidence.
- Support the development of a clear artistic, cultural and public value narrative.
- Draft and edit application content.
- Ensure alignment with Arts Council England priorities and investment principles.
- Support the development of supporting materials, including activity plans, evaluation frameworks and partnership statements where required.
- Provide quality assurance and critical review prior to submission.

Scope of Work

The consultant is expected to include:

1. **Inception Phase**
    - Review existing strategies, business plans and cultural programmes.
    - Agree project timetable and key milestones.

2. **Stakeholder Engagement**
    - Consultation with key staff, partners and stakeholders.
    - Facilitation of workshops and strategic discussions.
3. **Application Development**
    - Drafting and editing of application responses.
    - Development of compelling evidence and case studies.
    - Integration of organisational data, impact evidence and financial information.
4. **Final Submission Support**
    - Final review and quality assurance.
    - Recommendations to strengthen the application against assessment criteria.
    - Submission readiness check.

Deliverables

The consultant will provide:

- Project plan and timetable.
- Workshop facilitation and stakeholder engagement.
- Draft NPO application content.
- Final edited application.
- Quality assurance report and submission recommendations.

Consultant Requirements

Applicants should demonstrate:

- Significant experience of developing successful Arts Council England National Portfolio Organisation applications.
- Strong understanding of ACE investment principles and cultural policy.
- Experience working with local authorities, libraries, museums and/or cultural services.
- Excellent bid writing and stakeholder engagement skills.
- Evidence of successful funding applications secured in the cultural sector.

Timescale

The commission is expected to commence in October and conclude in advance of the NPO submission deadline.

Budget

The available budget is £10,000 inclusive of all fees, expenses and VAT where applicable.

Submission Requirements

Interested consultants should submit:

- A short proposal outlining their approach.
- Relevant experience and examples of comparable commissions and evidence of successful funding applications secured in the cultural sector.
- CVs of key personnel – if applicable.
- Proposed timetable and workplan.
- Detailed fee proposal.
- Two references from recent clients

Submissions to be sent to cultureliverpool@liverpool.gov.uk by Monday 2 November 2026.

Evaluation Criteria

Criteria	Weighting
Relevant ACE/NPO experience	40%
Proposed methodology and approach	30%
Value for money	20%
References and track record	10%

Contact

For further information please contact:

Culture Liverpool cultureliverpool@liverpool.gov.uk

To see both the Liverpool City Council Cultural and Library Strategies, visit https://liverpool.gov.uk/council/strategies-and-policies/neighbourhoods-and-housing/