

# Treasures of Blanchland Project

## Fundraising Consultant

### Tender Specification



THE TREASURES OF  
**BLANCHLAND**

June 2026

Role: Fundraising Consultant

Location: Blanchland, Northumberland

Reporting to: Project Manager, Treasures of Blanchland Partnership

Contract: July 2026 – August 2027, with potential for reappointment for Delivery Phase

### Introduction

The Treasures of Blanchland Partnership (TBP), comprising Blanchland with Hunstanworth Parochial church Council (PCC) and Lord Crewe's Charity (LCC), invite tenders for the provision of Fundraising Consultant services. The successful consultant will provide Fundraising services to the client to support the vision of the project in restoring Blanchland Abbey and surrounding grounds for the future as part of our National Lottery Funded Project, *The Treasures of Blanchland*. The successful consultant will develop and implement a fundraising strategy and delivery programme to:

- Address any Development Phase funding shortfall
- Secure funding for the Delivery Phase capital and revenue requirements
- Support the preparation of a strong and credible NLHF Delivery Phase application, including evidence of partnership funding

The appointment will align with the Development Phase programme to RIBA Stage 3. Treasures of Blanchland will reserve the right to reappoint the successful consultant during the Delivery Stage, subject to funding and performance.

This procurement is being conducted as an open, competitive process in accordance with National Lottery Heritage Fund procurement guidance and principles of fairness, transparency and value for money.

NB This specification should be read with the *General information to accompany all specifications for services* document, which together form the Tender Brief.

### About Blanchland Abbey

Blanchland Abbey, founded in 1165, is a rare survival of a Premonstratensian monastic community, established in deliberate isolation at the edge of the North Pennine moors. The 'White Canons' who settled here lived a disciplined life of prayer, labour and contemplation, choosing this remote setting as a place of quiet devotion.

Built in a transitional Norman style, the abbey was laid out in the traditional monastic form, with a church, cloister, chapter house, abbot's lodgings, and associated buildings arranged around a central courtyard. While much of the wider complex has been lost or repurposed over time, the Abbey Church of St Mary the Virgin survives as a powerful focal point within the village, retaining elements



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of the original 12th-century structure, whilst the broader footprint of the cloister survives in the surrounding built environment.

The present church is formed from the eastern end of the medieval abbey church, linked to the north transept. Over successive centuries it has been adapted and restored, resulting in a richly layered interior that brings together medieval, Georgian and Victorian craftsmanship. Among its most significant features is a striking 13th-century sedilia, alongside a carved circular Norman font, finely worked Jacobean chairs, and an unusual cast-iron Royal Coat of Arms of James I, repurposed from a fireback. Behind the altar is a fine medieval French embroidery. Fragments of medieval stained glass survive within the chancel, including a rare depiction of a Premonstratensian abbot at prayer, an intimate visual connection to the abbey's origins.

The site also offers glimpses into the ingenuity of its monastic past. During 19th-century restoration works, a system beneath the chancel was identified as a sophisticated drainage network; it is now more widely understood to have functioned as acoustic chambers, designed to amplify the voices of canons during sung worship.

Today, Blanchland Abbey Church is a Grade I listed building and the only site in the village open daily to the public, from dawn until dusk. An active Anglican Church, it remains under the care of local PCC volunteers and continues to serve both as a place of worship and as a welcoming heritage asset. The project's ambition builds on this legacy, seeking to strengthen the Abbey's role as a place of inclusive access, interpretation and sustainable hospitality for all visitors, regardless of background, belief or reason for visiting.

## **Project Overview**

The Treasures of Blanchland Partnership is undertaking a two phase, circa £2.1M, 5 year project using citizen research, academic study, and skilled heritage conservation to unlock and share the mysteries of the Treasures of Blanchland, exploring the rich history of the village, and repair the fabric of the medieval Blanchland Abbey. This includes sensitive restoration, interpretation, and creating a sustainable future for the Grade I Abbey Church as a welcoming and distinctive heritage asset at the heart of the community.

