

# Request for Proposals (RFP)

## Grinnell Chamber of Commerce Annual Celebration Awards

**Issued: February 10, 2026**

**Proposal Deadline: February 19, 2026 by 5:00 PM**

**Contract Award: February 20, 2026**

**Award Completion: March 2, 2026**

### Overview:

The Grinnell Chamber of Commerce is seeking proposals from local artists to create custom-designed awards for the 2026 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 Area Chamber of Commerce logo
- The year (2026)
- The name(s) of the award winner(s), which will be provided to the artist by February 20, 2026.
- Be at least 5" wide by 9" tall
- Incorporate some elements of design reflecting the Merchants National Bank

Artists must be able to complete and deliver the awards to the Chamber by **March 2, 2026**.

### Proposal Requirements:

Interested artists must submit a proposal to Nikki at [admin@getintogrinnell.com](mailto:admin@getintogrinnell.com) by **5:00 PM on February 19**. 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 within is up to \$70 per award.
4. **Timeline:** Confirm your ability to meet the required timeline, with a final delivery date of **March 2, 2026**.
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 [admin@getintogrinnell.com](mailto:admin@getintogrinnell.com) by **5:00 PM on February 19**.
- Proposals submitted after this deadline will not be considered.
- If you would like to view previous year's awards, please contact Nikki at [nikki@getintogrinnell.com](mailto:nikki@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 2, 2026.

#### **Questions:**

If you have any questions or need additional information, please contact Nikki at [admin@getintogrinnell.com](mailto:admin@getintogrinnell.com).

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

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