



REQUEST FOR PROPOSAL

1. Applicant/Organization Name: _____
2. Contact Person: _____
3. Contact Email: _____
4. Contact Phone: _____
5. Contact Address: _____
6. Name of Proposed Workshop/Program:
7. Name of Instructor(s):
(please note, all instructors are subject to a background check)
8. The Instructor(s) will be:
 - Over 21 years old
 - Peer Instructor (21 or under)
9. Short Description of the Program:
10. Number of Participants Accommodated:

11. Minimum Number of Participants to Run the Program:

12. Specific Activities:

13. Intended Program Location:

14. Do you need assistance in finding a location in Lyme/Old Lyme?

15. Proposed Schedule (Day/Time/Number of Sessions):

PROGRAM GOALS:

- Low or no-cost programming for middle and high school students of all socio-economic backgrounds
- Programs provide students transformative ways to manage stress through artistic expression
- A selection of programs in a variety of media
- Offered at a variety of times and weeks during the summer
- Low-stress offerings among the mix
- Individual artistic expression is celebrated and not compared to others' progress
- Programs offered by young adults when possible
- Beginners embraced and offered opportunities to feel confident
- Programs marketed to students directly as well as to parents

16. How does this program meet one or more of the above Program Goals?

17. Relevant experience in presenting this program:

BUDGET

18. Mini-Grant Request Amount: _____

19. Expenses:

Instructor Stipend *(includes preparation and travel, cannot exceed \$1,000)*: _____

Materials: *(Detail on a separate sheet if necessary. Materials should be as affordable as feasible)*: _____

Other: *(Detail on a separate sheet if necessary)*: _____

Total Expenses: _____

Lymes' Creative Arts may charge a nominal registration fee to supplement program costs.

Submitted by: _____

Date Submitted: _____

Important Dates

- Proposals Due: April 3, 2023
- Panel Review: April 4-April 17, 2023
- Programming Announced: April 17, 2023
- Program Window: June 20-August 20
- Evaluation Period: August-September 2023

Please save and submit by email as a PDF to:

Mary Seidner, Director
Lymes' Youth Service Bureau
email: mseidner@lysb.org