The Treasures of Blanchland is the third phase of The Blanchland Abbey Projects - a community led heritage regeneration programme which the community began developing during 2017. The project has successfully achieved Development phase funding from the National Lottery Heritage Fund, alongside support from the Lord Crewe's Charitable Trust, amongst other funders.

The Treasures of Blanchland Partnership was formed to promote and safeguard the heritage of the village of Blanchland, particularly the Abbey Church, engaging the public in the stories of the medieval foundation to the modern day. As a vibrant place of gathering, worship, and broad community activity, the Treasures of Blanchland Partnership proposes to stabilize, conserve, and secure the long-term sustainability of the Abbey Church of St. Mary's, and its landscape, whilst protecting its historic significance within the village. A central element of the project is community and visitor engagement, ensuring that the heritage and legacy of the site are fully considered as part of its future use.

The development phase will take the whole project to end of RIBA Stages 3, comprising detailed plans for the re-ordering of the church, installation of appropriate heating, lighting and AV systems, creation of welfare facilities, insertion of chaplaincy and vestry spaces, and vibrant flexible interpretation on the history of the abbey and the monastic community that created the village of Blanchland, both within and outside the Abbey itself. This is all supported by, and part of, a community archaeology and heritage project across the entire village.

Two previous projects were undertaken prior to securing funding from the National Lottery Heritage Fund (NLHF) for *Treasures of Blanchland*. These projects engaged the local community and conducted initial reports and investigations as part of the *Blanchland Resilient Heritage Project*, and the *6As of Blanchland*.

Work completed to date includes:

- Secondary desktop research into the history and heritage significance of the site
- A measured survey
- Archaeological trial investigations into the sub-floor of the Abbey, and externally to the West
- An initial structural condition report
- Initial architectural appraisal
- Acoustic Survey

(All reports will be made available to the appointed consultant, further information can be found in the General information for Briefs and Services).

### **Feasibility Study 2025**

As part of feasibility work commissioned by TBP, Doonan Architects prepared a Quinquennial Inspection, Condition Report and Outline Cost Plan, which identifies work classed as immediate, urgent (within 18 months), necessary (within 5 years), and desirable. The estimated cost (May 2025 prices) for the repair/conservation of the existing fabric, and small extension accommodating toilets, kitchen, and interpretation, is in the region of £1.4 million.

The NLHF grant, now awarded, will enable further development work, towards submission of full delivery phase grant applications before August 2027.

As part of this phase, The Treasures of Blanchland Partnership is seeking to appoint a conservation accredited architect and design team members (where appropriate), to support the project, in advance of a further round of funding applications to support the capital delivery phase. The National Lottery Heritage Fund, and another funder/funders, will be part of this further capital phase.

The project will proceed as two phases, aligned with the funding application requirements of the NLHF:

#### **Development Phase**

- Design Team: RIBA Stages 0-3 including Planning Approval, Faculty Approval, and Listed Building Consent.
- TBP: fundraising for capital funding, community engagement
- The Quantity Surveyor will be appointed directly by TBP and will provide cost planning and cost management services throughout
- Other Consultants commissioned by TBP: business plan, interpretation, evaluation plan, activity plan

#### **Delivery Phase**

- Design Team: RIBA Stages 4-6
- TBP: delivering activities

### **Procurement Objectives**

The Treasures of Blanchland Partnership (TBP) seeks to appoint a suitably experienced Fundraising Consultant to:



- Develop and deliver a fundraising strategy for both Development and Delivery Phases
- Identify and secure grant, trust, foundation, sponsorship and philanthropic funding
- Support development of a compelling case for support, aligned with the Business Plan
- Build a pipeline of funders and partners
- Support TBP in demonstrating financial viability and partnership commitment to NLHF
- Ensure fundraising activity is coordinated, realistic and deliverable within programme constraints

## Project Team Composition

The Fundraising Consultant will be appointed directly by TBP and will form part of the wider Project Team alongside:

- Architect-led Design Team (Lead Consultant)
- Business Planning Consultant
- Project Manager
- Quantity Surveyor
- Interpretation, activity and evaluation consultants
- Other consultants appointed by TBP, including access and specialist advisors

The successful consultant shall:

- Work collaboratively with all project partners to ensure alignment between costs, business plan and funding strategy
- Attend Project Team and Steering Group meetings as required
- Contribute to reporting to TBP, stakeholders and funders

## Scope of Professional Services

We are seeking a consultant with a strong track record in heritage, cultural, or community projects, particularly those funded by the National Lottery Heritage Fund or similar programmes to work collaboratively as part of the wider Project Team.

