Request for Proposals (RFP)
Deadline: January 22, 2021

This Request for Proposals is intended to provide information and guidelines on what we are looking for in this year's workshop proposals for the Chicago Community Gardeners Association (CCGA) 8th Annual Spring Conference: "Connections through Gardening: Plants, People and the Environment." 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 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.

Our attendees this year will be drawn from many communities throughout neighborhoods and geographies. Green spaces vary greatly in size, style, and function from carefully planned landscapes to beds of flowers. Many of these spaces are gardens. Some may be ornamental and focus on growing native plants, shrubs, and both annual and perennial flowers. Others are community gardens with allotment beds growing food for their neighborhoods, and some are memorial or peace gardens. CCGA welcomes people of all ages with a range of interests and experience levels.

Presentation Guidelines

CCGA is seeking proposals for workshops to be presented on our virtual platform in three 60-minute session time blocks. We seek 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 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 and you will have two options:

- **Live presentation:** Your presentation will be live with a virtual audience; you have the ability to interact with the attendees. *CCGA recommends this option for a more engaging user experience.*

- **Pre-recorded presentation:** Your presentation will be pre-recorded, and it will be presented to attendees. CCGA can host a Q&A/discussion for you after the pre-recorded content is delivered as an additional element.

All presentations will be moderated. Moderator tasks include welcoming attendees, managing the chat, and acting 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 read carefully. Incomplete proposals will not be accepted.

Please select your presentation format:

Live Presentation		**Pre-recorded Presentation**	
__ Workshop	__ Lecture	__ Workshop	__ Lecture
__ Demonstration	__ Other *(please describe)*	__ Demonstration	__ Other *(please describe)*

Schedule
There will be three sessions on Saturday, March 20: the first from 10:00 - 11:00am, the second from 11:30am - 12:30pm, and the third from 2:00 – 3:00pm immediately following the break-out sessions. Please indicate which session you would like to present. You may choose one or more sessions:

__ 10:00 - 11:00am   __ 11:30am - 12:30pm   __ 2:00 – 3:00pm

Please send your proposal to Lorraine Kells at lxkells@gmail.com **by 5pm on Friday, January 22, 2021. If you have any questions** prior to your submission, please contact Lorraine Kells at 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://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 **Wednesday, January 29, 2021**. 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.**