Program Proposal Application - Preview

This preview page is not intended for submission. **Do not copy, fill in, and email this preview as your application.** **Only the [Online Program Proposal Application](#) form is accepted.**

Presenter/performer information

1. If you are submitting this proposal on behalf of a presenter (eg. you are a publicist, agent, program co-ordinator etc.) provide your name and contact information (email/phone) here.

2. Program presenter/performer name (Required)

3. Pronouns (To facilitate a welcoming environment, presenters are invited to share their pronouns.)

4. Is the presenter/performer an employee of the Toronto Public Library? (Required)

● Yes

● No

5. Presenter/performer email (Required)

6. Presenter/performer phone number

7. Will the presenter be facilitating this program as a representative of an organization or group? (Required)

- No
- Yes (Please specify the name of the organization or group the presenter is representing)

8. Will the program be presented by an individual or are there multiple people involved? (Required)

- Individual
- Multiple
- Other; please explain

9. Website(s)

10. Contact preference to arrange for a program   (Required)

- Contact presenter directly
- Contact representative (as per the information provided in Question 1)

Smudging

Toronto Public Library can accommodate smudging in most of its branch facilities. Please refer to definitions below. Please note that smudging must be led by a member of an Indigenous community and coordinated by the program presenter as part of their program. TPL does not provide items to smudge with or people who can conduct smudging in programs.

11. If you are planning on incorporating smudging into your program, please indicate:

● I am Indigenous and plan on smudging before or during the program.

● I am not Indigenous, but I will plan to have smudging before or during the program (to be led by an Indigenous community member)

● I do not plan to have smudging before or during the program.

Indigenous: First Nations (status and non-status), Inuit and Métis people to Canada.

Sacred medicines: Includes but not limited to tobacco, cedar, sage and sweetgrass.

Smudging: First Nations, Inuit, and Métis Peoples have a wealth of sacred medicines and ways of offering them – such as Smudging. Smudging is an integral component of certain Indigenous Peoples' spirituality, cultures and identities, a practice used in everyday life and ceremonies, and passed down from generation to generation. Sacred medicines – such as tobacco, sage, cedar and sweetgrass – are burned to produce an aroma offered in communication with the spirit world. The smudge is also used to release what troubles the mind, remove negative energy, and cleanse people, places and objects.

About Your Program

12. Type of program (select all that apply) (Required)

- Author talk or reading
- Lecture/presentation
- Film screening
- Performance/theatre
- 'In conversation with...' / panel
- Concert
- Workshop
- Other, please specify

13. Program title (Required)

14.. Program description (500 characters maximum; you will be able to provide a full outline of the program in Question 16) (Required)

15. Would you be open to discussing with TPL staff possible modifications to the program if it is being considered for delivery? (Required)

- Yes
- No (the program is delivered as described and outlined)

16. Program outline Provide an outline of what will occur during the program and any materials (eg. books, handouts etc.) that you plan to use. Include all activities that will be conducted during the

program. If this program is specifically designed for persons with disabilities, please provide specific examples of how the program has been developed for this audience. (Required)

17. What can participants expect to gain from this program? (Required)

18. Could your program relate to any of the following topics?

- Asian Heritage
- Black History and Culture
- Freedom To Read
- Environmental programming
- Islamic Heritage
- Jewish Heritage
- Pride, 2SLGBTQ+ programming
- Science Literacy
- Summer Wonder / Summer Reading Club (Children)
- Other, please specify

19. If you have forms, presentation slides or other materials to be used or handed out in the program, you may include them here for consideration.

20. Program language. Check all that apply. (Required)

- English
- French
- Other, please specify

21. Target audience age. Check all that apply. (Required)

- 0-5 Children (Preschool; up to and including kindergarten)
- 6-12 Children (School-Age; Grades 1-6)
- 13-17 Teen (Grades 7-12)
- 18-24 Younger Adult
- 25-64 Adult
- 65+ Seniors
- All ages

Please note that a Vulnerable Sector Check may be requested if the target audiences Children and/or Teen are selected.

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Vulnerable Sector Check

22. (If) You have selected an audience category that requires confirmation of a Vulnerable Sector Check (VSC) from your local police services, all external presenters, performers and external organizations, paid or unpaid, will be required to obtain a VSC from their local police authorities and present the original document to TPL for confirmation before they can deliver programs specifically targeted for children and teens under the age of 18 or persons with a disability. Please see the FAQ for additional details. (Required)

- I have read the above and understand that I may be contacted by TPL to either apply for or provide my original VSC document for confirmation.

Program time, location and other details

23. Program cycle / time of year you are available to present. Check all that apply. (Required)

- Any time of the year
- Spring
- Summer
- Fall
- Winter
- Other / Time-sensitive

24. Time of day you are available to facilitate your program. Check all that apply. (Required)

- Weekday morning
- Weekday afternoon
- Weekday evening
- Saturday
- Other, please specify

25. Program duration (Required)

- 30 minutes
- 60 minutes
- 90 minutes
- 120 minutes
- Other, please specify

26. Does the program require multiple sessions? (Required)

- No
- Yes. Indicate how many sessions you are suggesting and if the amount is flexible.

27. Would you be open to offering your program online, remotely from a non-TPL location? (Required)

- Yes
- No

28. If you are offering to deliver your programs in-branch, please indicate locations you would be interested in. Check all that apply.