The commission is structured across two interconnected phases, reflecting the evolution of the project.

### Phase 1 – Development Phase Fundraising (Immediate)

The consultant will work alongside the Project Manager to:

- Identify and assess funding gap within Development Phase
- Develop a short-term fundraising strategy
- Identify potential:
  - Trusts and foundations
  - Local and regional funding sources
  - Sponsorship and donations
- Prepare and write funding applications ready for submission by the Project Manager on behalf of TBP, including
  - Drafting all application content
  - Coordinating inputs from the Project Team
  - Managing submission processes to funders
  - Responding to feedback and revisions
  - Ensuring all applications meet funder requirements and deadlines



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- Prepare all supporting materials required for submissions, including case for support narratives, budgets and appendices.
- Support donor cultivation, including:
  - Meetings
  - Presentations
  - Engagement events

## **Phase 2 – Delivery Phase Fundraising Strategy (Strategic)**

Following development of cost plans (QS) and Business Plan:

- Lead the preparation and writing of major funding applications ready for submission required to support the Delivery Phase, working closely with TBP and the wider consultant team.
- Develop a comprehensive fundraising strategy for securing the Delivery Phase
- Identify and prioritise:
  - Major funders
  - Strategic partners
  - Corporate sponsors
  - Philanthropic donors
- Create a funding pipeline and timetable, with a tracker including:
  - Funders approached
  - Status of applications
  - Amount requested and secured
  - Timing of funding decisions
  - Conditions and reporting requirements
- Define:
  - Funding targets
  - Phasing of income
  - Match funding strategy

In the Development Phase the appointee will be required to support development of the project to the end of RIBA Stage 3, ensuring that proposals are financially viable and aligned with National Lottery Heritage Fund Guidance. The Fundraising Consultant will be critical in supporting successful submission of the NLHF Stage 2 Bid.

The costs for all aspects of the project, across both development and delivery phases, including capital repairs and adaptation, professional fees and TBP staff costs, are estimated to be in the region of £2.1 million (incl VAT).

## **Detailed Scope**

Fundraising Delivery Responsibilities will include:

- Identification and direct engagement with prospective funders
- Bid-writing support for applications to Trusts and Foundations
- Preparation and delivery of funding presentations and pitches
- Organisation of fundraising meetings and events (as appropriate)
- Development of sponsorship and donation opportunities
- Management of relationships with funders and partners
- Maintenance of records of funding secured, pledged and in pipeline

## **Integration and Coordination**

The consultant will:



- Work closely with the Business Planning Consultant to ensure:
- Alignment with business model
- Credibility of financial projections

Work with QS and Design Team to:

- Align funding strategy with capital cost plan

Support preparation of:

- NLHF Delivery Phase application
- Evidence of partnership funding

## Methodology

Tenderers should clearly set out:

- Their approach to developing and delivering fundraising strategies
- How they will prioritise funding sources
- How they will engage donors and funders
- Their approach to working with small organisations and volunteer-led teams
- How activity will be structured across both phases

## Development Phase Outputs

Treasures of Blanchland includes other outputs beyond the capital repair and restoration of the Abbey Church of St.Mary.

The following outputs are required to fulfil National Lottery Heritage Fund Approved Purposes for the development phase. Some of these outputs will be part of the Design Team scope of services, others will be commissioned by TBP or completed in-house.

