

## **NPP SPONSORSHIPS AND DONATIONS**

### **IDENTIFICATION**

**DATE OF ISSUE: 8 DECEMBER 2005**

### **APPLICATION**

1. This policy applies to members of the Canadian Forces (CF), Staff of the Non-Public Funds, Canadian Forces and any other persons soliciting or accepting sponsorships or donations on behalf of non-public property organizations, events or activities (“Other Persons”).

### **APPROVAL AUTHORITY**

2. This policy is issued under the authority of the Chief of the Defence Staff (CDS).

### **ENQUIRIES**

3. Enquiries may be directed to:
- a. Director of Communications, Canadian Forces Personnel Support Agency (CFPSA) for guidance on policy interpretation and application;
  - b. Chief Financial Officer (CFO), CFPSA for guidance on financial administration; or
  - c. Office of the DND/CF Legal Advisor or the unit legal advisor for legal advice.

### **DEFINITIONS**

#### **Conflict of Interest (COI)**

4. COI means a conflict that arises from an activity or situation that places a CF member, or a member of the Staff of the Non-Public Funds, Canadian Forces or Other Persons, in a real, potential or apparent conflict between their private interests and their official duties and responsibilities.

#### **Donation**

5. A donation is the provision by contribution, gift or bequest by a person, group or organization external to NPP, DND and the CF of funds, goods, facilities or services without cost to a NPP, DND or the CF and without expectation of any benefit in return (other than public acknowledgement, if agreed to by both parties) which may or may not support a particular event or activity.

#### **Non-Public Property (NPP)**

6. NPP means a Non-Public Property organization or activity including, without limiting the generality of the foregoing, CFPSA, SISIP FS, CANEX, and PSP activities.

#### **Restricted Contribution**

7. Restrictions are stipulations imposed that specify how resources must be used. External restrictions are imposed outside CFPSA, usually by the contributor of the resources. Internal restrictions are imposed in a formal manner by CFPSA, usually by resolution of the senior authority.

#### **Sponsorship**

8. A sponsorship is a collaborative arrangement between NPP and persons, groups or organizations external to NPP, DND and the CF. In such an arrangement, funds, goods, facilities or

services are provided to support a particular NPP event or activity, in exchange for some appropriate non-monetary benefit of approximately equal value.

### **Unrestricted Contribution**

9. Contributions are neither restricted externally nor internally.

## **OVERVIEW**

### **GENERAL**

10. Collaborative arrangements between federal government departments and agencies and the private sector have become common. In this culture, instances arise where NPP, DND or the CF are approached with sponsorship proposals or donations, or act to secure sponsorships or donations.

11. All sponsorships and donations solicited and received in support of NPP shall be managed pursuant to this policy. Annex A provides examples of NPP activities to which this policy applies.

### **PURPOSE**

12. The purpose of this policy is to make CF members, Staff of the Non-Public Funds, Canadian Forces and Other Persons, aware of the ethical, financial, legal and public affairs matters that must be considered before accepting or soliciting sponsorships or donations on behalf of NPP.

### **OPERATING PRINCIPLES**

13. All sponsorships and donations must be:

- a. in accordance with ethical, legal and financial guidelines contained in this policy;
- b. in both the public interest and the overall interest of NPP, DND and the CF, while ensuring that the interests of sponsors or donors are appropriate;
- c. for purposes consistent with the promotion of the NPP and CF mandate;
- d. politically neutral (i.e., sponsors or donors involved with political or controversial objectives who would seek NPP, DND or CF legitimacy or endorsement must be avoided);
- e. based on an exchange of appropriate benefits of approximately equal value in the case of a sponsorship; in the case of a donation, NPP may provide public acknowledgement if the donor so requests;
- f. able to stand the test of public scrutiny;
- g. well documented to demonstrate transparency and honesty;
- h. free from any expectation or perception of preferential treatment from NPP, DND or the CF regarding the sponsorship or donation involved, or in present or future dealings;
- i. visible to, and subject to review by, higher authority to ensure objectivity and openness; and
- j. such that they do not imply NPP, DND, CF or federal government endorsement of any products or services.

## **PLANNING**

### **ACCOUNTABILITY**

14. All persons managing NPP sponsorships or donations must be prepared to account, either internally or publicly, for all resources provided to NPP activities by sponsors or donors.

15. Commanding Officers (COs) have overall responsibility for oversight and control of sponsorship and donation activities in support of NPP activities at their units. They shall ensure that the Public interest and the interest of NPP, DND and the CF are preserved while also meeting obligations to sponsors and donors.
16. The Director of Communications, DComm/CFPSA, or his/her designate, provides support to COs in the administration of sponsorship and donation activities and coordinates sponsorship of national system-wide events and programs. At the base, wing and unit level, NPP Sponsorship and Donation Authorized Agents (hereinafter referred to as 'Authorized Agents') are responsible to COs to administer sponsorship and donation activities.
17. Only NPP Sponsorship and Donation Authorized Agents shall administer sponsorship and donation activities on behalf of COs. Each unit that solicits or receives sponsorships or donations shall have at least one Authorized Agent.
18. Authorized Agents must successfully complete the NPP Sponsorship and Donations Training Course provided by CFPSA. This course provides instruction in all aspects of sponsorship and donation administration related to MW activities. The Director of Communications shall maintain a list of the names and contact details for all current Authorized Agents.
19. Any CF Member who is an Authorized Agent may solicit sponsorships and donations for NPP programs and events. In conducting such activities, however, CF members remain subject to DAOD 7021-1 (Conflict of Interest), DAOD 7023-0 (Statement of Defence Ethics), and DAOD 7021-4 (Sponsorships and Donations). CF members may wear their uniforms while conducting such activities so long as they are in compliance with this policy and those DAODs identified above, and these activities are not for personal interest but are for the support of CF events and activities.

#### **COORDINATION OF SPONSORSHIP AND DONATION ACTIVITIES**

20. CANEX and SISIP Financial Services (FS) may enter agreements with suppliers that bring special benefits to CF members and their families. Authorized Agents shall ensure that new sponsorship initiatives do not conflict with existing agreements arranged by CANEX or SISIP FS. Authorized Agents should coordinate their sponsorship and donation activities with the appropriate PSP manager.

