



**Chicago Community Gardeners Association  
2019 Annual Spring Conference  
Saturday, March 30  
Breakthrough FamilyPlex**

## **Request for Proposals (RFP)**

**Deadline: January 18, 2019 at 5pm**

This Request for Proposals is intended to provide information and instruction on what we are looking for in this year's workshop proposals for the Chicago Community Gardeners Association (CCGA) 2019 Annual Conference. Please read this RFP thoroughly to help us create an engaging learning environment for our community gardeners.

## **History of CCGA**

Our city is home to hundreds of community gardens, and Chicago Community Gardeners Association has created a network that is truly gardener-designed and gardener-led. To ensure the sustainability and vibrancy of community gardens for years to come, our CCGA working groups meet regularly to connect and support gardeners in conserving water and keeping plants and soil healthy.

Conference attendees are drawn from Chicago's many community gardens spread throughout the city's neighborhoods and surrounding areas. Gardens vary greatly in size, style, and function from beds of flowers to carefully planned landscapes. Many of these gardens are ornamental and focus on growing native plants, shrubs, and both annual and perennial flowers. Others have allotment bed gardening, and some are memorial or peace gardens. CCGA welcomes people of all ages with a range of interests and experience levels. With our 7<sup>th</sup> Annual Conference we are taking on the many challenges of climate change for our region. The theme for our 2019 conference is "Gardening and Adapting to a Changing Climate."

## **Presentation Guidelines**

CCGA is seeking proposals for workshops to be presented in two 60-minute sessions with presentations given in both time blocks. We seek workshops that draw on experiences of both seasoned and new gardeners to meet their need for strategies that help them sustain their love of gardening.

- 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 take care to limit cultural appropriation and racial bias. Bilingual workshops are highly encouraged.
- Categories for proposals may also include leadership, neighborhood advocacy, community organizing strategies, volunteer recruitment and retention, and gardening with youth.

***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 2 presenter(s) 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 30: 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:

- Hands-on workshop
- Demonstration
- Lecture
- 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 Lorraine Kells [lxells@gmail.com](mailto:lxells@gmail.com) by **5pm on Friday, January 18**. 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.

A notification of acceptance will be sent by January 25, 2019. Any substitutions must be given in a timely manner and be approved prior to the conference date. Thank you.