

Pen to Print Poetry Class - Invitation to Quote

Pen to Print is Barking & Dagenham's Arts Council England (ACE), Library National Portfolio Organisation (NPO).

Established by the library service the Pen to Print programme has been working in Barking & Dagenham since 2014 funded by Barking & Dagenham and Arts Council England. Becoming an NPO in 2018, we have just commenced our second period of NPO funding. As part of the library offer in our Community Hubs, Pen to Print is an established network of free writer support.

Offering advice guidance and collaboration with authors of all backgrounds and experience our priorities are writers from communities currently underrepresented in the wider publishing industry. Having established a regional network of writers we now reach audiences both nationally and internationally. To support this ambition, we offer a multi-faceted free programme of activities, events, classes and workshops.

Applications are sought to quote for the delivery of the Pen to Print Regular Poetry Class programme for 2025 to 2026 running from September 2025 to July 2026.

We are seeking applications for delivery of these classes that should include a programme of content to be delivered, focusing on the basics of different forms of poetry, this should also include the learning outcomes for each session.

Each session should be 90 minutes long, with one session held each month between September and July. 11 in total

Sessions will be delivered in a Hybrid format with the class lead in the location for the in-person class, which will be shared simultaneously online via *Microsoft Teams*, supported by the Pen to Print Team. This will also involve the use of *Google Classroom* to share any relevant supporting information, notes and written assignments with participants. The in-person sessions should be delivered at Barking Learning Centre on a Saturday.

This programme is to be delivered for **£3,300**.

In your application, please include C.V. of your experience and any additional information that you think is relevant to your application, e.g. Disclosure & Barring Service (DBS) certificate etc.

You should also include details of 2 referees.

Applications are to be submitted by: Midday on Thursday 31 July 2025. Applications should be emailed to: pentoprint@lbbd.gov.uk with the Subject line **Poetry Class Quotation**.

We may choose to interview prospective applicants, this will be undertaken w/c **11 August 2025**.

We welcome quotations from any UK based creatives but particularly encourage those who are Black, Asian or from other ethnic minority backgrounds and / or lower socio-economic backgrounds, LGBTQ+, disabled or neurodivergent.

Any enquires should be directed to:

Lena Smith, Library NPO Project Manager

Website: pentoprint.org

Email: lena.smith@lbbd.gov.uk

Phone: 020 8227 5063

Address: LBBd - Pen to Print, Dagenham Library, 1 Church Elm Lane, Dagenham, RM10 9QS