#### **RECORD KEEPING**

21. Authorized Agents must maintain complete records for each sponsorship or donation initiative that detail:
  - a. all resources being sought or provided;
  - b. written or verbal agreements made by all parties;
  - c. specific direction from the donor/sponsor on how the resources are to be used (if provided by the donor/sponsor);
  - d. how the resources were used;
  - e. if applicable, what benefits or advantages will be provided to the sponsors or donors.
22. For all sponsorships or donations, the NPP Sponsorship and Donation Summary and Approval Form attached, as Annex B, must be completed, with one copy retained on file by the Authorized Agent and a second copy forwarded to the local comptroller.

23. The NPP Sponsorship and Donation Summary and Approval Form at Annex B shall be completed for all sponsorships and donations. In addition to Annex B, for sponsorships and donations valued \$1,000 or more, a memorandum of understanding (MOU) shall be completed using the templates at Annex C and Annex D.

**APPROVAL**

24. Approval of a senior authority is required prior to responding to any sponsorship proposal or donation, or pursuing any sponsorship or donation initiative. The important factors in identifying the level of approving authorities are:

- a. the authority should be superior to the organization receiving, requesting, and dealing with the sponsorship or donation;
- b. the authority must be at a minimum a CO or Director level as appropriate;
- c. the national dimension of local initiatives, linkages to broader federal government policies and programs;
- d. the political or sensitive nature of the event and of the sponsorship or donation. (The appropriate senior authority as well as ADM(PA) through Command Public Affairs should be made aware of any such considerations in the early stages of planning.); and
- e. the monetary value of the sponsorship or donation involved and the spending limits of the approving authority.

25. The following table provides limits for the approval authorities in regards to the financial aspects of sponsorships and donations. The table indicates the authority level required to approve receipt of a sponsorship or donation of the value indicated for a specific activity, or an unspecified purpose. The value of non-cash sponsorships or donations will be based on their fair market value.

The ...	Has/have authority to approve a sponsorship or donation having a total value for a planned activity or event of any amount ...
CDS	over \$250,000
CEO CFPSA	up to \$250,000
Ex VP PSP, CFPSA	up to \$100,000
Base and Wing Commanders	up to \$100,000
Commanding Officers	up to \$50,000

**OVERSIGHT**

26. Level 1 Advisors (as identified in the Position Equivalency Table in Support of the Delegation Matrix, Delegation of Authorities for Financial Administration for DND and the CF (A-FN-100-002/AG-006)) should ensure that appropriate oversight and control is maintained on sponsorships and donations within their area of responsibilities.

**ACQUIRING SUPPORT**

**SOLICITING**

27. Sponsorships and donations may be solicited directly or through:

- a. an independent, non-profit organization; or
- b. in special and exceptional circumstances only, a contractor,

in such a manner that is fair and open to the industry sector involved.

28. Advertising, acknowledgement, marketing or similar promotion may be offered to a potential sponsor, in return for sponsorships of NPP events.

29. Care should be taken to ensure that sponsorship and donation activities do not adversely conflict with those of public and other organizations that traditionally rely on donations.

#### **IDENTIFYING POTENTIAL SPONSORS AND DONORS**

30. Potential sponsors and donors must be identified in a process that is fair, honest and open and the outcome must reflect the principle of neutrality. When dealing with industry, it is important that the industrial sector is treated equitably and that no adverse perceptions of preferential treatment, privileged access or unfair advantage arises.

31. Sponsorships or donations will not be sought or accepted from organizations, businesses or individuals of a controversial or political nature. While persons, groups or organizations with or without significant official dealings with NPP, DND and CF organizations or officials may be identified as potential donors and sponsors, all COI situations must be avoided. Potential sponsors may be identified by the issuing of letters that provide details and request an expression of interest in participating.

32. Potential sponsors and donors must be reputable and have practices that are consistent with the NPP, DND and the CF mandate and values.

#### **CANVASSING POTENTIAL SPONSORS AND DONORS**

33. Potential sponsors and donors must not be canvassed in any manner that uses or implies coercion of any kind.

34. Potential sponsors and donors must not be given preferential treatment on the basis of their sponsorship or donation history and the expected size of their sponsorship or donation.

#### **UNSOLICITED SPONSORSHIPS OR DONATIONS**

35. An unsolicited sponsorship or donation offer must:

- a. be evaluated against the operating principles outlined in this policy; and
- b. if accepted, represent fair and equitable treatment to the industry sector involved.

#### **USE OF SPONSORSHIPS AND DONATIONS**

##### **APPLICATION**

36. Sponsorships and donations made to support a specific event may be applied towards other official NPP activities.

##### **CONSTRAINTS**

37. Sponsorships and donations must only be used if their value is reasonable and not excessive, and can withstand full disclosure in the public domain.

38. Unless otherwise specified by the sponsor or donor, sponsorship and donation may be used in support of any NPP event or activity.

39. Sponsorships and donations must not be sought nor accepted:

- a. if the timing is inappropriate and likely to create an actual or perceived COI, i.e., if such issues as calls for contract tenders or requests for proposals, litigation issues, issues of future business, etc. are outstanding or significant with potential sponsors or donors;
  - b. in situations that imply government endorsement, or the appearance of such endorsement, of any sponsor, donor, product or services.
40. Sponsorships and donations must not be used:
- a. to offset an expenditure from a voted authority (approved budget) or be applied toward the cost of ongoing operations such as salaries, wages and benefits of DND/CF or NPP employees chargeable to an appropriation; or
  - b. to offset temporary duty expenses (i.e. the cost of lodgings and meals for DND and CF personnel) where:
    - i. real, apparent or potential COI situations may occur;
    - ii. the principles of fairness, openness and preferential treatment could not be upheld; or
    - iii. undue personal benefit would be derived as a result of an official duty or position.

## **NPP FINANCIAL ADMINISTRATION**

### **GENERAL**

41. Acceptance of NPP sponsorships and donations involve certain explicit and implicit obligations on the Crown. These obligations reflect the purposes and terms and conditions under which the sponsorship or donation is made and accepted. Depending on the specifics of the terms and conditions, the eligibility of the sponsorship for an income tax deduction or credit may also be affected.

When a donation is in the form of real property or goods (as opposed to monies), its value must be determined by the Authorized Agent in accordance with fair market value evaluations. Generally, an acceptable fair market value would be that which a willing buyer would pay to a willing seller in an “arms length” transaction at the time the donation is made. However, due to the potential liability and other legal issues, Authorized Agents should consult with their legal advisors before recommending the acceptance of donations of real property and other items of significant value.

42. Sponsorship funds received may be used to offset administrative costs, fees, salaries and commissions relating to the solicitation and management of sponsorships and/or the sponsorship program; however, other administrative costs, fees, salaries and commissions relating to the management of donations are to be considered an NPP operating expense, and are not to be funded through the donation received, unless otherwise specified by donor.

