**Sample completed application form**

**for the**

**Paul Kitchin Award**

**NOTE:**

**Everything that follows is completely fictitious**

**Section B: College Information**

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| College Name: | Ontario College for the Performing Arts |
| College Address: | 111 Main Street |
| City and Province: | Waterloo, ON |
| Postal Code: | K3P 1G2 |
| Email: | ocpa@gmail.ca |
| Phone: | 905-905-9090 |

**Confirmation of College’s Eligibility for Nomination**

The College must:

* be a registered PCC that has been in “good standing” with the Ministry for the last five years,
* be a member of CCO for at least three years,
* be under the same ownership for the last three years, and
* not have received the Paul Kitchin Award in the last five years.

[ √ ]Yes □ No

**Section C: Nominator Information**

**(to be completed if the nominator is NOT the college)**

The nominator is the college □ Yes □√ No

Note: Since the purpose of the Paul Kitchin Award is to celebrate and commemorate a college’s community involvement, it is anticipated that most nominations will be made by the community group(s) with which the college is working or the members of which are the primary target group of the program. In certain instances, particularly those where the initiative is one where the recipients become students in one of the college’s registered programs, a self-nomination is most likely.

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| Nominator's Name: | Ramona daCosta |
| Nominator’s Organization  (if applicable): | Centennial Park Senior’s Residence |
| Nominator’s (if applicable,  Organization’s) Address: | 24 Osler Street |
| City and Province: | Waterloo, ON |
| Postal Code: | K2G 1C1 |
| Website: | www.cpsr.ca |
| Nominator's Email: | Ramona@cpsr.com |
| Nominator's Phone: | 905-555-555- |
| **If nomination is being made or is officially supported by an organization, please provide the following information** | | |
| What is your organization’s mandate and mission?   * To provide a happier, healthier and more fulfilling life experience for seniors * To provide peace of mind for our residents' loved ones * To attract and retain employees who care about making a difference in our residents' lives | | |
| What are your organization’s typical activities (e.g. programs, courses, events, services)?  **Independent Living or Apartments (IL)**  Independent suites for seniors with the availability of meals, laundry and general services, but without personal care services. Independent retirement living combines socialization, safety and security under one roof. Suites may be available in a variety of community types including retirement home buildings and/or apartments, townhouses and bungalows.  **Independent Supportive Living (ISL**)  Independent suites with the convenience of general household services such as dining, lifestyle programs and housekeeping but with the added availability of on-site personal care services such as medication administration or assistance with daily living activities.  Our retirement residences and long term care homes feature game, craft and computer rooms, cafés, hair salons, as well as libraries, theatres and chapel areas. | | |
| Who takes part in your organization’s activities or programs or who uses your services?  Senior citizens who are sufficiently sound of mind and body to lead a fairly independent life. | | |

**Section D: Information about the Community Initiative**

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| 1. **What was the initiative/program?**  * Provide an overview of the program or activity that is the basis for the nomination |
| The residents of CPSR produce two shows/plays per year in which the residents are responsible for all of the performing roles and, if relevant, musical roles.  These plays are attended by other residents, their relatives and friends, and the general public. All ticket revenues realized are donated to the Good Shepherd Centre of Waterloo  Ontario College for the Performing Arts approached CPSR with a proposal to assist our resident “artists” in preparing the plays by providing the following:   * offer free rehearsal space, * the use of props and costumes and scenery, * the use of lighting, microphones, speaker systems, * the use and development of scripts, * creation of new choreography, choral work, musical charts, * and, if required, the provision of directorial, stage management expertise   This partnership is now in its fifth year and it has resulted in CPSR expanding its offerings to 4 additional shows per year that are offered as free performances to various groups in the community, such as schools, churches, full-care senior residences. |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.,) |
| **No documents attached** |

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| 1. **What did the college want to accomplish?**  * Describe the changes you wanted to occur: the goal(s) or desired outcome(s). For example: to assist: * people who are economically vulnerable to be able to meet their basic needs * people who are economically vulnerable to have access to community services that enhance financial stability * people to have the skills & knowledge to achieve greater financial independence * people to become or stay employed * people to become entrepreneurs * Describe why the program is important: how it fills a gap, meets a need, develops a skill, builds on an opportunity, or solves a problem. (Feel free to use any of the wording from Appendix 1 that might help focus your description.) * Describe who, specifically, in your community benefited from the program; who and why it was the target group. |
| Describe the changes you wanted to occur: the goal(s) or desired outcome(s).  The outcomes of our theatre program are twofold. Primarily, we wanted to provide a set of activities and opportunities to our residents that would foster their involvement with their local community for the benefit of various groups within the community and, as a by-product of this activity, to keep our residents mentally and physically active and creative in their advancing years.    Describe why the program is important.  Once senior citizens move into independent or assisted living environments there is always the danger that they will become less “connected” to the broader world, more insular, less motivated, and generally more lethargic. This is why these types of environments invest a great deal of time, personnel and money in creating as many situations as possible where the residents can remain and in some instances become physically and mentally active. This program is important because it provides the residents who have an interest in ”theatre” with the opportunity to cultivate that interest which might never occur without the valuable human resources, material, equipment, supplies, marketing and production expertise that are provided by the college’s staff and students.  Describe who, specifically, in your community benefited from the program; who and why it was the target group.  There are two direct beneficiaries: the CPSR residents and the members of the Ontario College for the Performing Arts. The “who” and “why” of the former have been addressed above. The latter group consist primarily of the students and faculty of the college.  For the students:   * it positively impacts their academic learning in terms of complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development; * it improves their ability to apply what they have learned in “the real world”; and * it creates greater interpersonal development, particularly the ability to work well with others, and build leadership and communication skills.   For the faculty:   * it enhances the quality of student learning; * it gives them new relationships with the community; and * it gives them a stronger commitment to their own creative work in the performing arts. |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.) |
| **No documents attached** |

