



# CHICAGO PARK DISTRICT PARTNERSHIPS - ARCS PROGRAM

## INTRODUCTION

The Chicago Park District welcomes and encourages partnerships that enhance and support our mission and programs. The mission of the Chicago Park District is to:

*To give people of all ages, identities, and abilities access to quality recreation, wellness opportunities, and sustainable green spaces in every neighborhood.*

## OVERVIEW

ARCS partners and the Chicago Park District develop a mutually beneficial agreement that outlines programs and activities based on a rigorous proposal process. The process assesses the merits of the proposed activities for the Park District and determines to what extent the activities further the Park District's mission. If it is determined that there is significant value of the program to the Park District, ARCS partners may eligible for special ARCS fees, as outlined in the [program guidelines](#).

This form is to be used to *establish or renew* a formal partnership agreement with individuals, businesses, nonprofits, or other community groups. Eligible programs include:

- **Athletic:** youth sport leagues, private schools use of athletic space
- **Resident:** nonprofits, associations, or agency seeking space to provide regular, ongoing programming that aligns with CPD's mission
- **Contractor:** organizations or businesses seeking to provide **fee-based programs** that align with CPD's mission.
- **Service Provider:** partner seeking to provide programs for park-driven programs and events for **no fee for participants**.

All partners are required to provide proof of insurance. An application will not be considered complete without a Certificate of Insurance that names the Chicago Park District as additional insured.

- Proof of insurance: Please send a COI naming the Chicago Park District as additional insured. Please use our main address, 4830 S Western Ave, Chicago, IL 60609, for this purpose.

If approved, you will be notified and sent a partnership agreement outlining the activities, benefits, and payment required to proceed with the partnership.

Once completed, submit this form to [partnerships.app@chicagoparkdistrict.com](mailto:partnerships.app@chicagoparkdistrict.com). Please allow a minimum of 30 days to approve your proposal. Some proposed activities may require more time to plan and approve.

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TODAY'S DATE	ORGANIZATION NAME (AS LISTED ON THE COI)
<input type="text"/>	<input type="text"/>
MAILING ADDRESS	WEBSITE
<input type="text"/>	<input type="text"/>
CEO/OWNER NAME	CEO/OWNER PHONE
<input type="text"/>	<input type="text"/>
CEO/OWNER EMAIL	
<input type="text"/>	
CONTACT NAME	CONTACT PHONE
<input type="text"/>	<input type="text"/>
CONTACT EMAIL	
<input type="text"/>	

PARTNERSHIP NAME (PROGRAM/SERVICE/EVENT SERIES NAME) TYPE OF PARTNERSHIP REQUESTED

Is your organization a 501c3 nonprofit, business, individual, or other community group?

501c3 nonprofit  Business  Individual  Other Community Group

Do you have an existing relationship with a PAC, local park, or department of the Chicago Park District? If yes please list the name and title of your contact.

Brief Description of the Organization/Individual and the Purpose of the Proposed Partnership. (How do you describe your organization/self and this program in marketing materials and/or outreach?) 50 Words or Less.

How does this proposed partnership align with or support the Chicago Park District mission? 50 Words or Less.

IMPACT AREA. Select all that apply. **Ctrl+Click**

[Large grey rectangular area for selecting impact areas]

Will your activities be open to the public?  Yes  No

If no, please explain your process for how participants gain involvement in your activity.

[Large grey rectangular area for explaining participant involvement]

PARK(S) WHERE PARTNERSHIP WILL TAKE PLACE:

[Grey rectangular area for listing parks]

PROGRAM START DATE PROGRAM END DATE FACILITIES REQUESTED. SELECT ALL THAT APPLY.

[Grey rectangular area for dates and facilities]

Please enter the total number of hours needed per day below.

SUN MON TUES WED THURS FRI SAT

FOR MORE INFORMATION ABOUT THE SCHEDULE PLEASE DESCRIBE BELOW OR ATTACH A CALENDAR

[Large grey rectangular area for schedule information]

ARE YOU REQUESTING MARKETING MATERIAL POSTED IN THE PARK? SELECT ALL THAT APPLY.

[Grey rectangular area for marketing material selection]

OTHER PARK RESOURCES

[Grey rectangular area for other park resources]

If yes, please describe fee and amount.

Will you charge a fee for activities?  Yes  No

[Grey rectangular area for fee description]

Do any of your planned activities require a [Special Event Permit?](#)  Yes  No

Are you requesting a discount for the Special Event Permit?  Yes  No

Outline your activities in detail. Please include a description of the program, the purpose of the partnership, and how these activities enhance CPD's existing programs.

How are you or your organization qualified to lead these activities? 50 Words or Less.

Is this partnership a collaboration with an existing CPD program? If yes explain. 50 Words or Less.

Describe the evidence of community demand for the proposed partnership. 50 Words or Less.

Are you willing to offer programming at additional park location(s)?  Yes  No

Projected Number of Participants

Gender(s)

Ages (Select all that apply.)

Race/Ethnicity  
(Select all that apply)

Income levels  
(Select all that apply)

Community Area(s)

Veterans  Yes  No      LGBTQ  Yes  No

Disability  Yes  No

Please review the [ARCS Guidelines](#) for details about required benefits for the partner type you are applying for and describe the benefits in detail that you are able to provide for the Chicago Park District.

**VOLUNTEER ACTIVITIES** (Include number of days, number of volunteers, and number of hours)

**IN-KIND SERVICES & CONTRIBUTIONS** (Please discuss with Park Supervisor.) Include specifics such as number of service hours for park programs or field maintenance, etc.

**OTHER BENEFITS**

## SUPPORTING DOCUMENTS:

- Proof of insurance (required)
- References, Letters of Recommendation
- Certifications and proof of affiliation (letterhead, business card, etc.)
- Proof of nonprofit status
- Permit request
- Proposed schedule of activities with detailed descriptions
- Other:

SUBMIT COMPLETED APPLICATIONS TO  
[PARTNERSHIPS.APP@CHICAGOPARKDISTRICT.COM](mailto:PARTNERSHIPS.APP@CHICAGOPARKDISTRICT.COM)

## PLEASE NOTE:

We will consider partnerships for parks across the city, but prioritize partnerships that support parks with specific programming needs as determined internally by the Chicago Park District. Please note that for ongoing partnerships, proposals must be submitted at least annually, unless partnership agreements allow for longer terms.

Ideal partnerships show an equal financial and programmatic impact on both the Chicago Park District and our partners. A series of events may be considered as part of a partnership agreement, but one-time events are not eligible for the ARCS program.