

Warwickshire Community and Voluntary Action (WCAVA)
Procurement of limited design piece to celebrate the contribution of
volunteers during the pandemic

April 2021



Brief

During the pandemic, thousands of people have come forward to help one another in a variety of ways, from delivering food parcels to vulnerable people, collecting essential medication for those who were shielding, fundraising for local charities, to making scrubs for NHS staff. Some volunteers helped to keep community centres, or charity shops open when possible, or worked remotely to support charities and community groups. This list is by no means comprehensive!

Every year in Warwickshire, CAVA celebrates the phenomenal achievements of volunteers across the County through Volunteer Awards events. Due to the emergency situation, we were unable to celebrate in 2020. This year, we will be holding a series of events across the County – a virtual celebration of volunteering during the pandemic. We will be asking for nominations from organisations and the community for outstanding individual volunteer achievements, outstanding volunteer team achievements and including an 'In Memoriam recognition' to celebrate the contribution of individual volunteers who have passed away.

As part of the celebrations we would like to commission an artist/organisation to design a print, so that all nominated volunteers receive a limited-edition print.

Your brief is to design an image which encapsulates the contribution that volunteers have been making to their communities or individuals, during the time of COVID

The idea is for this to be printed as a postcard, either standard size or 15cms by 15cms

The remuneration for the final design is £500 (including VAT) to be paid on completion of the design.

Proposals and submission

The deadline for receipt of all proposals is by Monday 10th May at 9am. Applications received after this date will not be considered by a panel of voluntary and community representatives.

Proposals are to be submitted to Julie York – Julie.york@wcava.org.uk

We would request you to keep proposals as concise as possible and ensure the following headers are included:

1. Name, address, contact information (name, email, phone)
2. Design idea
3. Previous pieces of work which give an idea of the style of your work
4. Experience of delivering this type of work
5. Name and contact details for a referee who can confirm your work experience in this area

Timescales

Deadline for receipts of proposals is Monday 10th May at 9

Decision making week beginning Monday 17th May

Design completion by Monday 14th June at 9

Printing completed by WCAVA for celebration events taking place during the first two weeks of July.