

NPP DONATION AND SPONSORSHIP HIGH-RISK ASSESSMENT MATRIX

Sponsor/Donor Information

Company/Individual Name:	
Contact Name:	
Street:	
City:	
Province:	
Postal Code:	
Phone Number:	
Email:	

Sponsee/Donee Information

Base/Division:		Unit:	
PAA Name:			
AA Name:			
NPP Program/Event Name:			
NPP Program/Event Description:			
Date of Program/Event:			

Arrangement Details

Sponsorship <input type="checkbox"/> (Taxes: Included <input type="checkbox"/> or Excluded <input type="checkbox"/>) or Donation <input type="checkbox"/>	
Dollar value of arrangement (for sponsorship arrangements check the box to indicate whether taxes are included or excluded):	
Terms of Agreement:	

Identify the type of sponsorship/donation that will be received:

Type	Total Fair Market Value	Quantity	Fair Market Value per Unit	Description
Money	\$			
Goods	\$			
Services	\$			
Real Property	\$			
Other	\$			

What benefits will be provided to the sponsor? List all benefits:

Has a legal advisor been consulted?

- Yes No

If yes, what is their contact information?

Contact Information:

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Risk Assessment

Criteria	Yes, No or Unknown		
High profile/visibility (visibility outside of Base/HQ)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Multiple Partners and Affiliates (more than one partner involved in the arrangement)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Significant Financial Investment (greater than \$50K)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Alliances with organizations who may be subject to litigation by the GoC (within last 6 months)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Alliances with organizations who may have poor environmental practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Alliances with organizations who may have questionable reputation affiliations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Inconsistency with CFMWS values or programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
Could this partnership create any real or perceived conflict of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>

Calculate the sum of all 'yes' and 'unknown' responses and check the corresponding box below. For example, if you have one 'yes' and one 'unknown', the sponsor is categorized as a medium stake partner with a score of '2'.

Low stake partner: 0-1 Yes or Unknown

Medium stake partner: 2-5 Yes or Unknown

High stake partner: 6-8 Yes or Unknown

Partner Assessment

For all medium and high-stake partners, please assess the risk of the partnership. Include mission of the partner and identify mitigating strategies.

Signature of AA	Date	Signature of PAA	Date
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Note: To be attached to proposal and SSA and retained on file.