



Request for Qualifications & Proposals

Springville Museum of Art Mindful Mondays @ the Museum

INTRODUCTION: The Springville Museum of Art plans to host a series of art therapy, mental health, and wellness programs on Monday evenings in 2024. We seek qualified instructors, facilitators, and mental health professionals to design and facilitate these programs.

Potential programs and classes could include: art therapy or artmaking programs, sound baths, meditation classes, talk therapy groups, mindfulness classes, restorative or yin yoga classes, writing or journaling classes. We are open to creative ideas and proposals. These should be a community mental health resource, but not a replacement for therapy or medical treatment.

The classes should serve the Museum's mission to "foster beauty and contemplation through life-affirming art and experience" and serve as a "sanctuary of beauty and temple of contemplation." These programs will be free and open to the public. We aim to emphasize the Museum as a sanctuary for our community and be a tool and resource for those in our community suffering with depression and anxiety, especially for those in our teenage population.

Classes or programs can be for any age or all-levels. We are looking for some programs that would cater specifically to high school-aged students and participants.

We are not looking for active/vinyasa yoga classes or other exercise classes.

ELIGIBILITY: All experienced mental health and wellness professionals are invited to apply. Must have a certification or professional training in the program area applicable to your proposed program. Licensed mental health professionals preferred.

Programs must be offered Monday evenings during the hours of 6:00-8:00pm at the Springville Museum of Art, but could start at any time during that time block. Mindful Mondays will begin January 15, 2024, current funding is for classes through June 30, 2024. Proposals can be for classes held Mondays between Jan 15 – Jun 24, weekly, biweekly, monthly, or one time.

Classes may continue throughout the calendar year.

SUBMISSION PROCESS: Applications should be emailed to ELarsen@springville.org and MSanford@springville.org with the subject line “Mindful Mondays RFP” Applications must be submitted by 11:59pm on Dec 20, 2023. Applications shall include:

1. Proposal of class or program proposed including:
 - a. Title and Short Description
 - b. Intended Audience and Number of Participants
 - i. Is the program for a specific age group or demographic? Or open to all participants?
 - ii. What is the maximum and ideal number of participants?
 - c. Program Format and Logistics
 - i. What is ideal frequency of program?
 1. Weekly, biweekly, monthly, one-time and on what dates
 - ii. What is ideal length and time of program? (30 minutes, 60 minutes, etc and starting at what time between 6:00-8:00pm)
 - iii. Can participants drop-in or do they need to register ahead of time?
 - iv. Do participants need to commit to coming to multiple classes (i.e., a run of 8 weeks)?
 - v. What kind of room setup is required (including tables, chairs, etc)?
 - d. Budget
 - i. Proposed budget should include all relevant expenses for the program including payment for facilitator, supplies and materials, and travel if applicable.
 - ii. We imagine proposals ranging from \$200 up to \$4,500 depending on scope, frequency, length, and materials required.
2. Letter of intent describing your interest in leading the program/classes, your teaching philosophy and style, how you would approach facilitating the classes/programs, and how your program would support the Museum’s mission.
3. Facilitator resume and bio, including any relevant credentials, trainings, or certifications.
4. Descriptions of past classes and workshops facilitated
5. 3 professional references

CRITERIA: Programs will be selected based on the following criteria:

- a. Budget per class– 20%
- b. Facilitator experience and credentials – 30%
- c. Program design and relevance to Museum mission/goals – 40%
- d. Program logistics and feasibility – 10%

POLICIES:

- The Museum reserves the right to reject any or all proposals, to waive any informality, to waive any technicality, and to accept proposals deemed to be in the best interest of the Museum.
- Springville City will issue an agreement outlining the terms of the program facilitation.
- The selected facilitators must have liability insurance for the duration of the project and provide a Certificate of Insurance at the time a contract is issued that lists Springville City and its officers, agents, and employees as additional insured. They will be independent contractors and not employees or agents of Springville City
- Facilitators must get a background check with Springville City before programs begin
- Facilitators will be responsible for ordering and providing any needed supplies or materials.

Mindful Mondays is supported by Springville City's PAR program.

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