- Project management structure (TBP)
- Project cash flow (TBP with input from Design Team and QS)
- Project timetable (TBP with input from Design Team)
- Detailed project cost breakdown (TBP/QS with input from Design Team)
- Buildings management and maintenance plan (Design Team)
- Community engagement and consultation process to inform design options and concept design (TBP & Design Team)
- RIBA Stage 3 Design Report including community engagement, outline specification, cost report, and environmental strategy (Design Team)
- Conservation Management Plan (Design Team)
- Confirmation of submission of Planning Application and relevant Faculty permissions (Design Team)
- Access Strategy (Design Team & TBP consultant commission)
- Interpretation proposals (TBP consultant commission)
- Evaluation plan (TBP consultant commission)
- Project activity plan (TBP consultant commission)
- Operational business plan (TBP consultant commission)

The Fundraising consultant will deliver:

- A Fundraising Strategy (Development & Delivery Phases)
- A prospect list of funders and partners
- Completed funding applications submitted to funders
- All supporting documentation required for funding submissions
- A funding pipeline and tracker



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- Progress reports to TBP
- Final Fundraising Report, summarising:
  - Funds secured
  - Pipeline and next steps

## Stakeholder Engagement

The Fundraising Consultant should demonstrate:

- Ability to work collaboratively with community, client and stakeholders
- Experience in publicly funded or community-led projects
- Understanding of NLHF requirements

Tenderers should demonstrate previous experience of projects funded by the National Lottery Heritage Fund or comparable heritage funding programmes.

Tenderers should identify how they will support TBP in preparing information required for the NLHF Delivery Phase application and achieving Permission to Start for the Delivery Phase.

## Programme

Completion date is currently targeted for June 2029. The table below shows proposed set of project milestones and dates, noting that these may be subject to change.

These dates are aligned to the programme for working through the NLHF grant application process. The appointment is divided into Phases 1&2 with a break clause, in case full funding is not achieved and the delivery phase cannot progress.

| Project milestone  | RIBA Plan of Work Stage    | Date             |
|--|----------------------------|------------------|
| <b>Phase 1 - Development</b>   | <b>RIBA Stages 0-3</b>     |                  |
| Confirmation of appointment of design team   | 0 Strategic Definition     | End July 2026    |
| Review of project documentation and initial site visit   | 1 Preparation and Briefing | August 2026      |
| Stakeholder engagement and community consultations to identify design options, and to agree preferred option for development | 1 Preparation and Briefing | September 2026   |
| Concept Design development   | 2 Concept Design           | Jan – Feb 2027   |
| TBP - approval of concept design proposals & budget costs  | 2 Concept Design           | February 2027    |
| Design development & presentation of RIBA Stage 3 Design and Cost Reports  | 3 Spatial Co-ordination    | March-April 2027 |
| Draft Business Plan  |                            | Spring 2027      |
| TBP Phase RIBA Stage 3 approval and Sign-Off   | 3 Spatial Co-ordination    | June 2027        |



|  |                                  |                  |
|--|----------------------------------|------------------|
| Final Business Plan: aligned with NLHF submission  |                                  | Summer 2027      |
| Break – Design Team ‘stand down’ until TBP receive Permission to Start delivery phase from funders |                                  |                  |
| TBP submit NLHF Delivery Phase funding application   |                                  | August 2027      |
| TBP receive Permission to Start from NLHF  |                                  | November 2027    |
| <b>Phase 2 - Delivery</b>  | <b>RIBA Stages 4-6</b>           |                  |
| Confirmation of approval to proceed to Stage 4   | 4 Technical Design               | December 2027    |
| Stakeholder engagement   |                                  | Feb/March 2028   |
| RIBA Stage 4 Design Complete   | 4 Technical Design Complete      | March 2028       |
| TBP approval of RIBA Stage 4 Design Report & pre-tender Cost Report update. Sign-off               |                                  | March 2028       |
| Preparation of tender documents and contract package   |                                  | March-April 2028 |
| Procurement of contractor*   |                                  | April – May 2028 |
| Construction Contract commencement   | 5 Manufacturing and Construction | July 2028        |
| Handover and commissioning of systems including final certifications                               | 6 Handover                       | April 2029       |
| Client fit out (if necessary)  |                                  | Jan – May 2029   |
| Building opens - soft  |                                  | June 2029        |
| Building opens - official  |                                  | TBC              |
| TBP complete project evaluation  | 7 Use                            | End 2029         |
| End of defects period and payment of retention   | 7 Use                            | July 2030        |

\*All procurement must be carried out to best-practice standards to fulfil the criteria of public funding; competitive, fair and transparent, providing clear value for money.