43. The following items received by NPP do not qualify as a sponsorship or donation and shall be treated as NPP operating revenues:

- a. registration and entry fees;
- b. licensing fees and royalties;
- c. concession fees and revenues;
- d. fees for booth or exhibit space;
- e. advertising revenues;

- f. any fee where the payee receives goods or services of approximate equal value, with the exception of sponsorships as defined in paragraph 7; and
- g. anything received that does not qualify as a gift to the Crown.

#### **NPP ACCOUNTING PROCEDURES**

44. Accounting procedures for the receipt and disbursement of funds received through sponsorship or donation, and the custody and administration of sponsored or donated material that becomes NPP, will be incorporated into A-FN-105/001/AG-001.

45. All sponsored and donated funds shall be receipted (form CF 602) and deposited with NPF Accounts (or directly to the appropriate NPP bank deposit facility). All money and property shall be recorded in the appropriate NPP accounts.

46. There are two types of sponsorship and donation contributions. These contributions can be a restricted contribution or unrestricted contribution. When sponsored and donated funds are restricted contributions, Trust Accounts SR code 2298 for sponsorships and SR 2299 for donations shall be used. The Trust Accounts allow restricted contributions related to expenses of future periods to be deferred and recognized as revenue in the period in which the related expenses are incurred. When sponsored and donated funds are unrestricted contributions, such contributions shall be recorded as revenue of the current period using general ledger (GL) 7096 for sponsorship and GL 7095 for donations.

47. Indirect costs of running sponsorship and donation activities will be recorded in the operating expenses using GL (8496) for sponsorship and (8495) for donations. Direct costs associated with restricted contributions providing benefits to the sponsors will be recorded in the Trust Accounts.

#### **IDENTIFYING AND APPROVING SPONSORSHIPS AND DONATIONS**

48. To ensure proper treatment of sponsorships and donations, and to control the issue of official receipts (form CF 602), the Authorized Agent shall complete the NPP Sponsorship and Donation Summary and Approval Form (attached as Annex B). The form must be signed by the appropriate approval authority as detailed in this policy. Upon receipt of the sponsorship or donation, the Authorized Agent should advise the NPP Regional Accounting Manager.

#### **TAX IMPLICATIONS**

49. To qualify as a charitable donation under the Income Tax Act, the transfer of funds or property must be:

- a. voluntary;
- b. given without consideration; and
- c. without expected return or refund beyond acknowledgement, as agreed upon by all parties.

Donations of money or other property to an NPP Activity (Her Majesty in right of Canada as represented by the Chief of the Defence Staff acting in his Non-Public capacity as provided in Sections 38 to 41 of the National Defence Act through “*name of the NPP Activity*”) by a donor corporation, that corporation will usually qualify for a deduction; an individual donor will be entitled to a tax credit. The donor must provide Revenue Canada with an official receipt (CF 602) containing the information required by subsection 3501 (1.1) of the Income Tax Regulations, specifically:

- a. a statement that is an official receipt for income tax purposes;
- b. the donation is to the Crown (Her Majesty in right of Canada as represented by the Chief of the Defence Staff acting in his Non-Public capacity as provided in Sections 38 to 41 of the National Defence Act through “*name of the NPP Activity*”);
- c. the place or locality where the receipt was issued;
- d. the day on which, or the year during which the donation was received, or where property other than cash is received, the actual date of receipt;
- e. the day on which the receipt was issued when it differs from the date of the donation;
- f. the amount of the donation; and
- g. the name and address of the donor.

50. When a donation is indirect (i.e., "to friends of..."), then that organization, and not the NPP activity, is responsible for issuing the tax receipt if it is a registered charity in its own right.

51. NPP activities shall not act as a conduit for funds, real property or goods intended for a third party (e.g., real property or goods given to a department on condition that it be turned over to, or used by, someone else)

52. An example of the Official Receipt (CF 602) is provided at Annex E.

#### **METHODS OF RAISING NPP FUNDS THROUGH THIRD PARTIES**

53. In special and exceptional circumstances, a contractor may be used to raise funds for NPP activities. The gross amount collected is all NPP for which the donor will be entitled to an official receipt (CF 602) for tax purposes. Any fees or commissions payable to the contractor are chargeable to NPP and may be considered either indirect operating expenditures paid through operating budget or direct costs paid with sponsorship funds received. The contractor will submit the total gross amount of sponsorships or donations secured, from which NPP will deduct and pay the contractor's fees, which may be a flat fee or a percentage of the gross amount secured.

54. Contractors will be paid for services as part of a separate contract rather than on a percentage basis of the amount raised.

#### **REFERENCES**

##### **SOURCE REFERENCES**

- a. Treasury Board Secretariat, The Federal Government as 'Partner': Six Steps to Successful Collaboration
- b. Treasury Board Information Notice 14-05-98 Financial Considerations to be made when receiving Funds through Donations
- c. Treasury Board Information Bulletin, Financing Conferences and Seminars
- d. DAOD 7021-0, Conflict of Interest and Post-Employment

##### **RELATED REFERENCES**

- a. DAOD 7021-1, Conflict of Interest Guidelines
- b. CFAO 19-8, Canvassing - Defence Establishments
- c. CFAO 211-2, Donations to Units - Income Tax Implications
- d. A-FN-100-002/AG-006, Delegation of Authorities for Financial Administration for DND and the CF
- e. DAOD 7021-4, Sponsorships and Donations