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| 1. **How was it accomplished?**  * List the tasks or things that were done to achieve the expected results. * Describe who performed these activities – categories, numbers and amount of time; e.g. administrative staff, instructional staff, students | | | | | |
| I will focus on our theatre activities in 2018. We ran two shows and 6 performances.  Show 1: Love is a Five Letter Word  3 performances  Performance 1   * held at Centennial Park Senior’s Residence * audience: residents of CPSR, their family and friends.   Performance 2   * held at Ontario College for the Performing Arts * audience: residents of the following senior homes: Columbo House, Smart Living, and St. Adophus Home   Performance 3   * held at Elmira District Secondary School * audience: students at Elmira District Secondary School, Forest Heights Collegiate Institute, and Galt Collegiate Institute & Vocational School   Show 2: Reinventing Mama  3 performances  Performance 1   * held at Centennial Park Senior’s Residence * audience: residents of CPSR, their family and friends.   Performance 2   * held at Ontario College for the Performing Arts * audience: residents of the following senior homes: Columbo House, Smart Living, and St. Adophus Home   Performance 3   * held at Bluevale Collegiate Institute * audience: students at Bluevale Collegiate Institute, Cameron Heights Collegiate Institute, and Eastwood Collegiate Institute | | | | |
| **Activity** | **Administration** | **Instructors** | **Students** | **Time** |
| free rehearsal and performance space | 1 |  |  | 44 hours |
| the use of props and costumes and scenery |  | 2 | 4 | 15 hours |
| the use of lighting, microphones, speaker systems |  | 2 | 8 | 20 hours |
| the use and development of scripts |  | 2 |  | 30 hours |
| creation of new choreography, choral work, musical charts |  | 3 | 7 | 15 hours |
| the provision of directorial, stage management expertise |  | 2 | 4 | 44 hours |
| Advertising |  | 3 | 4 | 24 hours |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.) | | | | | |
| **Section D.3.a** Love is a Five Letter Word Program  **Section D.3.b** Reinventing Mama Program  **Section D.3.c** Collage of photos from Show 1 at CPSR  **Section D.3.d** Collage of photos from Show 2 at OCPA  **Section D.3.e** Collage of photos from Show 2 at Bluevale Collegiate Institute  **Section D.3.f** Article from Waterloo Chronicle on Show 1, Performance 3 | | | | | |

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| 1. **Partner organization(s), if applicable**  * List any partner organizations involved in planning, doing or evaluating the work. * Describe the nature of the relationship between the college and the partner organization – i.e., the responsibilities of each |
| The partners were the Centennial Park Senior’s Residence and the Ontario college of the Performing Arts  The residents of CPSR produce two shows/plays per year in which the residents are responsible for all of the performing roles and, if relevant, musical roles.  The faculty and students of the Ontario College for the Performing Arts assist in these productions by providing:   * free performing and rehearsal space, * the use of props and costumes and scenery, * the use of lighting, microphones, speaker systems, * the use and development of scripts, * creation of new choreography, choral work, musical charts, * and, if required, the provision of directorial, stage management expertise   This is done on an informal, hand-shake basis. |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.) |
| **No documents attached** |
| 1. **How do you know you’ve accomplished what you wanted?**  * Identify things that show that the expected results have been or are being achieved. * The key metrics that should be provided are, for example and where relevant:   + the number of people who access the initiative   + the number of people trained and/or developed   + the number of people who start their own businesses and the number of people employed   + the amount of money raised for or invested in the initiative   + the extent of the role (numbers and time) played in the initiative by the college’s students, instructional and administrative staff |
| Show 1: Love is a Five Letter Word   * Performance 1: audience: residents of CPSR, their family and friends 225 people * Performance 2: audience: residents of the following senior homes:   Columbo House, Smart Living, and St. Adophus Home 345 people   * Performance 3: audience: students of three local secondary schools 240 people * CPSR performers 12 people * OCPA participation   + administration 1 person   + faculty 8 people   + students 17 people * money raised for the Good Shepherd Centre of Waterloo $5225   Show 1: Reinventing Mama   * Performance 1: audience: residents of CPSR, their family and friends 231 people * Performance 2: audience: residents of the following senior homes:   Columbo House, Smart Living, and St. Adophus Home 320 people   * Performance 3: audience: students of three local secondary schools 217 people * CPSR performers 14 people * OCPA participation   + administration 1 person   + faculty 6 people   + students 10 people * money raised for the Good Shepherd Centre of Waterloo $5705   **TOTALS**  **CPSR performers 22 different performers**  **OCPA participation**   * **administration 1 senior staffer** * **faculty 5 different faculty** * **students 23 different students**   **Total audience 1578**  **Total money raised for Good Shepherd $10,930** |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.) |
| **Section D.5.a** Letter of thanks from Good Shepherd for $5225 contribution  **Section D.5.b** Letter of thanks from Good Shepherd for $5705 contribution  **Section D.5.c** Letter of thanks from principal of Elmira District Secondary School  **Section D.5.d** Letter of thanks from student body president of Forest Heights Collegiate Institute  **Section D.5.e** Letter of thanks from director of Columbo House  **Section D.5.f** Letter of thanks from director of Smart Living |