## Fee and Contract Arrangements

Payments will be made quarterly in arrears, based on progress against agreed milestones aligned to RIBA Stages.

The anticipated budget for this commission is £10,000 (excluding VAT), including all expenses.

Tenderers should propose a fee within this envelope, clearly demonstrating how their approach

will deliver value for money and maximise fundraising outcomes.

Tenderers are required to submit:

- A lump sum fee for delivery of the Development Phase outputs required.
- A breakdown of fees by stage.
- A schedule of hourly rates and assumptions.

Fee proposals should be proportionate, deliverable and represent value for money within the context of a National Lottery Heritage Fund–supported project.

The Client reserves the right to seek clarification on any aspect of the fee submission.

The appointment will include a break clause at completion of RIBA Stage 3, with continuation to Delivery Phase (Stages 4–6) subject to:

- Securing of external funding; and
- Satisfactory performance of the appointed team during the Development Phase.

### **Insurance Requirements:**

It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. \* Please note this requirement is not applicable to Sole Traders. Please confirm in your submission whether you already have, or will obtain prior to the commencement of the contract, the levels of insurance cover indicated below:

- Employer's Liability Insurance at £5million (where applicable)
- Public Liability Insurance at £2million
- Professional Indemnity Insurance at £2million

### **Tender Submission Requirements**

Submission of tenders shall be no later than midday on the 24<sup>th</sup> July 2026, two weeks after the invitation to tender is published. The tender shall be delivered in PDF format by email to [enquiries@blanchland.org](mailto:enquiries@blanchland.org)

No claims will be considered if arising out of failure to study the details contained herein or to obtain such information, and no tender shall be conditional upon the availability of labour, equipment, invoices or any other facilities required to be provided by the Consultant or contractors in the performance of the contract.

Tenders received after the date and time stated above, or not strictly in accordance with these instructions, may be disregarded.

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of the tender.

If Tenderers have any queries or requests for further information, and to organize a site visit, please contact **Chris Ferguson** ([enquiries@blanchland.org](mailto:enquiries@blanchland.org)) in advance to arrange your visit. Clarification questions must be submitted by 17<sup>th</sup> July 2026.

Responses will be shared with all tenderers to ensure a fair and transparent process.

No alterations or qualifications to any of the invitation to tender documents shall be made unless they have been notified in writing by the Treasures of Blanchland Partnership.

The Treasures of Blanchland Partnership does not bind itself to accept the lowest or any tender.

Tenderers shall treat the invitation to tender documents as confidential and restrict their circulation and distribution to a 'need to know' basis within the Tenderer's organisation / team.

Tenderers shall not disclose their tender in whole or in part to any third party prior to either the award of a contract by the Treasures of Blanchland Partnership or receipt of notification that the tender has not been accepted.

No tender, nor any part of it, shall be deemed to have been accepted unless such acceptance shall have been notified to the Tenderer in writing by the Treasures of Blanchland Partnership. It is the Tenderers' responsibility to become familiar with the history of the Blanchland Abbey Projects, the work to be performed, contract conditions, location of work, programme and all other matters requiring consideration in order that the tender will be firm and comprehensive.

The appointment will be based on RIBA professional services contract, incorporating Newcastle Diocese standard terms.

Tenders must remain valid for a period of 90 days from the submission deadline.

Tenderers must declare any actual or potential conflicts of interest in relation to this project or the Treasures of Blanchland Partnership.

Tenderers must not canvass or attempt to influence any member of the client or project team. Any such action may result in disqualification.

