**Request for Quote *for a***

**Living Smart short Course**

(template for Host – edit where needed, typically where \*\*)

A qualified facilitator(s) is being sought a short \*3-4\*-session course with \*1\* field trip in \*dates\* in \*location\* on the theme of: (select 1, edit and delete remainder)

* Waterwise Lifestyle (including water and biodiverse gardening)
* Low Waste Lifestyle (including waste, simple living and productive gardening)
* Small footprint lifestyle (including waste, productive gardening, power and transport)
* Wellness (including productive gardening, healthy homes and healthy you)
* Low budget and low impact (including productive gardening, power, water and transport)
* Living Smart extender/refresher (including getting communityactive and topics tailored to the group)
* Gardening for Food Production (including soil creation, seeds, propagation, watering, preserving)
* \*Other Themes which includes \*

Are you interested in quoting for this?
The Host is \*Host\*, via \*person/officer’s name\*. See details below on responsibilities for deliverable.

**Living Smart Short Course: Details for quoting**
The \*Host\* is proposing a \*3-4\*-session Living Smart course be delivered on a \*dates & time\* with 1 field trip towards the latter end of the course. The \*chosen/proposed\* venue is \*Venue & address\*. It is \*Venue description eg well equipped for easy setup, has 6-8 tables in the room or nearby, mini-kitchen\*. The facilitator(s) will ideally be residing locally and/or engaged in local community activities.

The full course is capped at $\*2,970 ($2,700 ex-GST)\* maximum.

A participant fee (select 1, edit and delete remainder)

* will be charged of $\*15/10\* and collected by the facilitator as additional income
* won’t be charged but bookings still required
* won’t be charged for local residents. People residing outside of the \*city\* will be put on a waitlist and charged $\*15/10\*.

**Facilitator’s responsibility**
* Negotiate details of contract with Host
* Organise and manage enrolment process, including online payments and cash at the door
* Marketing – assist with preparation and distribution of a flyer/poster, draft content for a media release, social media postings through local grass roots networks, and generally collaborate with council host on marketing as needed
* Undertake site induction with \*whom\* to handle opening and securing the building at the end of session
* Deliver short course - including relevant guest speakers, field trip, mid-week emails, rewards for participants and a refreshments from week 2 (typically through roster with participants)
* Provide additional resources online or on-loan if needed
* Prepare a brief Course Report that includes: (\*add or amend\*)
	+ Course satisfaction
	+ Course attendance
	+ Impact on wider community
	+ Actions undertaken and intended

**Host responsibility**

* Venue with data projector, tea/coffee facilities each week plus supper on the first night
* Assist with opening venue and setup each week
* Marketing – Develop and promote with facilitator, including printing and distribution of flyers, inhouse council social media and email networks, finalise media release
* Provide relevant policies and local information

**If you are interested in facilitating the course, submit your Quote to \*email\*** by **COB \*closing date\*** in the form of:

* a brief letter explaining interest in delivering this short course,
* quote for the short course based on responsibilities listed above
* an up-to-date CV
* \*??\*

You will be notified within 5 working days if your application is successful.