- None – I Only want to offer an online program in-branch (no further checks required)
- All areas and branches (no other checks required)
- Agincourt / Barbara Frum / Fairview area
- Albert Campbell / Cedarbrae / Malvern area
- Albion / Maria A. Shchuka / York Woods area
- Bloor-Gladstone / Brentwood / Richview area
- Don Mills / Pape-Danforth / S. Walter Stewart area
- Lillian H. Smith / Northern District area
- North York Central Library
- Toronto Reference Library
- Specific branches of interest (not guaranteed):

29. Optimal number of program participants

30. Fee (Required)

- None; offered to the library at no charge
- This program is grant-funded
- Amount (provide a flat rate or fee range)

31. If you indicated a fee for the previous question, please indicate your HST requirements. You will be required to provide an HST number if you indicate it is to be charged. (Required)

- HST is already included in the noted fee amount
- Additional HST to be added
- No HST is charged
- Not applicable; I did not indicate a fee

32. Are there any possible additional fees that may be requested that are not included in your program fee above? (Required)

- No
- Yes; please indicate what they may be (ie. travel costs, materials, etc.)

33. If you indicated a fee amount, are your fees firm or negotiable?

- Firm
- Negotiable

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Program Requirements

34. Technology and equipment requested to be provided by the library for the program (in-branch programming only; check all that apply):

- Laptop or computer workstation
- Projector (with screen) or Television
- DVD player
- Audio player / sound system
- Podium / lectern
- Whiteboard or flip-chart with markers
- Other, please specify; indicate if this technology is for accessibility

35. If the program is to take place in the physical space of a Toronto Public Library branch, would you be open to allowing the program to be shared live from one host location to other remote locations/libraries? (Required)

- Yes
- No
- Unsure

36. Will your program involve live animals (reptiles, birds, insects, etc)? (Required)

- No
- Yes. Please describe how the animals would be involved in the program.

37. Do you have any related materials or services that you will promote, any items you will be giving away, or (for authors) books you intend to sell during the program? (Required)

- I am interested in selling my book or I have related materials or services to promote, and/or items to give away
- No

Related Materials and Books

38. Do you have books currently available in the Toronto Public Library catalogue? You may search the catalogue through our website. (Required)

- Yes
- No
- Unsure
- Not applicable

39. Is your book self-published? (Required)

- Yes. If your book is currently not available to borrow from TPL, please refer to the Information for Self-Published Authors page for how to submit your book for consideration HERE.
- No

40. If you intend to promote your book(s) for sale, provide the approximate cost, if possible.

41. If you have any other related materials or service to promote, or materials to give away/hand out at the program, please describe them here. You may attach samples in Question 16.

Presenter Experience

42. Describe any background training, education or experience you may have related to the topic/subject/activity you are proposing to present. (Required)

43. Do you have experience presenting to the proposed target audience(s)? (Required)

- Yes
- No

44. If you have previously delivered this program, list the approximate dates and locations below, if possible.

45. If your program is specifically designed for persons with disabilities, provide details of any training/education/experience regarding this.

References

Please provide two professional references. References may include organizations who have hosted your program or individuals to whom you have delivered this program or a similar program. If your program is specifically designed for persons with disabilities, please provide at least one reference who can attest to your experience with this group. Advise your references that they may be contacted by the Toronto Public Library.

44. Reference 1 (Required)

- Name
- Email address
- Phone number
- Organization
- Professional relationship to presenter

45. Reference 2 (Required)

Terms of Reference

48. Collection of Personal Information Notice: The personal information on this form is collected under the authority of sections 20 (a) and (d) of the Public Libraries Act. This information will only be used for determining the suitability of an applicant for the Program Proposals project, and to communicate with the applicant regarding the administration and delivery of programs at the Library. Questions about the management and collection of personal information can be directed to the Data Governance and Privacy Risk Advisor, Toronto Public Library, 789 Yonge Street, Toronto ON M4W 2G8, 416-395-5658 or via e-mail at informationrequest@tpl.ca

Acknowledge the following statement (Required)

- I have read and understand the Collection of Personal Information Notice.

49. Programming Policy

Review Toronto Public Library's programming policy HERE and acknowledge the following statement (Required)

- I have read and understand Toronto Public Library's Programming Policy.

50. Toronto Public Library Strategic Plan The Toronto Public Library's Strategic Plan identifies and outlines key priority areas to guide our work including the programs TPL conducts and hosts. Priority consideration may be given to programs that align with the Strategic Plan.

Review Toronto Public Library's Strategic Plan HERE and acknowledge the following statement (Required)

- I have reviewed Toronto Public Library's Strategic Plan and/or understand the above.

51. Accessibility for Persons with Disabilities Policy

Review Toronto Public Library's Accessibility for Persons with Disabilities Policy HERE and acknowledge the following statement (Required)

- I have read and understand the Accessibility for Persons with Disabilities Policy.

52. Rules of Conduct

Review Toronto Public Library's Rules of Conduct HERE and acknowledge the following statement (Requied)

- I have read and understand the Rules of Conduct.

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53. Submission of Program Proposal Understanding

Acknowledge the following statement (Required)

- I understand that submitting this application does not guarantee that I will be matched with a library branch to host my program.

54. Materials costs

Acknowledge the following statement (Required)

- I understand that I am responsible for my own program material costs unless disclosed in this application or I provide notice in advance of confirming a program date and time with staff.

55. Program Title and Description

Acknowledge the following statement (Required)

- I understand that, for promotional purposes, Toronto Public Library may edit the title and description of the program for length and coherency.

56. Photo or video permission (Required)

I give permission to be photographed and/or video recorded for Toronto Public Library promotional and educational purposes and materials.

- Yes
- No

Confirmation Email

57. Provide the email address to receive the confirmation of submission and the report of this program proposal application. (Required)

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