Program Proposal| City of Orillia
Parks, Recreation & Culture Department

Please attach a copy of your resume and at least two personal references.

CONTACT INFORMATION				
NAME	**First**	**Last**		
ADDRESS		**City:**		**Postal Code:**
TELEPHONE	**Work:**	**Home:**		**Cell:**
EMAIL				

ORGANIZATIONAL INFORMATION (if applicable)			
BUSINESS NAME & GST #			
ADDRESS			
TELEPHONE	Work:	Home:	Cell:
EMAIL/WEBSITE			

PROGRAM DETAILS							
PROGRAM NAME							
FOCUS (please ☑)	Arts and Culture		Special Interest		Fitness		Sport and Recreation
SEASON (please ☑)	Spring		Summer		Fall		Winter
LENGTH (please ☑)	1 Day		1-4 Weeks		6-8 Weeks		Other
DAY (S) (please ☑)	MON	TUES	WED	THUR	FRI	SAT	SUN
DURATION	START TIME:		AM / PM	END TIME:			AM / PM
TARGET MARKET	AGE RANGE:			OTHER CONSIDERATIONS			
	GENDER: MALES FEMALES BOTH						
PARTICIPANT #S	MINIMUM:_____ MAXIMUM:_____						
INSTRUCTOR WAGE/HR.:							

Other Details:

Are you legally entitled to work in Canada? **YES | NO**

Have you ever been convicted of a criminal offence in which a pardon has not been granted? **YES | NO**

This position requires an acceptable Criminal Record Check (with Vulnerable Sector Check) prior to the commencement date of your contract. Are you willing to obtain this documentation at your expense? **YES | NO**

This position requires up to date Standard First Aid and CPR-C prior to the commencement date of your contract. Are you willing to obtain this documentation at your expense? **YES | NO**

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

PROGRAM FACILITY REQUIREMENTS
Please provide specific information regarding your facility needs, including type of space (classroom, gym, etc.) and other considerations like access to electrical outlets, availability of tables and chairs, etc.

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ADDITIONAL INFORMATION:

PROGRAM BUDGET

Please submit attached a detailed program budget with budget justifications. Please consider the following when calculating/justifying your costs:

COSTS	ORGANIZATIONS AND INDIVIDUALS	STAFF
PERSONAL COSTS	Proposals should include a total budget for personal costs including a breakdown of pay rate on a per hour basis or per individual basis. Please specify the amount you expect to receive from Parks and Recreation as well as what you foresee the total cost of the program to be for the end user. Individuals volunteering their time should include an estimate of the total value of their donated time.	Pay rates vary depending on credentials, level of experience, longevity within the organization and the cost of the program. Your budget will need to be modified to reflect this. The City of Orillia Parks and Recreation Department will pay 1 hour of planning time for an 8-10 week class. Please provide a breakdown of total hours/week including planning and meeting time.
PROGRAM COSTS	These costs include paper materials, food, beverages, student expenses, events, field trips etc. Proposals should include a total budget for program costs and specify the amount you are providing and the amount you expect Parks and Recreation to provide.	These costs include paper materials, food, beverages, student expenses, events, field trips etc. Proposals should include a total budget for program costs and specify the amount you are providing and the amount you expect Parks and Recreation to provide.
OPERATIONAL COSTS	Parks and Recreation may add on 20 – 30% on top of the total budget to cover administration costs. These include Visa & Debit charges, registration processing fees, advertising, invoicing, paper and other office supplies, etc. **Do not include these prices within your budget.**	Parks and Recreation will add on 20 – 30% on top of the total budget to cover administration costs. These include Visa & Debit charges, registration processing fees, advertising, invoicing, paper and other office supplies, etc. **Do not include these prices within your budget.**

If you have any questions regarding this application form, please contact Megan Visser, Recreation Program Supervisor at 705-325-4786 or mvisser@orillia.ca