

A photograph of the Glasgow City Council building, a grand neoclassical structure with a central dome and multiple levels of columns and arches. The sky is blue with some clouds. The text 'GLASGOW DOORS OPEN DAYS FESTIVAL' is overlaid in white, with diagonal slashes between the words.

GLASGOW DOORS OPEN DAYS FESTIVAL

Participant Information Booklet 2021



Glasgow
Building
Preservation
Trust

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Important Dates

- Submissions open – **Thursday 5th March 2021**
- Creative Planning Workshop – **Tuesday 23rd March 2021**
- Submissions deadline - **Wednesday 21st April 2021**

Note from the Coordinator

Hi!

My name is Stephen. I am Glasgow Building Preservation Trust's Events and Development Coordinator and am leading on all things Glasgow Doors Open Days.

In 2021 we will be using lots of the skills we learned in 2021 to produce a hybrid event, allowing us to be prepared for any eventuality.

This information document has everything you need to know about the festival, our theme and how to apply to be part of our 2021 programme. Should you find you still have questions, don't hesitate to contact me:

doorsopendays@gbpt.org // 0141 554 4411

Wishing you all the best with your planning!

Stephen



Glasgow Doors Open Days Festival

Glasgow Building Preservation Trust have been organising Glasgow Doors Open Days since 1990 when it formed part of the City of Culture celebrations. Since then the event has attracted over 600 participating buildings and has welcomed over 89,000 visitors in the past five years alone. Glasgow Doors Open Days is part of a family of Doors Open Days events which take place across September throughout Scotland, organised nationally by the Scottish Civic Trust. Doors Open Days forms part of Scotland's contribution to European Heritage Days which happen across Europe.

Glasgow Doors Open Days offers Glaswegians and visitors to the city the opportunity to get behind the scenes and inside some of Glasgow's finest buildings. Places that are normally closed to the public or charge an entrance fee, open their doors for free to visitors from across the city and beyond. Offices, homes, schools, legal courts, religious buildings and the occasional boat have all been involved. Growing from what was a originally a two day event, the week-long festival has grown to encompass guided walks, tours, talks and special events happening in and alongside the buildings in our programme.

The event attracts visitors from all sections of the community with visitors making over 78,000 visits to events that were part of the programme in 2018. Since 2015 a separate children's programme has been produced to highlight the children's activities on offer, engaging the next generation of heritage and architecture enthusiasts.

**DOORS
OPENDAYS**
Get into buildings!



The Event

You can participate in the event in 3 categories:

- Buildings – for digital and in person visits
- Trails – delivered digitally and in person
- Digital Events

Dates

Monday 13th- Sunday 19th September 2021

- In a change from previous years, open buildings and trails can take part in the programme at the weekend only, the 18th and 19th of September.
- Digital Events can happen from Monday – Sunday



Tollbooth, Credit Tommy Ga-Ken Wan 2020

What can be included?

Buildings

Glasgow Doors Open Days is very popular event and now has over 500 buildings on the database. The decision was made to work a rotation system where around 100 buildings are included each year to ensure the programme is kept fresh and manageable. Although your building may be extremely relevant, the decision may be made to give you a year or two off, to allow other buildings the chance to be included. If you have a particularly special year coming up we advise you to contact us early so that we can consider making an exception. All buildings must provide an interactive and informative visitor experience, especially where buildings are normally open to the public. This may be in the form of:

- Exhibition
- A digital:
 - Talk
 - Film screening
 - Workshop

Once your participation in our programme is confirmed we'll be sending out our Participant Handbook, which also has ideas and resources for adding extra interest to your Doors Open Days event.

Guided Walks

In order to develop the festival according to demands we are encouraging more walks and tours to be organised.

Digital Events

In 2020, Glasgow Doors Open Days Festival participants arranged a fantastic array of digital talks when the pandemic prevented us getting together in person. In order to ensure this programme goes ahead this year we have decided to offer these talks digitally again as there is still a large degree of uncertainty regarding events with crowds.

Hosting a talk or a workshop on Zoom is easy – all you have to do is prepare your presentation or activity and GBPT will do the rest. GBPT will manage the guest list and tickets and broadcast your talk across social media live, meaning thousands of people can join in from across the world.

