



Merrillville Parks and Recreation
 6600 Broadway
 Merrillville, IN 46410
 Office: (219) 980-8911
 Fax: (219) 980-0928



PROGRAM PROPOSALS

Please attach a copy of your resume and two references.

CONTACT INFORMATION		
Name		
Address		
Telephone	Home/Cell	Other
e-mail		

PROGRAM DETAILS				
Program Name				
Focus (circle one)	Arts & Culture	Personal Wellness	Leadership	Sports/Recreation
Season (circle one)	Spring	Summer	Fall	Winter
Length	1 Day	4-8 weeks	8-10 weeks	other
Day of week	Mon	Tues	Wed	Thurs
Duration	Start Time: am/pm	End Time: am/pm		
Target Market	Age	Gender	Other Considerations	
Participant #'s	Minimum	Maximum		
Fee per student				
Instructor Fee Requested (See instructor pay under Program Budget Information)				

PROGRAM DESCRIPTION
Please describe your program in full. If you require more space, please use an additional sheet.

PROGRAM NEEDS
Please explain the purpose of your program and what specific needs it will address within Merrillville.

PROGRAM EVALUATION

How will you evaluate/assess your activities to show that your program has succeeded? Please attach any tools, surveys, forms, etc. that you plan to use.

PROGRAM FACILITY REQUIREMENTS

Please provide specific information regarding your facility needs, including amount of space, and other considerations like access to electrical outlets, kitchen or bathroom use, availability of tables and chairs, etc.

PROGRAM BUDGET

Please attach a detailed program budget, with budget justifications. Please consider the following when calculating/justifying your costs and fees.

Expected Personal Costs:

Expected Program Costs:

Proposals should include a total budget for personal costs, with a breakdown of pay rate per hour/per student basis. Specify the amount you expect to receive from Merrillville Parks and Recreation as well as what you foresee the total cost of the program to be for the student. Individuals volunteering their time should also include an estimate of the total value of that donated time. Program Costs should include paper materials, beverages, student expenses, events, etc. Proposals should include a total budget for all your program costs and specify the amount you are providing and the amount you expect students to provide.

All instructors are paid 50% of what is charged per student

To cover the Merrillville Parks Recreation Department administration costs to staff the building during your program, credit card fees used during registration, registration processing fees, paper and ink for printing receipts, advertising fees, promotional information and any other office supplies, and so forth will get 50% of what is charged for your class or program. These costs must also include paper for flyers, advertising in Newspapers, etc. Please note that the Merrillville Parks and Recreation Department may also need to add on a percentage on top of your total budget to cover any extra administration fees that may not have been included in your original budget proposal. Please make sure you consider this when you figure out the fee you will charge for your program.

If you have any questions regarding this proposal form, please contact the Merrillville Parks and Recreation Department at

(219) 980-5911

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