



**Chicago Community Gardeners Association**  
**9<sup>th</sup> Annual Spring Conference**  
**March TBD, 2022, Virtual**

**Request for Proposals (RFP)**

**Deadline: February 1, 2022**

This Request for Proposals is intended to provide information and guidelines on what we are looking for in this year's proposals for the Chicago Community Gardeners Association (CCGA)

9<sup>th</sup> Annual Spring Conference: "State Theme" Please read this RFP thoroughly to help us create an engaging learning experience for our gardeners through our virtual platform.

**History of CCGA**

Our city is home to hundreds of community gardens, and the Chicago Community Gardeners Association has created a network of those gardeners that is truly gardener-designed and gardener-led, to ensure the sustainability and vibrancy of Chicago gardens for years to come. CCGA is composed of working groups that meet regularly to support community gardens as a vehicle for building sustainable communities and enriching the natural ecosystem in Chicago and beyond. We are committed to creating a space where each voice and perspective is appreciated and heard. We support and encourage the participation of every individual. While Chicago's neighborhood gardens are our immediate focus, we have the potential to engage with other areas through our teams of Communication, Education, Resources and Distribution, and Advocacy and Outreach because many issues affect our larger shared environment.

CCGA helps to find solutions to common challenges such as leadership transitions, access to safe water and land, and community organizing.

**Presentation Guidelines**

CCGA is seeking proposals for web-based presentations for our virtual platform in March 2022. Presentations will be scheduled in two 60-minute time blocks each Wed from 4-6pm and Saturday from 10am to noon starting March 16 and ending March 30. Our new format offers wide flexibility and invites presentations that provide engaging and informative content for both seasoned and new gardeners, inspiring and supporting their love of gardening. Beyond this, presentations should challenge gardeners to cultivate sustainable relationships and practices with plants, soil and people that will contribute to the well-being of their gardens, communities and the environment.

- Proposals will state the goal of the presentation and clearly describe how the presentation will benefit community gardeners in terms of how they may apply what they learn.
- A "how to or hands on" presentation must be rooted in "best practices" with approaches for community gardens. Technical workshops must have scientific basis.
- A presentation must be free of cultural appropriation and gender or racial bias.
- Spanish language presentations are sought by our attendees.

- Categories for proposals may also include leadership, neighborhood advocacy, community organizing strategies, social and environmental stewardship, volunteer recruitment and retention, and gardening with youth.

## Conference Format and Technical Requirements

All the tools you need for your presentation will be provided by our virtual platform. Our conference will be a live, virtual event. Each presenter will be asked to provide a brief biography, current contact information including phone and email, and a recent photo upon notification of selection.

All presentations will be moderated. Moderator tasks include: welcome attendees, manage the chat, and act as timekeeper, etc. If you have a reliable moderator/facilitator to accompany your presentation please inform us so **we can add your person to our moderating team.**

With any virtual platform, there are some technical requirements to ensure a successful presentation. The CCGA communications team will work to support all presenters and conduct practice sessions prior to the conference. The requirements are:

- Internet connectivity with adequate bandwidth
- Laptop/desktop computer with good quality microphone and video camera
- Prepared digital presentations and ability to screen share, if needed

***Please select carefully. Incomplete proposals will not be accepted.***

Please select your presentation format:

☐ Workshop ☐ Lecture ☐ Demonstration ☐ Other (*please describe*)

## Schedule

Please select your session time with an X. If you can be flexible, please indicate in your email.

<input type="checkbox"/> <b>Wed. March 16, 4-6 pm</b>	<input type="checkbox"/> <b>Wed March 16, 6-7 pm</b>
<input type="checkbox"/> <b>Sat. March 19, 10-11am</b>	<input type="checkbox"/> <b>Wed March 19, 11am-12 pm</b>
<input type="checkbox"/> <b>Wed. March 23, 4-6 pm</b>	<input type="checkbox"/> <b>Wed March 23, 6-7 pm</b>
<input type="checkbox"/> <b>Sat. March 26, 10-11am</b>	<input type="checkbox"/> <b>Wed March 26, 11am-12 pm</b>
<input type="checkbox"/> <b>Wed. March 30, 4-6 pm</b>	<input type="checkbox"/> <b>Wed March 30, 6-7 pm</b>

We would like to honor your **request for session time, so please return this form asap to ensure your selection.** Please send your proposal to Lorraine Kells [lxkells@gmail.com](mailto:lxkells@gmail.com) by **5 pm Tuesday, Feb 1.**

**If you have any questions** prior to your submission, please contact Lorraine Kells [lxkells@gmail.com](mailto:lxkells@gmail.com). Additionally, the communications team will be available to answer any questions you have about the technical aspects of your proposal. You may refer to <http://chicagocommunitygardeners.org/> for more information about Chicago Community Gardeners Association.

You may be contacted by phone or email if there are questions or clarifications needed for your proposal. A notification of acceptance will be sent by **date TBD**. Any substitutions must be given in a timely manner and be approved prior to the conference date. **The CCGA Education Committee extends its thanks to you.**