



Request for Proposals (RFP)

Grinnell Chamber of Commerce Annual Celebration Awards

Issued: January 17, 2025

Proposal Deadline: January 29, 2025, by 5:00 PM

Contract Award: January 31, 2025

Award Completion: March 3, 2025

Overview:

The Grinnell Chamber of Commerce is seeking proposals from local artists to create custom-designed awards for the 2025 Annual Celebration. The awards will be presented to the recipients of different categories during the event, 7-8 total awards will be needed. The design must incorporate the following elements:

- The award name
- The Grinnell Chamber of Commerce logo
- The year (2025)
- The name(s) of the award winner(s), which will be provided to the artist by February 19, 2025.

Artists must be able to complete and deliver the awards to the Chamber by March 3, 2025.

Proposal Requirements:

Interested artists must submit a proposal to Marissa at marissa@getintogrinnell.com by 5:00 PM on January 29, 2025. The proposal should include:

1. Artist's Name and Contact Information.
2. Design Concept: A rough visual concept or description of how you plan to incorporate the elements outlined above. If possible, include a mockup of the award design.
3. Estimated Cost: Provide a breakdown of the total cost to create the 7-8 awards, including materials, labor, and any other expenses. Please specify the cost per award as well. The budget the Chamber would like to stay in is up to \$70 per award.
4. Timeline: Confirm your ability to meet the required timeline, with a final delivery date of March 3, 2025.
5. Additional Information: Any other relevant information or unique approach you would bring to the project.



Submission Instructions:

- All proposals must be submitted by email to marissa@getintogrinnell.com by 5:00 PM on **January 29, 2025**.
- Proposals submitted after this deadline will not be considered.
- If you would like to view previous year's awards, please contact Marissa at marissa@getintogrinnell.com for reference.

Selection Criteria:

The selected artist will be chosen based on:

- Creativity and originality of design
- Ability to incorporate all required elements
- Quality of craftsmanship demonstrated in past work
- Cost and feasibility within the provided budget
- Ability to meet the timeline and deliver the awards by March 3, 2025.

Questions:

If you have any questions or need additional information, please contact Marissa at marissa@getintogrinnell.com.

We look forward to reviewing your proposals and collaborating with a local artist to create original and meaningful awards for this year's celebration.