A fantastic benefit of having these talks online is that they can be recorded and added to the GBPT archive where they can be accessed any time, any place.

Selection Criteria

In order that we can give the managers/organisers of the buildings, walks and events programme more attention and assistance with planning, marketing and delivery, in 2021 we are anticipating a smaller programme than in previous years. This means we will be looking for innovative submissions which are mindful of the festivals aims, objectives and themes.

Submissions which are in line with our goals in terms of accessibility, diversity and education will be given priority as we work towards a cohesive festival programme.

A note on relevance: Generally the festival scope is broad. Submissions which relate to built heritage, Scottish and Glaswegian history and culture will be welcome. As we work to diversify our festival audience and grow our arts programme we welcome submissions which push the envelope whilst keeping an eye on our roots as an event celebrating the cities architecture and built heritage.

If you would like to talk about your application before submitting, do not hesitate to get in touch with the festival coordinator.



2021 Theme

Each year we pick a theme to guide our programming and to encourage veteran participants to explore a new angle to their festival offering.

Sustainable Communities

‘Sustainability’ is a buzz word that getting thrown around a lot these days, especially with the forthcoming COP-26 conference in Glasgow in November. But what sustainability mean and how does it relate to Glasgow, its buildings, and its communities?

By investing resources in heritage events, we contribute to social wellbeing and economic value. Local people draw a great sense of belonging and connection from the history on their doorsteps. They can also find employment and other economic benefits as a result of the maintenance of heritage sites and storytelling in our communities. Thus, celebration of heritage becomes a sustainable solution to very real issues faced by local people.

This year we invite participants to ask themselves, 'what can I do to make my community more sustainable?' In asking this question you may find you are already doing a lot! Perhaps you may wish to us the festival as an opportunity to make a concerted effort to highlight this work to a wider audience, thus ensuring more people feel the benefit.

Brainstorming Ideas and Discussion Points

- Sustainability has many implications for our communities, from pollution and energy consumption to building materials, architectural design, and recycling.
- Perhaps you might want to highlight some sustainable ancient building methods and materials that have long since been abandoned.
- Maybe you want to look to the future and would like to consider sustainable energy consumption in your heritage building.
- You could consider organising a cycling heritage trail or digital trail, highlighting some of the cities cycle paths.
- Maybe you would prefer to see the city on roller skates?
- You could arrange a litter pick heritage trail.
- When thinking about sustainability we must consider all inhabitants of the city, including those on 4 legs or with wings. Maybe you would like to encourage provision for urban wildlife, consider how animals get around the city, a tour of the city as seen by the humble George Square pigeon.
- Is there an abandoned or unused building in your community? Why not make a presentation on a new use for the building that would be of value to your community?

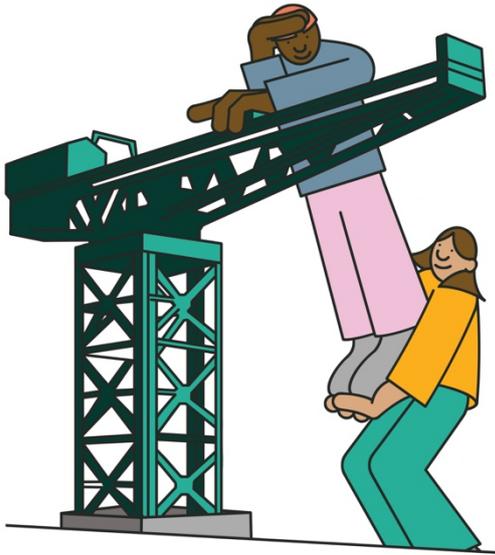
While it may not be immediately obvious how you can contribute to this discussion within the context of your heritage project, this is an opportunity to get creative and reach out to your community to get their ideas.

The United Nations has set out 17 Sustainable Development Goals, including quality education and reduced inequalities. So, creating quality educational resources and ensuring you have an equal opportunity approach to organising your event is a great way of contributing to the theme.

