



ScotLAND

Permaculture Demonstration Network



Application to tender for Highlands and Islands Permaculture Design Course 2019

Return your completed application as a PDF to [scotlandworker\[at\]permaculture.org.uk](mailto:scotlandworker[at]permaculture.org.uk) no later than 9am on Tuesday 22 January 2019.

Please entitle your form [Name.PDCapp.HOST](#) or [Name.PDCapp.TUTOR](#), as appropriate.

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Introduction

[Permaculture Scotland](#) is the Scottish regional group of Permaculture Association (PA), a national charity which exists to serve the vision of an abundant world in which we care for the earth, each other and future generations, whilst living within nature's limits. It is a company and registered charity (SC041695 in Scotland).

As part of the [ScotLAND Project](#), we have recently been successful in sourcing funding to support a full Permaculture Design Course to take place in the Highlands and Islands in 2019, the first of its kind to take place in this area of the UK for many years. We give our thanks to both Pebble Trust and Robertson Trust, who make this opportunity possible through their financial support. We are now looking for both venues and tutors who can, respectively, host and deliver this landmark offering.

What we are offering

We have £2,500 to support the delivery of a [Permaculture Design Course](#), all of which will be available to the successful applicant. *Please see [Appendix A](#) for more info about the course.* We also have one part-time co-ordinator, the ScotLAND Project Officer, and a small team of volunteers who are dedicated to the vision of a more vibrant and resilient Scotland through permaculture. They will provide you with support throughout your application process and with organising the course itself.

The details of the course finances will be decided in ongoing conversations between the Project Officer, tutor(s) and course host to ensure that everyone is getting a fair deal each step along the way. The only restrictions placed on the funds is that they cannot be spent in a way which benefits either the hosts or the tutors above and beyond an ordinary PDC offering.

Deadlines

The deadline for submission is the same for tutors and host groups alike. Because of the quick turnaround from choosing the successful applicant to organising the course, we have to enforce a hard deadline - submissions after this time will not be considered, sorry.

The deadline for submissions is 9am on Tuesday 22 January 2019.

Assessing your application

Your applications will be assessed by a small panel of staff and volunteers from the PA. To avoid any conflict of interest, no one who is involved in writing an application will be on the assessment panel.

Whilst your application will be considered on its individual merits, there will also be a matching process whereby a host will be matched with tutors who can provide the skills or availability required. As such, it is important to note that whether or not your application is successful may hinge on practical considerations beyond anyone's control. *(NB - Tutors won't necessarily know the location of hosts or their availabilities, and vice versa, during application stage. That said, there is nothing to prohibit tutors and hosts working on a joint application.)*

Catch and Store Energy

Unfortunately, we don't have the resources to reward everyone's efforts in applying. However, please don't be disheartened by an unsuccessful application: all of the energy and time put into creating your application can, and will, be put to good use! The ScotLAND Project Officer will reach out to each applicant individually, after the decision has been made, to let them know what next steps can be taken to support more permaculture education in your area.

Guidance on writing your application

The Practical Stuff

You can either start a new document, or download this PDF form and open it in Microsoft Word, LibreOffice Writer or other programme. When you have finished, please return in PDF format. If you have any serious issues with these steps then please contact Nicola - web[at]permaculture.org.uk - for support, or ask a tech-savvy friend to help you.

Using the points/questions in the application below as prompts, please provide as much useful information as possible, adding anything further that you feel is important. You may respond to each bullet in a question-response format, put your application into prose or other format. If you can, please also include a finances spreadsheet showing how you have costed the course. You may attach additional documents that support your application, such as testimonials, track record, CVs etc.

Hosts

To be eligible, your venue(s) and community groups must sit within the Highlands & Islands [Enterprise Area](#), shown in blue in the map on the right.

We will accept applications from individuals or groups. Whichever you are, please show evidence that you have consulted widely when writing your application. We recommend this in particular to avoid two applications coming from the same area, where instead there could have been one stronger one. You have approximately 6 weeks to fill out your application and return it, which we think should be ample time to contact all the people you need to get provisional quotes, partnership agreements and local interest. If, however, you don't know of a community group to work alongside but are keen to host some or part of the course then please apply as an individual host/venue, listing what facilities you can provide, when and for how long. If the successful applicant happens to be near to you, we can try to partner you up.



Please limit your application to five pages (not including supplementary documents).

