



Merrillville Parks and Recreation
 5750 Tyler Street
 Merrillville, IN 46410
 Office: (219) 980-5911
 Fax: (219) 980-0928



PROGRAM PROPOSALS

Please attach a copy of your resume and two references.

CONTACT INFORMATION		
Name		
Address		
Telephone	work	Home/cell
e-mail		

ORGANIZATION INFORMATION		
Business Name		
Business Address		
Business Phone	Office	cell
Business 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	4-6 weeks	7-10 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				

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

PROGRAM FOCUS
Of the program areas, please describe in which area your program best fits, and why.

PROGRAM NEEDS

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

PROGRAM GOALS

Please provide specific goals and measurable objectives for your program. Identify a list of activities that will take place within your program in order for participants to meet these goals.

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.

Personal Costs

Program Costs

Operational Costs

Organizations and Individuals – Proposals should include a total budget for personal costs, with a breakdown of pay rate of a 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.

Staff – Pay rates vary depending on credentials, level of experience, longevity within that organization or field, and the cost of the program. Your budget will need to be very specific to reflect this.

Program Costs should include paper materials, beverages, student expenses, events, field trips. Proposals should include a total budget for all program costs and specify the amount you are providing and the amount you expect students or the Merrillville Parks and Recreation Department to provide. These costs must include paper for flyers, advertising in our Brochure, Newspaper ads, etc.

Operational Costs should include what the Merrillville Parks and Recreation Department may need to add on a percentage on top of your total budget to cover administration costs to staff the building during your program, credit card fees used during registration, registration processing fees, paper for receipts, and any other office supplies, etc. Please also note that the Merrillville Parks and Recreation Department may add on a percentage on top of your total budget to cover any extra administration fees that may not have been included in your budget proposal.