Changing Glasgow to a Green friendly city is not a goal that can be achieved by individuals but must be addressed by everyone in partnership. This year, Glasgow Doors Open Days Festival is an opportunity to make links with other organisations and of course with the festival audience, so that we may share our knowledge and resources and inspire meaningful change in our communities.

This theme is chosen to get people thinking about small ways that they could contribute to a greener Glasgow, encouraging our communities to make sustainable choices in their everyday lives.





Activities for Children and Young People

Encouraging children and young people to visit the festival in 2021 is a key focus. We are looking for events and activities that draw children and young people to the festival and inspire them to participate at the next edition. Memorable activities from past festivals include a theatre production at Crookston Castle and a treasure hunt across the city. Glasgow is steeped in history that will engage children and young people, who knows the story of the Gorbals Vampire? Could you offer young people an opportunity to learn about the design and construction of some of our fantastic buildings? If you have an idea that but might need some assistance in realising it, GBPT is on hand to help, get in touch!



Accessibility

In pursuit of our mission of being an open event for all, we are asking 2021 participants to pay particular attention to the accessibility of their building, interpretation material, walks/ tours and talks. By this we are not just referring to physical access as we understand that historic buildings do not always lend themselves to this. Visit Scotland have a fantastic guide to Accessible Tourism which highlights many of the other simple ways you can improve access to your building or event; whether that means having information available in large print or making sure that things are well signposted.

We and our volunteers will be taking part in Visit Scotland's free, online Accessible Tourism training, something we highly recommend anyone who will be receiving visitors does too.

http://www.visitscotland.org/business_support/advice_materials/toolkits/accessible_tourism.aspx



Southern Necropolis, Credit Tommy Ga-Ken Wan

When planning your submission...



Please bear in mind:

The Glasgow Doors Open Days Festival Mission

The mission of Glasgow Doors Open Days Festival is to strengthen civic pride among Glaswegians, and to broaden public awareness of Glasgow's rich built heritage at local, national and international levels, by exposing a diverse audience to different aspects of Glasgow's built environment.

The aims include:

- To increase the number of Glaswegians who are engaged in celebrating and learning about Glasgow's rich built heritage, architecture and culture
- To increase the profile of Glasgow as a destination for domestic and international tourists who are interested in history, heritage and built environment
- To provide public education and opportunities to stimulate discussion of current issues in design, planning and preservation of heritage buildings

Principal Requirements

To enable the Glasgow Doors Open Days Festival mission to be achieved there are some core principles and requirements that participants should align with:

- Situated within the Glasgow City Council boundary
- Free access during Glasgow Doors Open Days Festival
- Relevant to built heritage. Architectural interest, historic importance or significant cultural connections should be a focus of your building or event. (We take a broad view on built heritage in that we recognise that contemporary buildings will form the fabric of our city's heritage in the future)
- Special Access – Access to your building and/or event should be more than offered on a day to day basis for example:
 - o Access to a building that is usually closed to public
 - o Access to part of the building that is normally closed to the public
 - o The building is normally open to the public, but you are putting on a special event or activity.
- Prominent Publicity Material – Any publicity material provided will need to be displayed prominently.
- Provide Learning Opportunities – Help visitors learn about architecture and the built environment, opportunities should be provided where possible with the use of activities such as tours from architects & those with knowledge of your particular building/area and events interpreting the history and encouraging interaction.

Responsibilities and Expectations

You can find these on page 17 & 18. This section contains details of the responsibilities that both you and GBPT have. Read over this carefully and ask Stephen, 0141 554 4411 or stephen@gbpt.org, if you have any queries.

Submit your expression of interest

In a change from previous years, in 2021 we are inviting expressions of interest, detailing your plans for your open building, trail or digital event.

In no more than 250 words, tell us what you plan to do. Make sure you make it clear if it's an open building, a trail or a digital event. We are particularly interested to hear from folk whose event is in line with the festival theme, 'Sustainable Communities'.

You are welcome to submit more than one expression of interest for various events.

Submit your expression of interest by clicking [here](#) or navigate to the Participate page on our website at <https://www.glasgowdoorsopendays.org.uk/participate.html>

Tips

- For open buildings, remember you must have some kind of digital offering.
- Keep it simple - bullet points are great!
- Not sure about something? Get in touch with the coordinator for help at doorsopendays@gbpt.org.