**Annex A to NPP Sponsorship and Donations Policy**

**Examples of MW Activities to which the NPP Sponsorship and Donations Policy Applies**

MW Activity	Examples
Military Fitness	N/A
Military Sports including: <ul style="list-style-type: none"> <li>• National</li> <li>• Regional</li> <li>• Intra-mural</li> <li>• Unit</li> <li>• Special events</li> </ul>	<ul style="list-style-type: none"> <li>• Awards and prizes</li> <li>• Equipment in excess of Public support</li> <li>• Social events</li> <li>• Transport in excess of Public support</li> <li>• Volunteer support</li> <li>• Clinics for coaches, athletes, officials, trainers and managers</li> <li>• Posters</li> <li>• Refreshments and food in excess of Public support</li> </ul>
Community events including <ul style="list-style-type: none"> <li>• Family Days</li> <li>• Flea market</li> <li>• Terry Fox run</li> </ul>	<ul style="list-style-type: none"> <li>• Entertainment</li> <li>• Refreshments</li> <li>• Prizes/Giveaways</li> <li>• Food</li> <li>• Transportation</li> <li>• Accommodation</li> </ul>
Recreation Activities	<ul style="list-style-type: none"> <li>• Specialized equipment (e.g. for clubs and recreation programs)</li> <li>• Leadership program materials (e.g. supplies, co-operative programs, training) and travel costs</li> <li>• Volunteer recognition events</li> <li>• Special events (equipment, supplies, prizes, food &amp; beverages)</li> <li>• Participation incentives</li> <li>• Rec-Expo/Wing Welcomes</li> <li>• Specific program/event HR resources</li> <li>• Summer programs</li> <li>• Staff incentives (e.g. clothing, recognition memorabilia)</li> </ul>
Specialty Interest activities including <ul style="list-style-type: none"> <li>• Golf</li> <li>• Curling</li> <li>• Rod Gun</li> <li>• Marinas</li> </ul>	<ul style="list-style-type: none"> <li>• Tournament prizes</li> <li>• Trophies</li> <li>• Refreshments</li> <li>• Facility operating cost in excess of Public portion</li> <li>• Utilities</li> </ul>
Amenity Programs and Deployed Operations Support	<ul style="list-style-type: none"> <li>• Show Tour rehearsals</li> <li>• Giveaway promotional items</li> <li>• Additional talent to augment Publicly contracted cast</li> </ul>
Mess Activities	<ul style="list-style-type: none"> <li>• Entertainment</li> <li>• Beverage equipment and operation</li> <li>• Social Events - Mess</li> <li>• Purchases (Stock)</li> <li>• Prizes and Giveaways</li> <li>• Contests</li> <li>• Food and Beverage</li> <li>• Clubs</li> <li>• Training (responsible service of alcoholic beverages)</li> </ul>

<p>Annual Sports Awards Ceremony</p>	<ul style="list-style-type: none"> <li>• Reception for the sponsors</li> <li>• Refreshments</li> <li>• Awards and prizes</li> <li>• Video</li> <li>• Reception for military personnel and guests</li> <li>• Rental of hall</li> <li>• Food</li> <li>• Transportation in excess of Public portion</li> <li>• Accommodation in excess of Public portion</li> </ul>
<p>CISM program</p>	<ul style="list-style-type: none"> <li>• Clinics for coaches, athletes, officials, trainers and managers</li> <li>• Athlete recognition gifts</li> <li>• CISM Competition Cultural Day</li> <li>• Equipment in excess of Public entitlement</li> </ul>
<p>Special NPP Activities including:</p> <ul style="list-style-type: none"> <li>• Volunteers development program</li> <li>• CF Photo Contest</li> </ul>	<ul style="list-style-type: none"> <li>• Participation incentives</li> <li>• Resources for events (e.g. prizes, supplies, food and beverages)</li> <li>• Youth bursaries</li> <li>• Travel costs</li> <li>• Resource materials (e.g. manuals, memberships)</li> <li>• Youth Council expenses</li> <li>• Youth Centre supplies (static and recurring)</li> <li>• Model promotional items</li> <li>• Prizes</li> <li>• Opening ceremony, refreshments, food</li> </ul>

## Annex B to NPP Sponsorship and Donations Policy

### NPP Sponsorship and Donation Summary and Approval Form

<b>1. Base, Wing or Unit Identification</b>			
Base, Wing or Unit			
Authorized Agent			
<b>2. Sponsor or Donor Identification</b>			
Name		Phone Number	
Company			
Address			
<b>3. Sponsorship or Donation Details</b>			
Purpose and Date			
Are all aspects compliant with the NPP Sponsorship and Donations Policy?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Was a third party involved in obtaining this sponsorship/donation?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, name			
Was the sponsorship or donation solicited?	<input type="checkbox"/>	or unsolicited?	<input type="checkbox"/>
Are any conditions placed on the sponsorship or donation by the sponsor/donor?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, identify the conditions			
Is the sponsorship or donation made in the form of money?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, identify the amount	\$		
How will money be spent?			
Is the sponsorship or donation made in the form of goods or real property?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, identify the fair market value	\$		
Was legal advice received before accepting real property or items of significant value?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, with whom			
What benefits, if any, will be provided to the sponsor or donor?			
Is this document accompanied by a MOU?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
<b>4. Approval of Sponsorship or Donation</b>			
a) Name of NPP Authorized Agent	Signature	Date	

b) Name of and Position of NPP Approving Authority	Signature	Date
c) Name and Position of Sponsor	Signature	Date
<b>5. Following Receipt of Sponsorship or Donation</b>		
NPP receipt number (assigned by NPF Accounting Supervisor)		
Restricted Contribution Coded to NPP Trust Account by NPF Accounting Staff <input type="checkbox"/> Sponsorship revenue SR 2298 <input type="checkbox"/> Donation revenue SR 2299  Unrestricted Contribution Coded to NPP General Ledger (GL) Accounts by NPF Accounting Staff <input type="checkbox"/> Sponsorship revenue GL 7096 <input type="checkbox"/> Donation revenue GL 7095		
<b>6. Certification</b>		
<i>I certify that sponsored or donated funds were used in support of NPP activities in accordance with the NPP Sponsorship Policy.</i>		
Name of Authorized Agent	Signature	Date

## ANNEX C TO NPP SPONSORSHIP AND DONATIONS POLICY

### NPP Sponsorship Memorandum of Understanding (MOU) for B/W/U

#### BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE (INSERT NAME OF BASE/WING/UNIT COMMANDER) IN HIS NON-PUBLIC PROPERTY CAPACITY THROUGH THE (INSERT NAME OF BASE/WING/UNIT) NON-PUBLIC FUND”, (NPF)

#### AND:

(Insert name of sponsoring company  
and full address)

WHEREAS insert name of sponsoring company (also referred to in this MOU as “sponsor”) is desirous of becoming:

- A Sponsor of the (insert name of event, i.e., the “sponsorship property” – the specific NPP program, activity or service that is being sponsored), as defined in section 4.1 as the “event”.

#### 1. INTRODUCTION

1.1 This MOU between (insert name of base/wing/unit) NPP and (insert name of sponsoring company) (jointly referred to as the “Participants”) sets out the arrangements between the Participants with respect to sponsorship status of this (these) event(s).

#### 2. LEGAL DISCLAIMER

2.1 The Participants understand and concur that the benefits and responsibilities detailed in this MOU create neither a contractual relationship between the Participants nor any other relationship intended to be legally enforceable; including, without limiting the generality of the foregoing, a relationship of agency, partnership or joint venture.