Tutors

To be eligible, at least one in your team of tutors must be listed on the [Certifying Teachers Register](#).

Tutors who would like to apply to deliver this permaculture design course should firstly discuss with others to create a team that they feel would give a good complement of skills, experience, gender balance etc. They should then collectively write a tender document which covers the questions as well as other salient points. If, however, you don't know any tutors to collaborate with but would still like to assist in the delivery of this course then please apply as an individual tutor, listing what skills, experiences and availability you have. If the successful applicant happens to match with your availability, there might be a chance for you to gain some exciting teaching experience on this course.

Please limit your application to four pages (not including supplementary documents).

Application to Host

About you

- Are you applying as an individual, or on behalf of an organisation or community group?
- Please identify one lead contact for this application including their name, email address, phone number, full address and role (if applying on behalf of an organisation).
- Please list below the names of all those who have contributed to this application. Include contact information for all who wish to be contacted about this application.

Venue requirements

Please describe the venue(s) where your course will take place - give as much info as you can. Include name, address, postcode and website (if applicable), as well as availability of:

- Indoor learning space that is accessible to everyone (including adequate seating and heating)
- Outdoor learning areas for practical activities (woodland, parks, food growing areas, compost etc.)
- Relevant and inspiring places nearby which the group could visit as a day trip
- Toilets
- Internet
- Projector, screen, flipchart stand/white board
- Catering facilities
 - Is there a kitchen on site? How many people can cook together in the kitchen? What type of cooker does it have?

Please also mention maximum capacity of all the above.

Course format

- What format of course would suit you the best? (12 days consecutive, residential/non-residential, 6 weekends etc.)
- The course will take place between April and October 2019. Which times do you think will be particularly hard to engage your community (e.g. peak tourist season, crofters' working patterns etc)
- Is it a residential course? If so, what are the facilities for staying overnight? Beds, camping, showers, toilets, extra blankets, a warm place in the evening.
- How do you envision the catering proceeding? Would people self-cater, bring lunch to share each day or would someone else do the cooking?
- If it is not a residential course, will you be able to accommodate the tutors locally? If so, how/where? How will evening meals be provided? Is there wifi?
- Have you been engaged with or made contact with any tutors you would like to deliver the course in the process of this application? If so, who? And would you consider going ahead with the course if another tutor was in their place?

Engaging with the community

- What is the need for this course in your community? (*This would be a good place to list issues of local importance that participants of this course would like to delve into.*)
- Is there certainty that there are local people who would attend? Please explain how you know.
- Have any permaculture courses, or courses of similar content, been offered to your community before? When?
- Are there connections with local groups beyond your own?

- Are there any local educators that you would recommend or like to be involved in this course? These could be specialists in a particular area, e.g. wetland management, natural regeneration, horticulture (not necessarily permaculturists); if so, please provide a way we can contact them.
- Do you foresee most participants being from very local areas, or more likely to attract folk from all around? Are they likely to be from a community facing disadvantage or multiple deprivation?, If so, in what way?
- Do significant numbers of your community speak Gaelic, or other tongue, as first language? Would it be useful to provide bilingual resources?
- Do any members of your community have any other access needs which the course should meet?

Finances

Please provide a spreadsheet to outline the costing for this course (including estimates for the permaculture tutor's fees, as well as fees for any local educators). Use this part of the application to explain how you reached this costing.

Below are a few points about your approach to the financing of the course to prompt your response (it is fine if you can't answer them all):

- How you would intend to use the £2,500 subsidy that Permaculture Scotland is providing for this course.
- Will your venue(s) be free or charged?
- Will you be able to provide caterers and/or fresh, local food from your community?
 - If so, please provide quotes from the caterers/growers.
 - If no, do you know where to source these?
- Can you, or any community bodies (Development Trusts, Community Councils, local social enterprises etc) provide match funding? If yes, how much?
 - NB This is not a requirement, but could aid in the delivery of the course. For example, by offering subsidised places to local participants on lower wages.
- Using similar courses in Scotland as a comparison, the general cost for a course like this is between £22 and £100 per person per day, on a sliding scale from unwaged to well-salaried. What might be considered affordable in your community? Please provide a range.