### **Tender Submission Requirements**

Tenderers shall submit:

#### **Quality Submission**

- Understanding of the Brief
- Appreciation of heritage significance.
- Understanding of project objectives.
- Understanding of NLHF requirements.
- Methodology and proposed approach.
- Programme.
- Relevant Experience
- Two to four comparable case studies completed within the last ten years.
- Project Team
- Organisation chart.
- Roles and responsibilities.
- CVs of key personnel.
- References
- Details of any interviews, information, materials required from TBP

#### **Commercial Submission**

- Lump sum fee for Development Phase.
- An indicative fee or percentage fee for Delivery Phase services (RIBA Stages 4–6), expressed against the scale of services required. Breakdown by discipline.
- Schedule of hourly rates.
- Assumptions and exclusions.



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- Backup arrangements if any of the allocated staff become unavailable to complete the work
- The project manager and lead contact (if different)
- The allocation of days between members of the team
- The daily charging rate of individual staff involved
- A timescale for completing the work and bid with key milestones

Please provide a table showing:

- costs including expenses; including and excluding VAT
- days allocated and day rate per employee including and excluding VAT
- any additional resource requirements

### Tender Response Format

- Maximum 20 pages excluding CVs.
- Maximum 500 words per case study.
- Maximum 500 words methodology statement.
- Font size minimum 11pt.

### Evaluation Criteria

| Criterion                                  | Weighting |
|--|-----------|
| Understanding of Brief and Project Context | 20%       |
| Fundraising Strategy & Methodology         | 25%       |
| Relevant Experience and Team Capability    | 20%       |
| Delivery Approach & Pipeline Development   | 20%       |
| Price and Value for Money                  | 15%       |

#### Understanding of Brief

Assessment will include:

- Understanding of heritage significance.
- Understanding of ecclesiastical context.
- Understanding of NLHF requirements.
- Understanding of project risks.

#### Methodology

Assessment will include:

- Alignment with RIBA Stage 3 outputs and Delivery Phase requirements.
- Community engagement.
- Sustainability.
- Accessibility.
- Risk management.

#### Experience and Capability

Assessment will include:

- Comparable heritage projects.
- Ecclesiastical projects.
- Listed building experience.
- Experience of NLHF-funded projects.
- Relevant qualifications and accreditation.

#### Price

Assessment will consider:

- Overall value for money.
- Resource allocation.
- Fee realism.
- Transparency of pricing.

Each criterion will be scored on a scale of 0–5:

0 = No response / unacceptable

1 = Poor

2 = Limited

3 = Satisfactory

4 = Good

5 = Excellent

Scores will be weighted according to the percentages given.

### **Interview Stage**

TBP reserves the right to invite shortlisted tenderers to interview.

The interview score will contribute **20% of the total evaluation score**, with the remaining **80% derived from the written tender submission**.

**Interview dates are provisionally anticipated w/c 20<sup>th</sup> July 2026.**

### **Costs and Expenses**

Applicants are solely responsible for their costs and expenses incurred in connection with the preparation and submission of the tender response, and any future stages of the selection, and evaluation process. Under no circumstances will TBP, or any of their advisers, be liable for any costs or expenses borne by the applicant or any of its advisers in this process.

### **Right to Reject and/or Disqualify**

TBP reserves the right to reject or disqualify an applicant where:

- the response is submitted late, is incomplete, contains false or misleading information
- the application fails to meet TBP's submission requirements defined herein or as otherwise notified to applicants prior to the deadline for submission of the tender responses;
- the applicant is guilty of serious misrepresentation in relation to its application and/or the process.

### **Right to Revisit the Evaluation**

TBP reserves the right to revisit the evaluation if after completion of the evaluation:

- new information emerges which gives TBP reason to doubt the basis of the original pre-qualification and shortlisting; or
- in relation to a consortium of applicants, a member of the consortium changes.

TBP also reserve the right at a later stage of this process to ask for evidence as to the claims made by and information provided by the applicants pursuant to this tender.

TBP reserves the right to:

- cancel the tender process at any stage; and/or
- amend the terms and conditions of the tender process.

### **Data Protection**

TBP, as a data controller, is committed to protecting your personal data. When you submit information in response to an invitation to tender this may include personal data, as defined in data protection law. We process this personal data for the purposes of evaluating submissions, creating contracts with the successful supplier and ensuring contract requirements are met.