Submission Deadline

Wednesday 21st April 2020

Successful/Unsuccessful

You will be contacted by the end of April to advise whether your application has been successful or unsuccessful. At this time you will be notified of key deadlines and further information.

Should you be unsatisfied with this decision you will be welcome to raise your concerns with the festival coordinator and or the staff director at GBPT.

Responsibilities & Expectations

Please find a description of the responsibilities and expectations for Glasgow Building Preservation Trust and all Glasgow Doors Open Days Festival participants. When submitting your event for inclusion in the Glasgow Doors Open Days Festival programme you are agreeing that you have read, understood and accepted all of the responsibilities and expectations of being involved.

GBPT

As a participant in Glasgow Doors Open Days Festival you will have the following from Glasgow Building Preservation Trust to help promote and support your event:

- Provide support & advice to participants during the process with various materials available to help plan and organise.
- Promote all confirmed events as part of the Glasgow Doors Open Days Festival programme in the following ways:
 - Brochure – This is an approx. 28 page A5 brochure and is widely distributed throughout Glasgow via Public Libraries, Tourist Information Points and other cost effective methods.
 - Posters – We issue posters for you to distribute in your local area.
 - Banners/Signage – Helping visitors find your building and/or event is extremely important. We will provide signage that should be displayed prominently.
 - Website – Each building, and/or event will have its own dedicated page where extra information can be provided.
www.glasgowdoorsopendays.org.uk
www.doorsopendays.org.uk
- Social Media – Currently GBPT use Facebook, Twitter and Instagram, please ensure you are linked up with these if you use them
Facebook: GlasgowDoorsOpenDays
Twitter: @GlasgowDOD
Instagram: Glasgowdoorsopenday
- NB: There is no fee for your building/event to be part of Doors Open Day

Glasgow Doors Open Day Participants

As a participant in Glasgow Doors Open Day you have some responsibilities:

- Sticking to deadlines set by the Coordinator
- Delivery of your event as detailed in your initial application
- Communication should anything change in your participation
- Prominent display of all promotional materials provided
- Return of all promotional materials following the event
- Report accurate visitor numbers by **24th September 2021**
- Be aware of, and use where appropriate, the following resources:

Handbook

The National Doors Open Day Handbook provides crucial information on key areas of Doors Open Day such as:

- Health & Safety - Risk Assessment, Security and Emergencies
- Administration – Event Details, Changing Information, Surveys, Memories
- Managing Visitors – Signage & Route Planning, Accessibility & Children
- Managing Volunteers & Staff – Before, On the Day and After the Event
- Publicity & Promotion – Making the most of Doors Open Day

This will be made available to participants upon confirmation of inclusion in the programme.

Risk Assessment

Risk assessments of any event should always be carried out before the event takes place. Templates will be made available to participants upon confirmation of inclusion in the programme.

Security

Building owners are reminded to remove any potentially valuable articles to a place of safekeeping especially if you intend to give the public free access to the property. Areas not opened to the public should be clearly sign posted and if possible closed off altogether, either by locking doors or with the use of a barrier.

Insurance

The Scottish Civic Trust offer free public liability insurance and employer's liability insurance cover to organisers and properties taking part in the Doors Open Days event.

You can find a summary of this insurance on:

<http://www.doorsopendays.org.uk/opendays/resources.aspx?category=16>. This insurance is intended as a safety net only, so please also check your own building insurance to see whether it provides coverage for any damage incurred.

To date, the event has gone without serious incident.

Donations

As a core concept no fee can be charged for entry to a participating building, tour, talk or event. You are more than welcome to display a donation box or set up a pop up café/shop to raise some funds however this should always be optional for visitors.

Equality and Diversity

GBPT Policy

Glasgow Building Preservation Trust (GBPT) is committed to the principles of equality of opportunity and equal treatment in all areas of its work, Staff, trustees and including all aspects of volunteering and provision of activities / services.

This policy applies to employees, trustees and volunteers. This policy applies specifically to discrimination & equality of opportunity in respect of equalities act 2010.

