



## **Cornwall Voluntary Sector Forum**

Charity No. 1111169, Company No 05371203

### **Design tender – August 2010**

Cornwall Voluntary Sector Forum is seeking quotations from creative and reliable designers to produce publications, flyers and other documents over the next 12 months.

The designer will be required to work with a pre-existing corporate identity, but be creative in producing work that is appealing to both members of the public and people who work in the voluntary and community sector. In most cases, this will involve laying out text-heavy documents so that they are attractive and easy to read.

### **About Cornwall Voluntary Sector Forum**

Cornwall Voluntary Sector Forum is an umbrella organisation for all voluntary and community organisations in Cornwall and the Isles of Scilly. We are the voice of the sector, representing its interests and providing it with an 'ABCD' of advice, brokerage, communication and development.

Our current projects include: -

**Convergence Matters** – helping the voluntary and community sector work with the European Union's £500bn Convergence Cornwall fund

**Take Part Cornwall** – encouraging the people of Cornwall to become more active citizens through volunteering and local activism

**Cornwall Compact** – an extensive document setting out codes of practice for work between the public and voluntary and community sectors

**Public Sector Representation** – making sure the voice of the voluntary sector is heard, by arranging for voluntary sector representatives to sit on various public sector committees and partnerships.

## The Work

The following is a list of all the work we would like producing as part of this tender. We are looking for a single quotation for all the work, rather than individual costings: -

- Cornwall VSF annual review 2010 – 2011
- 3/4 posters to advertise Cornwall VSF events, including the launch of our new voluntary sector YouTube channel and AGM
- A Cornwall VSF leaflet folder to hold the following A4 documents: -
  1. A Cornwall VSF membership form
  2. A document giving an overview of the work of Cornwall VSF
  3. Convergence Matters – an overview of our Convergence work
  4. A document giving an overview of our partnership work, and the support we provide to other voluntary sector organisations
- A rough guide/ busy person's guide to Cornwall Compact (A5, four pages)
- A celebration of Cornwall Compact (A5, eight pages)
- A credit card size Cornwall Compact pledge card

We arrange for the printing of all our material, so there is no need to include the cost of this in your quotation.

It is highly likely further design work will be needed over the next 12 months. Ideally, we would like to negotiate with the winner of this tender to produce extra work as and when it comes about.

## How to apply

To apply, please email the following documents to [john.holmes@cornwallvsf.org](mailto:john.holmes@cornwallvsf.org): -

1 Your CV

2 Examples of, or links to examples of, design work you have already done

3 Your costing/ quotation

4 Your ideas for Cornwall VSF's design work. Please use the logos, text, corporate colour scheme and images provided to create an example flyer for the Cornwall VSF Annual General Meeting.

### CORNWALL VSF CORPORATE COLOUR SCHEME

#### CMYK

Red = C39, M93, Y50, K29

Purple = C58, M86, Y40, K28