



Wardown House Museum & Gallery (left) Stockwood Discovery Centre, Illuminated event (middle), Hat Factory Arts Centre (right)

Fundraising Consultant Brief

We seek a freelance, part-time Fundraiser to provide specialist services. This includes the production of a fundraising plan, activity in making funding applications and advice on future fundraising functions.

Fee: £16,000 Fully inclusive of all costs and expenses.

Duration 5-months (Sept/Oct 2025 – Early 2026)

1. The Culture Trust, Luton

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity, and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 240,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspace, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum. We present a year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression. For more information about the Culture Trust, Luton visit www.culturetrust.com

2. Context

Like many Museums, cultural venues and charities, we have faced financial challenges since COVID and more recently with the cost of living rises. Whilst resourceful and entrepreneurial in our business and programming, we are looking at new income sources to help support sustainable financial recovery and growth. We have a successful track record of achieving capital funds, but we don't have a dedicated fundraiser to undertake project and revenue fundraising on a regular basis. As such, we feel that we have not fully explored how grant and Trust fundraising and donation development could support our mission. The potential for this function going forwards is significant, as demonstrate by other Museums and cultural charities. We seek a freelance fundraising consultant(s) to help us achieve this.

3. The Brief

The Consultant shall deliver the following requirements of the brief;

- **Production of an 18-month fundraising plan.** To research and develop a fundraising strategy and delivery plan that focusses on Museums and collections, community engagement, conservation and organisational resilience.
- **Fundraising from October 2025 to the end of January 2026.** The consultant shall develop and write funding applications, as per the approved plan throughout the contract term.
- **The production of a business case/cost benefit to introduce a new and permanent fundraising function.** The fundraising consultant shall undertake a cost/benefit analysis and likely income/yield to build a case for a new dedicated fundraising function for the Trust.
- **A refreshed donations strategy to increase giving over the Christmas period.** To advise on how we can promote the giving of public donations at collection points at Stockwood Discovery Centre, Wardown Museum and online. Our Marketing Manager shall support this work.

4. How to apply

Consultant(s) are asked to submit a tender for this fixed term contract. It shall be assessed against the following information to be received by **the closing date which is midday 21st September 2025**

Assessment area	The information you should include in your tender submission	% of assessment
30% COST: Value for Money	For the fully inclusive fee of £16K to provide a full break-down of costs - this should include your day rate and allocation of days throughout the project term (Sept/Oct 2025 – end of Jan 2026). To itemise other costs included in this fee.	30%
70% EXPERIENCE, SKILLS & ABILITY	A letter of application and CV demonstrating: Skills & Experience to deliver the Key responsibilities and ability to produce outputs to a high standard (50%)	70%
	Email contacts and names of Two references from a client or an organisation who has contracted you to successfully deliver work similar to this brief (10%)	
	Availability to meet timescale, outlining the start and finish date (10%)	
Please send your submission to marie.kirbyshaw@culturetrust.com by midday 21 st September 2025		

Thank you for your interest in this brief, I look forward to receiving your tender submission.

Marie Kirbyshaw
Chief Executive

Registered Address: Luton Cultural Services Trust, The Hat Factory, 65-67 Bute Street, Luton, LU1 2EY www.culturetrust.com

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