



Chicago Community Gardeners Association  
6<sup>th</sup> Annual Spring Conference  
Saturday, March 3, 2018  
Kennedy King College

## Request for Proposals (RFP)

**Deadline: February 2, 2018 at 5pm**

This Request for Proposals is intended to explain what we are seeking for the Chicago Community Gardeners Association 2018 Annual Conference. Please read this RFP thoroughly. It provides information and instructions on what we are looking for in this year's workshop proposals.

### History of CCGA

Our city is home to hundreds of community gardens, and 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 coordinate garden tours, plan next year's conference, and find solutions to common challenges such as leadership transitions, access to water and land, and community organizing.

Our 6th annual conference will invite gardeners from Chicago's many gardens spread throughout the city's neighborhoods and surrounding areas. The gardens vary greatly in size, style, and function from beds of flowers to carefully planned landscapes. Many of these community gardens are ornamental and focus on growing native plants, shrubs, and beautiful annual and perennial flowers. Many have allotment plot gardening and some are memorial or peace gardens. CCGA welcomes people of all ages with a range of interests and experience levels. The theme for the 2018 Conference is "Garden to Garden: Bringing People Together Through Growing Together."

### Presentation Guidelines

CCGA is seeking proposals for workshops to be presented in two sessions with presentations given in both time blocks. Presentations must be rooted in current "best practices" for that field.

- Proposals will state the goal of the presentation and describe how the presentation will benefit the audience and community garden network in terms of how gardeners may apply what they learn.
- A "how to garden" presentation must have scientific basis and present practical approaches for community gardens.
- A presentation must describe how presenters will take care to limit cultural appropriation and racial bias, as well as incorporate appropriate current social aspects.
- Categories for proposals may also include leadership, neighborhood advocacy, organizing strategies, volunteer recruitment and retention, and gardening with children.

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

### Presenter Information

Names, titles, and contact information (email and phone number), as well as a brief bio of **all** presenters must be included with each proposal. References or links to previous presentations are appreciated. Please note that up to two presenters will be comped for conference registration fees - any additional presenters or volunteers you bring must register (\$25 each). At least one volunteer will be provided by CCGA to help pass out handouts, sign in attendees, and keep time.

### Presentation Title and Description

Descriptions should be about one paragraph.

### Schedule

There will be two sessions on Saturday, March 3: the first at 10:00-11:00am, and the second at 11:15am-12:15pm. Expected audience averages around 35 people/session. More accurate numbers for your session will be provided to you as registration numbers come in.

Please indicate which session you would like to present. You may choose one or two sessions:

- 10:00-11:00am
- 11:15am-12:15pm

My presentation is:

- Lecture
- Hands-on workshop
- Demonstration
- Other (please describe)

My presentation requires:

- Projector and screen
- Tables
- Chairs
- Printed handouts
- Electric access
- Extension cord(s)

***Please note that laptops, adapter cables, and charging cables will not be provided.***

Presenters are typically not paid, but duplication of handouts may be reimbursed by CCGA.

Please send your proposal to Breanne Heath ([breanne.heath@gmail.com](mailto:breanne.heath@gmail.com)) by 5pm on Friday, February 2. You may refer to <http://chicagocommunitygardens.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.

Any substitutions must be given in a timely manner and be approved prior to the conference date. A notification of acceptance will be sent by February 5, 2018.