#### 3. OBJECTIVES AND SCOPE

3.1 As outlined in Para 4-5-6-7-8

#### 4. DEFINITIONS

4.1 The “event” or Sponsorship Property is defined as the Non-Public Fund (NPF) event, activity or program being sponsored. For purposes of this MOU, the “event” or Sponsorship Property is defined as:

*Define the specific NPP event / NPP sponsorship properties here including dates, description, and location*

4.2 Sponsorship Deliverables: are defined as the benefits associated with this sponsorship property as specified in section 6 of this MOU and within the direct control of (insert name of Base/Wing/Unit) NPP.

4.3 Participants: for purposes of this MOU, (insert name of sponsor) and (insert Base/Wing/Unit) NPP shall jointly be referred as the “participants”.

4.4 DND: refers to “Department of National Defence”.

4.5 CF: refers to “Canadian Forces”.

## 5. RESPONSIBILITIES OF THE SPONSOR:

As a Sponsor of (insert the name of the event), in return for recognition as outlined in Section 6, the sponsor will:

5.1 Provision of Logo: The sponsor will provide their Logo in necessary digital format, for use by (insert BASE/WING/UNIT) NPP.

5.2 Corporate Positioning: Whenever the sponsor refers to (insert the name of the event), or to its status as a “sponsor” per phraseology granted in paragraph 7.1, the sponsor will mention the (insert BASE/WING/UNIT) NPP in an appropriate manner which conveys (insert name of BASE/WING/UNIT) NPP management and ownership of the event.

5.3 Approval Process for Promotional Material:

All materials and advertising produced by the sponsor which relate to (insert name of BASE/WING/UNIT) NPP or the event, must be sent to (insert name of BASE/WING/UNIT) NPP for approval in writing. It is understood that this approval process requires a forty-eight hour/two workday turnaround. This approval process applies to and is not limited to the sponsor’s name and/or logo being used in conjunction with:

- (i) The words, “PSP”, “NPP”, “(insert name of Base/Wing/Unit)” or event known as, “ (insert name of event) ”;
- (ii) The logos of CFPSA, PSP or (insert name of b/w/u);
- (iii) Any logos associated with the event.

Further, it is understood that (insert name of BASE/WING/UNIT) NPP does not have the authority to grant approval on the use of any DND or CF imagery or association. However, should such a use be suggested by the sponsor and be deemed in good taste and appropriate by (insert name of BASE/WING/UNIT) NPP, (insert name of BASE/WING/UNIT) NPP will forward the proposed use through the appropriate DND channels for approval consideration. The time frame for such approvals is at the discretion of DND. These uses include:

- (i) The words “Department of National Defence”, “DND”, “Canadian Forces”, “Canadian Armed Forces” or “CF”;
- (ii) The name of any component, unit or other element of the Canadian Forces or any abbreviation thereof or any words or letters likely to be mistaken therefore;
- (iii) Any picture or other representation of a member of the Canadian Forces;
- (iv) Any uniform, mark, badge or insignia in use in the Canadian Forces, or
- (v) Any name, identifying logo, symbol, trademark, or derivative thereof, which would tend to identify groups or entities associated with the Canadian Forces.

5.4 **Benefits Fee:**

The sponsor will pay the (insert name of BASE/WING/UNIT) NPP per year for the Term of this MOU (Para 14) the following:

- (i) (insert amount) per year
- (ii) Annual payment will be received on or before (insert date or dates if multiple year). See clause 14.1 for “duration” of MOU.

5.5 **Cheque submission:**

Make cheque payable to: (insert name of fund)

Forward to:

(Insert name, title, and address of receiving person,  
likely Authorized Agent)

5.6 **MOU confidentiality:**

The sponsor will recognize the confidentiality of this MOU.

5.7 (optional: this clause is recommended, not mandatory) Website Link to (insert name of b/w/u) NPP:

The sponsor will prominently display a link button on its website to (insert name of b/w/u) NPP website.

6. **RESPONSIBILITIES OF (insert name of BASE/WING/UNIT) NPP:**

In return for the terms outlined in Section 5 of this MOU, (insert name of BASE/WING/UNIT) NPP will provide the following to the sponsor in association with the event:

6.1 **Limited use of sponsor’s Logo or Name:**

The use of the sponsor’s logo, or name will be limited to its “sponsor” status of the event. (insert name of BASE/WING/UNIT) NPP may include an endorsement disclaimer as part of any promotional materials associated with this sponsorship property.

6.2 **Approval of sponsor’s Logo Use:**

All material produced by (insert name of BASE/WING/UNIT) NPP recognizing the sponsor, should any be produced, will be sent to the sponsor for name/logo approval, which will not be unduly withheld. Any subsequent and necessary revisions will also be forwarded to the sponsor for approval in advance of final production. It is understood that the approval process requires a forty-eight-hour/two workday turnaround.

6.3 **Sponsorship Deliverables (benefits) associated with (Insert name of event)**

During the term of this MOU, all materials produced by (insert name of BASE/WING/UNIT) NPP in association with, in support of, or making reference to the event will include mention of the sponsor in a manner which reflects the Official Phraseology granted to the sponsor, as outlined in paragraph 7.1. For each year of this agreement, the sponsor will receive, at minimum

*(INSERT: description of deliverables here. Sample sponsorship deliverables listed below as examples, for your convenience. Use as appropriate. NOTE: you must control the deliverables. If you can’t guarantee their delivery, don’t list them).*

6.3.1 **Mention in all media releases pertaining to the event**

- 6.3.2 Sponsor's logo drop-in in any paid placement (i.e., advertisement) promoting the event and placed in CF newspapers;
- 6.3.3 Sponsor's logo on the sponsorship page of the *(insert name of BASE/WING/UNIT)* NPP web site;
- 6.3.4 Sponsor's banner or logo displayed at the event (NOTE: banner or logo to be provided by the sponsor per the size and material specifications of *(insert name of BASE/WING/UNIT)* NPP);
- 6.3.5 Two (2) invitations to the event

6.4 MOU confidentiality:

*(insert name of BASE/WING/UNIT)* NPP will recognize the confidentiality of this MOU.

