

# Workshop presenter Request For Proposal

## Nanaimo TAPS: 2020

### Summary + Background

Nanaimo Family Life Association is beginning a new senior-focused program which starts in March 2020 and will run through June 2022. The new program is known as Nanaimo TAPS, which stands for Therapeutic Activation Programming for Seniors. This program is being designed with the aim of improving seniors' independence and autonomy to age in place. Our priority through this program is to uplift and support isolated and/or marginalized seniors within the Nanaimo area. We aim to offer dynamic and enjoyable programming that meets the needs of seniors in our community.

The focus of TAPS programming is split into 3 parts:

**Healthy bodies** maintained through light exercise & physical therapy

**Positive connections** developed over the sharing of nutritious food

**Active minds** ignited through workshops that foster creativity, curiosity, & life-long learning

Programs will be 3 hours in length and take place once a week over an eight week series. Programs in 2020 will be held on Tuesdays and Wednesdays from 10 am - 1 pm. The format of programming will be:

**10 am - 11 am (45 minutes):** physical activity + 15 minute break

**11 am - 12 pm (1 hour):** healthy lunch + social time

**12 pm - 1 pm (1 hour):** workshops

All TAPS programs will be free of charge for participants. Each series will be limited to 15 participants. Nanaimo TAPS programming will be offered in two streams, with half of the programming happening in common areas of residences and half offered in community spaces. Locations for programming beyond session one are still being determined.

### Proposal Guidelines

Nanaimo Family Life Association is currently accepting proposals to lead engaging and informative workshops as part of the TAPS program. Workshops may either be offered once or on a recurrent contract basis (at most once per eight week series).

The 2020 selection of workshop topics have been noted by a focus group of seniors in our community as being of interest:

- First Nations crafts (cedar bark weaving, beading)
- Painting and/or drawing
- Textiles (crochet, embroidery, knitting, quilting)
- Meditation and mindfulness
- Healthy habits around sleep

- Gardening (indoor, balcony, and/or small spaces)
- Personal planning (end of life finances, power of attorney, wills, and estates)
- Technology (using digital tools such as smartphones and tablets)
- Poetry and creative writing

Workshop proposals on other topics that would improve the well-being of (isolated and/or marginalized) seniors may also be considered.

Proposals should include:

- What topic(s) you would lead a workshop on
- A brief overview of your familiarity and skills within the workshop topic(s)
- An outline of the proposed workshop that would be offered
- Your background and experience in teaching and leading groups
- Your experience working with seniors and/or marginalized populations
- A budget of participatory materials (ie paint, canvasses for a painting class; soil and seeds for a gardening class; etc) required for a workshop with 15 participants - reasonable cost of materials will be covered
- A list of dates when you are interested in offering the workshop in 2020 (see the attached program calendar for a list of series dates)

### **Role + Agreement**

Workshop leaders will be responsible for:

- Signing an agreement with NFLA prior to scheduling the workshop, which includes liability, confidentiality, and photography consent forms
- Submit a Criminal Record check
- Submitting their name, photo, short bio, and short form workshop description (125 words max) to the TAPS Coordinator for promotional and reporting purposes
- Confirming a list of needed materials (print and participatory) with the TAPS Coordinator no less than two weeks in advance of the workshop date
- Submitting any print files that are required for the session no less than one week in advance of the workshop date to the TAPS Coordinator in either .doc or .pdf format
- Leading the workshop(s) at the agreed upon date and time

Note: the TAPS Coordinator will be on site during all programming and will be available to assist with the basics of the workshop (ie ensuring participants have necessary materials and offering support as needed).

### **Request for Proposal + Project Timeline**

Submissions for workshop proposals for the 2020 sessions will be accepted and evaluated on an ongoing basis. Please see the 2020 Program Calendar for this year's dates. **Early applications are encouraged.** Deadlines for submission to present in each session are at 5 pm PST on the following dates:

Session 1: February 23

Sessions 2 & 3: April 15  
Session 4: June 18  
Sessions 5 & 6: August 12  
Sessions 7 & 8: October 7

## **Budget + Materials**

Workshop leaders will be compensated at a rate of \$50/ per hour-long session that is led. NFLA will cover all workshop material costs, including printing of handouts and participatory materials (ie paint, canvasses for a painting class; soil and seeds for a gardening class; etc). Surplus participatory materials (ie excess paint) will remain the property of NFLA to use for future sessions. Travel costs to program sites are not included.

## **Proposal Evaluation**

Proposals will be evaluated on an ongoing basis. Ideal workshop leaders will have a combination of experience working with seniors and/or marginalized populations; a passion for promoting and supporting well-being in the aforementioned populations; and a demonstrable competency in their field.

Nanaimo Family Life Association is committed to supporting those who have skills to share, but for whom some parts of this proposal process might be challenging. If you feel you have a workshop you would be interested in presenting but have questions or concerns about the proposal process, please reach out to the TAPS Coordinator, Sacia Burton, by phone or email.

Please submit proposals by email or in person:

**in person:** Sacia Burton, TAPS Coordinator  
1070 Townsite Road, Nanaimo, BC V9S 1M6  
Monday - Friday, 9 am - 4 pm  
**by email:** [s\\_burton@nflabc.org](mailto:s_burton@nflabc.org)  
**phone:** 250-754-3331 (ext. 203)  
(for questions about the application process only)

for more information about Nanaimo Family Life Association: [www.nflabc.org](http://www.nflabc.org)

## TAPS Programming Calendar 2020

Cohort #	Dates for series	Day held on:	Type of Series
1	March 17 - April 28	Tuesdays	Pilot*
2	May 5 - June 23	Tuesdays	In-house
3	May 6 - June 24	Wednesdays	Outreach
OFF	June 25 - July 3	/	program evaluation & break
4	July 8 - August 26	Wednesdays	Outreach
5	September 1 - October 20	Tuesdays	In-house
6	September 2 - October 21	Wednesdays	Outreach
7	October 27 - December 15	Tuesdays	In-house
8	October 28 - December 16	Wednesdays	Outreach

\*One Pilot series, 7 weeks  
 Three In-House Series  
 Four Outreach Series  
 Eight Series' total

63 days of programming offered @ 3 hours per session  
 189 hours of programming