Staying in touch

- The funding for this course has come through the ScotLAND Project, with a view to opening up opportunities for more [permaculture demonstration sites](#) in Highlands & Islands of Scotland. Would you (or someone that would come on the course) be interested in becoming a ScotLAND Learner or Centre?
 - Membership to Permaculture Association (and thus Permaculture Scotland) will be included in your course. Would you like to volunteer for Permaculture Scotland to help more people access opportunities like this one?
 - We have never done anything like this before. Are you willing to provide the PA with regular constructive feedback so that we can improve what we offer in the future?
-

Application to Teach

About you

- Who is the lead contact for this application? Give their name, email address, phone number, website, written address and postcode.
- Please list below the names of all those who have contributed to this application, including contact information for all.
- Who on your team is a PA certifying teacher?

Teaching experience

- Please give a brief overview of each team member's teaching experience.
- Please outline any specialisms within your team that are particularly strong.
- What is your interest in delivering this PDC in particular?

You may also wish to submit a CV and/or testimonials. If so, please attach at the end of this document and limit to 2 sides per tutor.

Venue requirements

- Do you have a preference for particular type of venue? Would you be willing to work in a different venue?
- Do any of your team have any access needs which the venue should meet?
- If the course is non-residential, would you be comfortable being hosted by the local community?

Course format

- The location of this course is undecided at the time you are writing this application, which could be seen as both very exciting and slightly frustrating. We are expecting applications from all over Highland Scotland and the Islands, including the outermost isles. Please list any limitations to your travel from April to October 2019.
- Given your answer to the above, what is your preferred format for this PDC? (12 days consecutive, residential/non-residential, 6 weekends, 2x1 week etc.)
- What other formats would you be open to delivering?
- What is your preference for catering? Cooking as a group, outside caterers, bring food to share etc.
- Do you know a dependable catering firm that you like to work with? If the host can't provide catering, will the firm you know be willing/able to travel?

Engaging with the community

- What experience do you have in leading a course immersed in a particular community?
- What experience do you have in tailoring your course for those facing disadvantage and multiple deprivations?
- Are you open to collaborating with local educators, whom you might not be able to meet in person until the course itself?
- How would you prepare your team differently if the host requests bilingual resources (e.g. in Gaelic)?

Finances

- Please provide a spreadsheet to outline the price of your team's delivery of this course, explaining how you reached this costing. How flexible is this?
- Please estimate how much it would cost you and your team, per journey, to travel to the furthest possible locations? Use Mainland Shetland, Lewis and Islay as examples to base your costing on.
- Do you usually use a sliding scale for your course fees? If so, what is your usual range?

Staying in touch

- We have never done anything like this before. Are you willing to provide the PA with regular constructive feedback so that we can improve what we offer in the future?
-

Appendix A: What is a permaculture design course?

The Permaculture Design Course, or PDC, is the cornerstone of formal permaculture education, and has been developed internationally since the 1970s. Whilst the curriculum has evolved to include slightly different methods in different countries and contexts, the principles, ethics and design frameworks are universal. In the UK, most certified Permaculture Design Courses are accredited by [Permaculture Association \(Britain\)](#) and follow their Core Curriculum. The course involves 72-hours (minimum) contact time, and students will be awarded a Permaculture Design Certificate upon attending the whole course and having completed their first permaculture design, which is the only essential assignment to complete during the course. Some teachers may provide other assignments throughout the course to test or challenge the participants, but these are optional.

PDCs generally involve about 12 days of contact time. They can be residential, or not, and can be in any format as suits the teacher and group e.g. a two week block, one weekend per month, three x 4-day blocks, two x 1-week blocks, 3 hours/week for 24 weeks or any other format. They may also be taught online or 'blended' (using a combination of face-to-face and online).

A team of tutors for a PDC might typically be lead by two or three people, with a few more playing supporting roles as volunteers or apprentices. There are always visits to places where permaculture principles can be observed, either in nature or at a project, and there are usually a range of 3rd-party workshop leaders who might specialise in a particular module or practical element of the course. For tutor groups of this size, attendees are generally capped at 30 people.

Overview of the Core Curriculum:

1. Context
2. Ethics of permaculture
3. Principles of permaculture
4. Design - processes, tools and significant design exercise
5. Themes - soil, water, plants & trees, growing your own food, built environment, resource use and social systems/context.
6. Next steps & further information
7. Feedback

To read the full Core Curriculum as defined by Permaculture Association staff and UK-based Educators, follow [link](#).

To read the full prospectus of permaculture education on offer through Permaculture Association, follow [link](#).