7. ADDITIONAL BENEFITS TO SPONSOR:

7.1 Status and Phraseology:

*(insert name of BASE/WING/UNIT)* NPP agrees that the sponsor is granted the benefit to use the following official phraseology:

- *(insert appropriate phraseology being granted, such as, "a Sponsor of XYZ (name the event)", a "gold", "silver" or "bronze" level sponsor of XYZ (name the event).*
- *Or other mutually agreed upon phraseology.*

7.2 Use of *(insert name of BASE/WING/UNIT)* NPP logo:

*BASE/WING/UNIT* NPP grants to the sponsor the benefit to use the following NPP logo: " "*(insert reference to NPP logos, such as "PSP" and, if agreed to by Base Command, the BASE/WING/UNIT logo)*, with appropriate phraseology explaining the sponsorship property "event" and the sponsorship status, in sponsor's advertising and promotional material related to the event. It is understood that the approval process requires a forty-eight-hour/two workday turnaround.

7.3 Use of *(insert BASE/WING/UNIT)* NPP Images:

The sponsor is granted the benefit to create and use photographs and video shots of *(insert BASE/WING/UNIT)* NPP employees in sponsor's promotional material related to the sponsored events, subject to *(insert BASE/WING/UNIT)* NPP approval, which will not be unduly withheld. Per clause 5.3, DND and CF images are subject to DND approvals.

8. ADDITIONAL BENEFITS OF *(insert BASE/WING/UNIT)* NPP:

8.1 Denying approval of promotional material:

*(insert BASE/WING/UNIT)* NPP may, in its sole discretion, refuse to use or display, or refuse to permit to be used or displayed, any advertising or promotional material including any material used by the sponsor, which, in its judgement, would be unlawful, misleading, inappropriate, or otherwise prejudicial to the *(insert BASE/WING/UNIT)* NPP, CFPSA, the Canadian Forces or the Department of National Defence. The sponsor will promptly comply with any request made by *(insert BASE/WING/UNIT)* NPP to remove or abstain from using or displaying any advertising or promotional material.

## 9. INDEMNIFICATION/LIABILITY

- 9.1. The sponsor will indemnify HER MAJESTY THE QUEEN IN RIGHT OF CANADA, THE DEPARTMENT OF NATIONAL DEFENCE, THE MINISTER OF NATIONAL DEFENCE, THE CHIEF OF THE DEFENCE STAFF, THE STAFF OF THE NPF CF and any of their employees, representatives or agents, against any and all claims or losses of any kind whatsoever which may be incurred as a result of any demand, claim, or proceeding, including any infringement of the copyright or trademarks of others, that may in any way arise from the actions or representations of the sponsor its employees, representatives or agents in connection with (insert BASE/WING/UNIT) NPP, including any actions or representations taken or made directly by or on behalf of the sponsor, and any material or information supplied by the sponsor to (insert BASE/WING/UNIT) NPP for use in connection with the afore-mentioned (insert BASE/WING/UNIT) event being sponsored.
- 9.2. HER MAJESTY THE QUEEN IN RIGHT OF CANADA, THE DEPARTMENT OF NATIONAL DEFENCE, THE MINISTER OF NATIONAL DEFENCE, THE CHIEF OF THE DEFENCE STAFF, STAFF OF THE NPF CF, and any of their employees, representatives or agents will not be responsible for any infringement of the sponsor's copyright and/or trademarks by others.
- 9.3. HER MAJESTY THE QUEEN IN RIGHT OF CANADA, THE DEPARTMENT OF NATIONAL DEFENCE, THE MINISTER OF NATIONAL DEFENCE, THE CHIEF OF THE DEFENCE STAFF, STAFF OF THE NPF CF, and their employees, representatives and agents will not be responsible for any damages of any kind whatsoever suffered by the sponsor or any of its employees, representatives or agents as a result of any default under this MOU where such default was not as a result of gross negligence.

## 10. INTELLECTUAL PROPERTY

- 10.1. The sponsor grants to (insert BASE/WING/UNIT) NPP the non-exclusive, limited benefit to use the sponsor's trademarks and trade name solely to identify the sponsor's products with respect to the event including any administrative, advertising or promotional activities related thereto.

## 11. PROPERTY/EQUIPMENT

- 11.1. Unless otherwise agreed to in writing, (insert BASE/WING/UNIT) NPP will not be responsible for the return of any material of any kind whatsoever utilized by the sponsor, and will be free to dispose of any sponsor property left in (insert BASE/WING/UNIT) NPP possession at the conclusion of any event.

## 12. SETTLEMENT OF DISPUTES

- 12.1. Any disputes between the Participants regarding this MOU will be resolved only by consultation between the Participants and will not be referred to any third party for settlement.

## 13. AMENDMENT

- 13.1. This MOU may be amended at any time by the mutual written consent of the Participants.

14. DURATION AND TERMINATION

14.1. This MOU will remain in effect for a period of *insert length of term, e.g., "2 years plus a third-year if the option is evoked, from its effective date"*.

14.2. This MOU may be terminated at any time by the mutual written consent of the Participants or upon sixty (60) days written notice of either party.

14.3. The *(insert BASE/WING/UNIT)* NPP may terminate this MOU at any time without notice in the case of any event beyond the reasonable control of *(insert BASE/WING/UNIT)* NPP; including but not limited to, acts of God, postal interruptions, strikes, lockouts, other labour disruptions, public protests, riots, acts of war, epidemics, fire, communication line failures, power failures, equipment or software malfunction, earthquakes or other disasters or emergencies including any emergency as defined by the National Defence act.

14.4. (a) In the event of early termination by *(insert BASE/WING/UNIT)* NPP under either of paragraphs 14.2 or 14.3, contributions not used to provide the deliverable set forth in this MOU will be returned to the sponsor. The sponsor will not be entitled to any other return of contribution or any compensation for any other services or materials supplied by the sponsor in connection with the event.

(b) In the event of early termination by the sponsor under paragraph 14.2, *(insert BASE/WING/UNIT)* NPP will not be responsible to the sponsor for a return of any contributions made by the sponsor pursuant to this MOU and the sponsor will not be entitled to any compensation for any other services or materials supplied by the sponsor in connection with the event.

15. CONFIDENTIALITY

15.1. Subject to applicable law and government policy, the Participants will treat as confidential all confidential information received from each other pursuant to this MOU.

