



Canadian Parks and Recreation Association Harry Boothman Bursary Application/Follow Up Forms

The Canadian Parks and Recreation Association (CPRA) is the national voice on the social, health, economic, community and environmental benefits of parks and recreation. Membership includes the 13 provincial and territorial parks and recreation associations and their extensive networks of service providers in over 90% of Canadian communities.

Background:

Harry Boothman was the Parks Supervisor for the City of Calgary and was a longtime supporter and Board member of the Canadian Parks and Recreation Association. This Harry Boothman Bursary was established to honour his contribution to the parks and recreation sector and his belief in the need for actions that support the continued development of the field. Establishing this bursary, in support of Professional Development within the sector, is a tribute to Harry's vision and dedication.

Purpose:

To provide financial assistance to individuals in their pursuit of professional development opportunities in the parks and recreation field.

Applicant Eligibility Criteria:

Applications will be accepted from Parks and Recreation practitioners with a minimum of five (5) years' experience and currently working full-time in the sector.

Applicants that demonstrate self-help in the form of a financial contribution will be given preference.

Project Eligibility Criteria:

Professional upgrading programs, practical research projects, study tours, seminars and conferences of a national or international nature will be acceptable. The Bursary will be awarded based on the personal and professional merit of the applicant's proposed development program. Submissions that show a strong link to the CPRA Professional Development Program are encouraged.

Professional development opportunities must begin at within the timeframe of April 1, 2022 and March 31, 2023. The professional development opportunity must be completed no later than March 31, 2024. Retroactive Professional Development opportunities will not be supported.

Unsuccessful applicants do not have the opportunity to appeal decisions of the CPRA Harry Boothman Bursary Review Committee.

A completed and signed *CPRA Harry Boothman Bursary Application Form* (attached) must accompany the application. Funding is contingent on receipt of Follow Up Report (attached).

**Deadline for Submissions:**

March 31 of each year. Two (2) bursaries, up to \$1,000 each, can be awarded each year.

Selection Process:

All applications should be submitted by mail to:

*CPRA Harry Boothman Bursary
1180 Walkley Road, Ottawa, ON, K1V 2M5*

Or, electronically to: *mjay@cpra.ca*

All individuals will receive confirmation, via e-mail, identifying that their application has been received. If, within five working days of submission, you have not received confirmation, contact the Canadian Parks and Recreation Association at 613-523-5315.

Applications will be reviewed by the CPRA Harry Boothman Bursary Review Committee and all applicants will be informed regarding the status of their request no later than June 15 of the application year. Professional Development opportunities must be completed between July 1 and June 30 of the application year.

Follow up and Payment:

Deadline for submission of the follow up report is within three (3) months of the completion date of the Professional Development opportunity. Payment of the Bursary will be provided upon receipt of each of the following requirements:

- Final follow up report
- Proof of successful completion of the Professional Development opportunity
- Copies of receipts for all applicable expenditures

Approved applicants that do not use the funds must re-apply at the next application date.



CPRA Harry Boothman Bursary Application Form

Name: _____	
Address: _____	
City/Town: _____	Province: _____
Postal Code: _____	Bus. Phone: _____
Cell Phone: _____	Home Phone: _____
Email Address: _____	
Current Employer: _____	
Current Job Title: _____	
Full Time Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of years employed in the parks and recreation sector: _____	
Employment history over the past 10 years:	

Professional Development Specifics

Opportunity Name: _____

Start Date: _____ Anticipated End Date: _____

Host: _____ Location: _____

Other: _____



Please share the course or event description (attach additional pages if required). If available, provide any program brochures or other supporting information that will provide further clarity of the program.

Learning Outcomes

Attach additional pages if required

Please identify your intended *personal* learning outcomes from attending this professional development opportunity.

Please identify your intended *professional* learning outcomes from attending this professional development opportunity.

Employer Benefit

Please describe how your participation in this opportunity will be beneficial to your employer.

Letters of employer support are encouraged, but not required. Please attach if available.



Financials

Provide an outline of the expected financial requirement for expenditures:

Sources of Funding (Identify all that apply)

CPRA Bursary \$ _____
 Self Help – Personal \$ _____
 Self Help – Employer \$ _____
 Self Help – Grants/Other \$ _____
 Other (please specify) \$ _____

Total \$ _____

Expenditures (Identify all that apply)

Registration Fees \$ _____
 Books and Manuals \$ _____
 Travel \$ _____
 Accommodations \$ _____
 Other (please specify) \$ _____
 Taxes \$ _____

Total \$ _____

Bursary Request Total (Maximum \$1,000): \$ _____

Signature of Applicant: _____

Please return this completed form to:

CPRA Harry Boothman Bursary
 1180 Walkley Road, Ottawa, ON, K1V 2M5

Or, electronically to: mjay@cpra.ca

Deadline for applications is March 31st

Application Checklist

- Completed application
- Additional course description material (if applicable)
- Employer letter of support (if applicable)



CPRA Harry Boothman Bursary Follow Up Report

Name:	_____		
Address:	_____		
City/Town:	_____	Province:	_____
Postal Code:	_____	Bus. Phone:	_____
Cell Phone:	_____	Home Phone:	_____
Email Address:	_____		
Current Employer:	_____		
Current Job Title:	_____		

Amount of bursary funding approved: \$ _____

Deadline for submission of follow up report is within three (3) months of the completion date of the Professional Development opportunity.

Please share your learnings and provide a brief summary on the Professional Development opportunity you attended with the support of the Harry Boothman Bursary. This information may be utilized for promotional purposes within CPRA communications, please limit your response to 250 words. Potential subject areas recommended include:

- A brief description of Professional Development opportunity outline and its activities.
- Description of your intended learning outcomes and how they were achieved.
- Identifying how will you implement the skills and knowledge gained through this Professional Development opportunity in the future.
- Sharing how you benefited from participation in this scholarship program.

Attach additional pages if required.



Provide a summary of sources of funding and expenses that were incurred.
(Please attach receipts to substantiate your expenditures)

Sources of Funding (Identify all that apply)

CPRA Bursary \$ _____
 Self Help – Personal \$ _____
 Self Help – Employer \$ _____
 Self Help – Grants/Other \$ _____
 Other (please specify) \$ _____

Total \$ _____

Expenditures (Identify all that apply)

Registration Fees \$ _____
 Books and Manuals \$ _____
 Travel \$ _____
 Accommodations \$ _____
 Other (please specify) \$ _____
 Taxes \$ _____

Total \$ _____

Signature of Recipient: _____

Please return this completed form and receipts to:

*CPRA Harry Boothman Bursary
 1180 Walkley Road, Ottawa, ON, K1V 2M5*

Or, electronically to: mjay@cpra.ca

Deadline for submission of follow up report is within three (3) months of the completion date of the Professional Development opportunity.