**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 \*4\*-session course[[1]](#footnote-1) including or plus \*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 \*4\*-session Living Smart course be delivered on a \*dates & time\* “plus or including\* 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 short course facilitator fee is capped at $\*[[2]](#footnote-2). Please provide your fee.

A participant fee (select 1 or 2 options, edit and delete remainder)

* will be charged a fee of ($suggested $10 - $20) and collected by the facilitator as additional income
* won’t be charged for local residents.
* People residing outside of the \*city\* will be put on a waitlist and charged ($suggested $20 - $30)

**Facilitator’s responsibility**

* Negotiate details of contract with Host
* Organise and manage enrolment process, including online payments
* Marketing – assist with preparation 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, and 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
  + Actions undertaken and intended (and other items as negotiated)

**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.

1. *Note Living Smart facilitators are flexible in delivery and anything from one off sessions to year long courses with monthly catchups are possible. Longer courses however have been shown to produce more change and more durable change.* [↑](#footnote-ref-1)
2. *Short course facilitator fees typically $3,000 - $4,000 ex-GST. Travel time may be additional.* [↑](#footnote-ref-2)