GBPT recognises that discrimination can result from a range of factors including, but not restricted to:

- Age
- Disability
- Gender reassignment
- Marriage / civil partnership
- Pregnancy / maternity
- Race, colour, ethnic or national origins
- Religion, creed or belief
- Gender or sex

- Sexual orientation
- Responsibilities for dependants
- Political beliefs
- Employment status

It is the intention of GBPT to work to ensure that no current or potential staff, volunteers, trustees, members or members of the public at our events, are treated less favourably as a result of discrimination whether intentional or unintentional, direct or indirect.

GBPT values its staff, volunteers, trustees and members, and expect them to be treated in a respectful manner. Accordingly they all have a role to play in ensuring fairness towards one another. GBPT therefore seeks to promote an atmosphere in which all people have regard for one another's rights and everyone is treated with respect and dignity.

GBPT will ensure that these practices comply with all prevailing relevant legislation, currently the Equalities Act (2010).

In planning Glasgow Doors Open Days events we ask participants to take this policy into consideration and make an effort to ensure that their event is inclusive. If you would like help with creating an inclusive event please get in touch with Stephen, stephen@gbpt.org, 0141 554 4411.



MACKINTOSH
AT THE
WILLOW

External Funding

As Glasgow Doors Open Days is charity-run and not-for-profit and without guaranteed regular funding, we have to fundraise to be able to cover the costs associated with organising, marketing and delivering the festival. For this reason we are unfortunately unable to offer any funding or financial assistance to participants. However, there are a number of local and national funding opportunities which participants may be able to apply for to assist with activity or event costs, especially if this is a project that will also be running out with Glasgow Doors Open Days. If you are looking to apply for funding and would like a letter of support, please get in touch with the coordinator.

The Awesome Foundation

The Awesome Foundation is 'A fun way of giving £500, no-strings-attached mini-grants to cool projects that will make the world - and Glasgow - more Awesome!' They have a Glasgow chapter for events in the city. Awesome Glasgow gives £500 away every two months so you can apply any time. Finalists are invited to a gift night which you need to be able to attend.

The criteria:

- The project must be local (Glasgow - with a G postcode).
- You need to have a budget.
- It has to benefit the local community.
- Most of all, it has to be Awesome

Info and apply: <https://www.awesomefoundation.org/en/chapters/glasgow>

The National Lottery- Heritage Fund (£3,000 -£10,000)

'We fund projects that connect people and communities to the national, regional and local heritage of the UK. Heritage can mean different things to different people. It can be anything from the past that you value and want to pass on to future generations.'

'Suitable for: not-for-profit organisations; private owners of heritage

Project length: Up to one year.

Deadlines: There are no deadlines so you can apply whenever you are ready.

Assessment process: We will assess your application and give you a decision in eight weeks.'

Further information: <https://www.heritagefund.org.uk/funding/national-lottery-grant-heritage/3k-10k>

Glasgow City Heritage Trust Heritage and Community Grants

Glasgow City Heritage Trust have a number of grants available, the two strands we feel are most relevant to GDOD participants are the Heritage Grants and Community Grants.

Heritage Grants: up to £5,000

‘Support projects that provide opportunities for people to learn about and enjoy Glasgow’s historic built environment’

Community Grants: up to £2,000

‘ Support projects largely developed and delivered by community members that engage communities with built environment issues.’

Further information and guidance on these, and GCHT’s other grants, is available here: <https://www.glasgowheritage.org.uk/grants-guidance-notes/>

Volunteers

Closer to festival time, we are able to advertise for volunteers on behalf of participants. We'll post your vacancy on our website and will forward any interested parties onto you.



GTW Storage, GDODF Volunteers enjoy the mural unveiling, Credit Tommy Ga-Ken Wan 2019

Key Dates

3 rd March	Accepting submissions
23 rd March	Creative Planning Workshop
21 st April	Deadline for submissions
1 st May	Confirmation of participation
5 th June	100 Days to go!
16 th August	1 month to go!
13 th -19 th September	Glasgow Doors Open Days Festival 2021
24 th September	Deadline: Participant survey & visitor numbers returned

Contact Details

Stephen Sheriff

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doorsopendays@gbpt.org

0141 554 4411