16. EFFECTIVE DATE AND SIGNATURES:

16.1. This MOU becomes effective upon date of the final signature.

<b>For <i>(INSERT name of sponsoring company)</i></b>	
Signature _____	Print name: _____
Date signed: _____	Print title: _____
<b>For <i>(insert BASE/WING/UNIT):</i></b>	

a) Sponsorship & Donation Authorized Agent:

Signature

\_\_\_\_\_

Date signed:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Print title:

\_\_\_\_\_

b) Program Manager of NPP event being sponsored:

Signature

\_\_\_\_\_

Date signed:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Print title:

\_\_\_\_\_

c) Approval Authority:

Signature

\_\_\_\_\_

Date signed:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Print title:

\_\_\_\_\_

## ANNEX D TO NPP SPONSORSHIP AND DONATIONS POLICY

### NPP Sponsorship Memorandum of Understanding (MOU) for CFPSA

#### BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE CHIEF OF THE DEFENCE STAFF IN HIS NON-PUBLIC PROPERTY CAPACITY THROUGH THE CANADIAN FORCES PERSONNEL SUPPORT AGENCY (“CFPSA”)

#### AND:

*name and address of sponsor*

WHEREAS *name of sponsor* (also referred to in this MOU as “the sponsor”) wishes to be a sponsor for:  
*name of event* as defined in section 4.1 as the “event”.

#### 1. INTRODUCTION

1.1 This MOU between CFPSA and *name of sponsoring company* (jointly referred to as the “Participants”) sets out the arrangements between the Participants with respect to sponsorship status of this event.

#### 2. LEGAL DISCLAIMER

2.1 The Participants understand and concur that the benefits and responsibilities detailed in this MOU create neither a contractual relationship between the Participants nor any other relationship intended to be legally enforceable; including, without limiting the generality of the foregoing, a relationship of agency, partnership or joint venture.

#### 3. OBJECTIVES AND SCOPE

3.1 As outlined in Para 4-5-6-7-8

#### 4. DEFINITIONS:

4.1 The “event” or Sponsorship Property is defined as the Morale and Welfare (MW) event, activity or program being sponsored. For purposes of this MOU, the “event” or Sponsorship Property is defined as:

*Define the event and sponsorship properties here including dates, description, and location*

4.2 Sponsorship Deliverable: is defined as the benefits associated with this sponsorship property as specified in Section 6 of this MOU, and within the direct control of CFPSA.

4.3 Participants: for purposes of this MOU, *name of company* and CFPSA shall jointly be referred as the “participants”.

4.4 DND: refers to “Department of National Defence”.

4.5 CF: refers to “Canadian Forces”.

#### 5. RESPONSIBILITIES OF THE SPONSOR:

As a sponsor of *the name of the event here*, in return for recognition as outlined in Section 6, the sponsor will:

5.1 provide their Logo in digital format for use by CFPSA.

5.2 whenever referring to **the name of the event**, or to its status as a “sponsor” per paragraph 7.1, mention CFPSA in an appropriate manner which conveys CFPSA’s management and ownership of the event.

5.3 Approval Process for Promotional Material:

Provide to CFPSA for approval in writing all materials and advertising produced by the sponsor that relate to CFPSA or the event prior to production. It is understood that this approval process requires a forty-eight hour/two workday turnaround. This approval process applies to and is not limited to the sponsor’s name and/or logo being used in conjunction with:

- (i) The words, “CFPSA”, “NPP”, and/or “PSP”;
- (ii) The logos of CFPSA and/or PSP;
- (iii) Event known as **the name of the event**;
- (iv) Any logos associated with the event.

Further, it is understood that CFPSA does not have the authority to grant approval on the use of any DND or CF imagery or association. However, should such a use be suggested by the sponsor and be deemed in good taste and appropriate by CFPSA, CFPSA will forward the use through the appropriate DND channels for approval consideration. The time frame for such approvals is at the discretion of DND. These uses include:

- (i) The words “Department of National Defence”, “DND”, “Canadian Forces”, “Canadian Armed Forces” or “CF”;
- (ii) The name of any component, unit or other element of the Canadian Forces or any abbreviation thereof or any words or letters likely to be mistaken therefore;
- (iii) Any picture or other representation of a member of the Canadian Forces;
- (iv) Any uniform, mark, badge or insignia in use in the Canadian Forces; or,
- (v) Any name, identifying logo, symbol, trademark, or derivative thereof which would tend to identify groups or entities associated with the Canadian Forces.

5.4 Benefits Fee:

The sponsor agrees to pay the CFPSA per year for the Term of this MOU (Para 14) the following:

- (i) **Insert amount and due date**
- (ii) Annual payment will be received on or before **date, or dates if multiple years**. See clause 14.1 for “duration” of this MOU.

5.5 Cheque submission:

Make cheque payable to: Canadian Forces Central Fund **or name of fund**

Forward to:

**Insert name, title and address of Authorized Agent**

5.6 MOU confidentiality:

The sponsor agrees to recognize the confidentiality of this MOU.

5.7 Website Link to CFPSA: **optional: this clause is recommended, not mandatory**

The sponsor agrees to prominently display a link button on its website to CFPSA website.

## 6. RESPONSIBILITIES OF CFPSA:

In return for the terms outlined in Section 5 of this MOU, CFPSA will provide the following to the sponsor:

### 6.1 Limited use of sponsor's Logo or Name:

The use of the sponsor's logo, badge or name will be limited to its "sponsor" status of the event. CFPSA may include an endorsement disclaimer as part of any promotional materials associated with this sponsorship property.

### 6.2 Approval of sponsor's Logo Use:

All material produced by CFPSA recognizing the sponsor, should any be produced, will be sent to the sponsor for name/logo approval, which will not be unduly withheld. Any subsequent and necessary revisions will also be forwarded to the sponsor for approval in advance of final production. It is understood that the approval process requires a forty-eight-hour/two workday turnaround.

### 6.3 Sponsorship Deliverables (benefits) associated with *Insert name of event*

During the term of this MOU, all materials produced by CFPSA in association with, in support of, or making reference to the event will include mention of the sponsor as a "sponsor" in a manner which reflects the Official Phraseology granted to the sponsor, as outlined in paragraph 7.1. For each year of this agreement, the sponsor will receive, at minimum

*INSERT: description of deliverables. Sample sponsorship deliverables are listed below. Use as appropriate. NOTE: you must control the deliverables. If you can't guarantee their delivery, don't list them.*

6.3.1 Mention in all media releases pertaining to the event

6.3.2 Sponsor's logo drop-in in any paid placement (i.e., advertisement) promoting the event and placed in CF newspapers;

6.3.3 Sponsor's logo on the sponsorship page of the CFPSA web site;

6.3.4 Sponsor's banner or logo displayed at the event (NOTE: banner or logo to be provided by the sponsor per the size and material specifications of CFPSA);

6.3.5 Two (2) invitations to the event

### 6.4 MOU confidentiality:

CFPSA will recognize the confidentiality of this MOU.