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| 1. **Any additional comments relevant to the nomination** |
| **No additional comments** |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, etc.) |
| **Section D.6.a name of document**  **Section D.6.b name of document, etc.** |

**Section E: Signature Page**

**E. 1. Nominee’s Signature**

By signing and dating below, the college attests:

* that it has agreed to be nominated for the Paul Kitchin Award;
* that it gives the appropriate authority in the Ministry of Advanced Education and Skills Development to verify that the college is
* a registered PCC that has been in “good standing” with the Ministry for the last five years,
* under the same ownership for the last three years; and
* that CCO and the panel of judges have permission to contact the nominator and third-parties referred to in this form, if required, in order to verify or clarify information contained in this form and its attachments.

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| **Nominee’s Signature:** | **Harry Brown** |
| **Date:** | April 1, 2019 |

**E. 2. Nominator’s Signature**

By signing and dating below, the nominator attests:

* that this form has been completed in good faith and to the extent possible that the information contained herein is accurate and true; and
* that CCO and the panel of judges have permission to contact the nominator and third-parties referred to in this form, if required, in order to verify or clarify information contained in this form and its attachments.

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| **Nominator's Signature:** | **Ramona daCosta** |
| **Date:** | April 1, 2019 |

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| **Nominator**  **Name:** | **Ramona daCosta** |
| **Nominee**  **Name:** | **Harry Brown, President, OCPA** |

**Section F: Submission Checklist**

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| **Item** | **Status** | **Attached [√]** |
| **Section B: College Information** | required | **√** |
| **Section C: Nominator Information** | required unless the college self-nominates | **√** |
| **Section D: Information about the Community Initiative** |  |  |
| 1. What was the initiative/program? | required | **√** |
| 1. What did the college want to accomplish? | required | **√** |
| 1. How was it accomplished? | required | **√** |
| 1. Partner organization(s) | required if there was a partner organization | **√** |
| 1. How do you know you’ve accomplished what you wanted? | required | **√** |
| 1. Any additional comments relevant to the nomination (not required) | not required | Not required |
| **Section E: Signature Page** | required | **√** |
| **Attachments (list all attachments by name and in order)** | required if  there are attachments |  |
| Section D.3.a Love is a Five Letter Word Program |  | **√** |
| Section D.3.b Reinventing Mama Program |  | **√** |
| Section D.3.c Collage of photos from Show 1 at CPSR |  | **√** |
| Section D.3.d Collage of photos from Show 2 at OCPA |  | **√** |
| Section D.3.e Collage of photos from Show 2 at Bluevale Collegiate Institute |  | **√** |
| Section D.3.f Article from Waterloo Chronicle on Show 1, Performance 3 |  | **√** |
| Section D.5.a Letter of thanks from Good Shepherd for $5225 contribution |  | **√** |
| Section D.5.b Letter of thanks from Good Shepherd for $5705 contribution |  | **√** |
| Section D.5.c Letter of thanks from principal of Elmira District Secondary School |  | **√** |
| Section D.5.d Letter of thanks from student body president of Forest Heights Collegiate Institute |  | **√** |
| Section D.5.e Letter of thanks from director of Columbo House |  | **√** |
| Section D.5.f Letter of thanks from director of Smart Living |  | **√** |

**ATTACHMENTS**

Place all of the attachments at the end of the application.

Section D.3.a Love is a Five Letter Word Program

Section D.3.b Reinventing Mama Program

Section D.3.c Collage of photos from Show 1 at CPSR

Section D.3.d Collage of photos from Show 2 at OCPA

Section D.3.e Collage of photos from Show 2 at Bluevale Collegiate Institute

Section D.3.f Article from Waterloo Chronicle on Show 1, Performance 3

Section D.5.a Letter of thanks from Good Shepherd for $5225 contribution

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Section D.5.e Letter of thanks from director of Columbo House

Section D.5.f Letter of thanks from director of Smart Living