

# **Human Libraries Project: GUIDANCE FOR APPLICANTS**

## **Expression of Interest (EOI) Invitation for Lead Provider**

### **1. Introduction and context**

Over the past 18 months, the Community Cohesion Group has engaged stakeholders to develop opportunities that strengthen cohesion, reduce division, and build trust across communities. These discussions identified that trust and respect are built through meaningful interaction, that communities need safe, inclusive spaces for dialogue and that lived experience and storytelling are powerful tools to challenge misinformation and prejudice.

In response, Bury Community Safety Partnership, working through the Community Cohesion Group is inviting expressions of interest to deliver a Human Libraries Project to:

- Challenge discrimination and prejudice
- Build empathy and understanding
- Strengthen community cohesion and resilience

Expressions of Interest (EOIs) are being sought from VCSE sector and equalities organisations who can demonstrate connectivity to Bury to act as Lead Provider for the 12-month Human Libraries Project. This pilot programme is funded through the MHCLG Community Cohesion Unit and aims to strengthen community cohesion, reduce prejudice, and build empathy through lived-experience storytelling and facilitated dialogue.

The Lead Provider will hold contractual responsibility for programme delivery, safeguarding, partnership coordination, budget management, and monitoring and evaluation.

### **2. Project Overview**

The Human Libraries Project will:

- Deliver live Human Library sessions in community, education and public sector settings. Number of sessions may vary depending on topics and venues but we would expect at least four sessions with a total of 10-15 human “books” over the lifespan of the project.
- Produce digital storytelling resources capturing lived-experience narratives. These will be high quality videos capturing lived experience narratives for use in training and education. Format and duration may be varied but we anticipate at least 6–8 filmed digital stories (approx. 3–5 min each)
- Training and resource packs: materials for schools, libraries, local authority teams, and community organisations. This will include facilitators packs to ensure the legacy of the project.

- A completed evaluation / report at the end of the programme capturing the approach, outcomes and key learning.

The project will:

- Embed trauma-informed practice, intersectionality, and EDI principles throughout design and delivery.
- Provide safe, structured opportunities for dialogue that challenge prejudice, build empathy, and strengthen cohesion.

### **Resources Available**

- Project Value: £25,000
- Project Length: 12 months

### **3. Role of the Lead Provider**

The Lead Provider will be responsible for coordinating and delivering the programme in partnership with identified partners from the VCSE and statutory sector.

#### **Responsibilities:**

##### **3.1 Programme Coordination**

- Develop a delivery plan, including recruitment of “Human Books” and facilitators.
- Identify partners to be involved in the project and lead co-production with partners and lived-experience contributors.
- Ensure delivery across venues including schools, libraries, community spaces and public sector teams.
- Ensure accessibility, inclusion and representation across all aspects of the project.

##### **3.2 Safeguarding**

The Lead Provider must demonstrate robust safeguarding systems, including:

- Ensuring safeguarding covering contributors, participants and digital content.
- Trauma-informed practice embedded in design and delivery.
- Risk assessment processes for live sessions and digital storytelling.
- Debriefing and wellbeing support for Human Books.
- Data governance processes for digital content, including consent, storage and usage.

##### **3.3 Financial Governance and Budget Control**

The Lead Provider will:

- Manage the £25,000 project budget.
- Hold responsibility for all expenditure.
- Allocate funds to delivery partners based on co-designed delivery plans.
- Maintain financial records for reporting purposes.

### 3.4 Monitoring, Evaluation and Reporting

The Lead Provider must:

- Collect impact data/insights from all partners.
- Use pre and post-engagement tools to identify any changes in attitudes and understanding and gather stories of impact for reporting purposes.
- Produce 6 month interim monitoring report and a final evaluation report for the Community Cohesion Group and Community Safety Partnership.

### 3.5 Partnership Management

- Facilitate and chair co-design meetings with partners, ensuring equitable involvement.
- Maintain co-production with lived-experience contributors.
- Coordinate communication with schools, VCSE groups and public sector teams as required.

## 4. EOI Submission Requirements

### Eligibility Criteria

We welcome applications from:

- Voluntary, Community and Social Enterprise Organisations (VCSE)
- SMEs with equalities and inclusion focus within their purpose.

Organisations wishing to submit an EOI must provide:

#### 4.1 Organisational Information

- Organisation name, address, and lead contact.
- Summary of purpose, values, relevant experience and connection to Bury.
- Evidence of experience delivering trauma-informed, EDI-focused or lived-experience programmes.

#### 4.2 Safeguarding and Risk Management

- Confirmation of safeguarding policies and safeguarding leads.
- Approach to trauma-informed practice and contributor wellbeing.
- Risk assessment/procedures for live and digital content production.

#### 4.3 Delivery Approach

- Proposed delivery model and partner involvement.
- Approach to recruiting and supporting Human Books.
- Methods for ensuring diversity, inclusion and intersectionality.
- Proposed venues, audiences and engagement strategy.

#### 4.4 Monitoring and Evaluation

- Proposed tools and methods for measuring impact.
- Experience in collecting and analysing qualitative and quantitative data.

#### 4.5 Budget and Financial Governance

- High-level budget outline showing how the £25,000 will be allocated.

#### 4.6 Applicants must demonstrate:

- Experience of community engagement and facilitation
- Experience working with diverse communities
- Ability to deliver trauma-informed work
- A connection to Bury and its local communities
- Any additional strengths, partnerships or resources the organisation brings.

### 5. Support Available to the successful provider

The Lead Organisation will be supported by Bury VCFA and CSP, including:

- Access to partnership networks
- Strategic oversight and guidance
- Communications and promotion support

### 6. Timeline and submission details

- Deadline for submission: **12pm Sunday 9<sup>th</sup> August 2026**
- Decision (by CSP panel representatives): **w/b 17<sup>th</sup> August 2026**
- EOIs should be submitted to: [grants@buryvcfa.org.uk](mailto:grants@buryvcfa.org.uk)

### 7. Governance and Accountability

The appointed Lead Provider will be accountable to the Community Safety Partnership through the Community Cohesion Group.

### 8. Contact

For queries regarding this EOI, please contact Helen Tomlinson, Chief Officer, Bury VCFA: [helen.tomlinson@buryvcfa.org.uk](mailto:helen.tomlinson@buryvcfa.org.uk)