## 7. ADDITIONAL BENEFITS OF THE SPONSOR:

### 7.1 Status and Phraseology:

CFPSA agrees that the sponsor is granted the benefit to use the following official phraseology:

- *INSERT appropriate phraseology being granted, such as "Sponsor of XYZ event"; "Gold sponsor of XYZ event"; "Contributing Sponsor of XYZ event".*
- *Or other mutually agreed upon phraseology.*

### 7.2 Use of CFPSA logo:

CFPSA grants to the sponsor the benefit to use the following logos as appropriate: *CFPSA logo; PSP logo, with appropriate phraseology explaining the sponsorship property "event" and the sponsorship status, in sponsor's advertising and promotional material related to the event.* It is understood that the approval process requires a forty-eight-hour/two workday turnaround.

### 7.3 Use of CFPSA Images:

The sponsor is granted the benefit to create and use photographs and video shots of CFPSA/NPP employees in sponsor's promotional material related to the sponsored events, subject to CFPSA approval, which will not be unduly withheld. Per clause 5.3, DND and CF images are subject to DND approval.

## 8. ADDITIONAL BENEFITS OF CFPSA:

### 8.1 Denying approval of promotional material:

CFPSA may, in its sole discretion, refuse to use or display, or refuse to permit to be used or displayed, any advertising or promotional material including any material used by the sponsor, which, in its judgement, would be unlawful, misleading, inappropriate, or otherwise prejudicial to the CFPSA, the Canadian Forces or the Department of National Defence. The sponsor will promptly comply with any request made by CFPSA to remove or abstain from using or displaying any advertising or promotional material.

## 9. INDEMNIFICATION/LIABILITY

9.1 The sponsor will indemnify Her Majesty the Queen in right of Canada, the Department of National Defence, the Minister of National Defence, the Chief of the Defence Staff, the Staff of the NPF CF, and any of their employees, representatives or agents, against any and all claims or losses of any kind whatsoever which may be incurred as a result of any demand, claim, or proceeding, including any infringement of the copyright or trademarks of others, that may in any way arise from the actions or representations of the sponsor its employees, representatives or agents in connection with CFPSA, including any actions or representations taken or made directly by or on behalf of the sponsor, and any material or information supplied by the sponsor to CFPSA for use in connection with the afore-mentioned CFPSA events being sponsored.

9.2 Her Majesty the Queen in right of Canada, the Department of National Defence, the Minister of National Defence, the Chief of the Defence Staff, the Staff of the NPF CF, and any of their employees, representatives or agents will not be responsible for any infringement of the sponsor's copyright and/or trademarks by others.

9.3 Her Majesty the Queen in right of Canada, the Department of National Defence, the Minister of National Defence, the Chief of the Defence Staff, the Staff of the NPF CF, and their employees, representatives and agents will not be responsible for any damages of any kind whatsoever suffered by the sponsor or any of its employees, representatives or agents as a result of any default under this MOU where such default was not as a result of gross negligence.

## 10. INTELLECTUAL PROPERTY

10.1 The sponsor grants to CFPSA the non-exclusive, limited benefit to use the sponsor's trademarks and trade name solely to identify the sponsor's products with respect to the event including any administrative, advertising or promotional activities related thereto.

## 11. PROPERTY/EQUIPMENT

11.1 Unless otherwise agreed to in writing, CFPSA will not be responsible for the return of any material of any kind whatsoever utilized by the sponsor, and will be free to dispose of any sponsor property left in CFPSA possession at the conclusion of any event.

## 12. SETTLEMENT OF DISPUTE

12.1 Any disputes between the Participants regarding this MOU will be resolved only by consultation between the Participants and will not be referred to any third party for settlement.

## 13. AMENDMENT

13.1 This MOU may be amended at any time by the mutual written consent of the Participants.

## 14. DURATION AND TERMINATION

14.1 This MOU will remain in effect for a period of length of term, e.g., “2 years plus a third year if the option is evoked, from its effective date”.

14.2 This MOU may be terminated at any time by the mutual written consent of the Participants or upon sixty (60) days written notice of either party.

14.3 The CFPSA may terminate this MOU at any time without notice in the case of any event beyond the reasonable control of CFPSA; including but not limited to, acts of God, postal interruptions, strikes, lockouts, other labour disruptions, public protests, riots, acts of war, epidemics, fire, communication line failures, power failures, equipment or software malfunction, earthquakes or other disasters or emergencies including any emergency as defined by the National Defence Act.

14.4 (a) In the event of early termination by CFPSA under either of paragraphs 14.2 or 14.3, contributions not used to provide the deliverable set forth in this MOU will be returned to the sponsor. The sponsor will not be entitled to any other return of contribution or any compensation for any other services or materials supplied by the sponsor in connection with the event.

(b) In the event of early termination by the sponsor under paragraph 14.2, CFPSA will not be responsible to the sponsor for a return of any contributions made by the sponsor pursuant to this MOU and the sponsor will not be entitled to any compensation for any other services or materials supplied by the sponsor in connection with the event.

## 15. CONFIDENTIALITY

15.1 Subject to applicable law and government policy, the Participants will treat as confidential all confidential information received from each other pursuant to this MOU.

## 16. EFFECTIVE DATE AND SIGNATURES:

16.1 This MOU becomes effective upon the date of the final signature.

For CFPSA:	
a) Sponsorship and Donations Authorized	
Agent:	Print name:
Signature	_____
_____	Print title:
Date signed:	_____
_____	

b) Program Manager of NPP event being sponsored:	
Signature _____	Print name: _____
Date signed: _____	Print title: _____
c) Approval Authority:	
Signature _____	Print name: _____
Date signed: _____	Print title: _____
For <i>name of sponsoring company</i>	
Signature _____	Print name: _____
Date signed: _____	Print title: _____

**Annex E to NPP Sponsorship and Donations Policy**

<b>NPP Official Income Tax Receipt</b> FOR SPONSORSHIPS AND DONATIONS			
<b>Date Donation Received</b>		<b>CF 602 RECEIPT NUMBER</b>	
<b>Received from:</b>			
	<i>NAME</i>		
<b>Organization:</b>			
	<i>Full Title of Organization</i>		
<b>Address:</b>			
	<i>Complete Address of the Organization or Individual</i>		
<b>The Sum of: \$</b>			
	<i>Amount for Income Tax Purposes (net)</i>		
<b>Used for:</b>			
	<i>Specify use of donation</i>		
<b>Issued By:</b>			
	<i>Print Name and Title</i>	<i>Signature</i>	<i>Date</i>