

## **SENIOR EXECUTIVE APPOINTMENT NPP GRANT - POLICY**

**DATE OF ISSUE: 1 September 2020**

**REVISION DATE:**

### **APPLICATION**

1. This policy applies to Senior Executive appointments (Level Ones, and select international positions) to assist those appointments that have command responsibilities in discharging their responsibility for the morale and welfare of the members of the Canadian Armed Forces (CAF) and the military community.

### **APPROVAL AUTHORITY**

2. This policy is issued under the authority of the Managing Director Non-Public Property (NPP).

### **ENQUIRIES**

3. Enquiries in regards to the policy shall be directed to the Chief Financial Officer.

### **POLICY**

#### Background

4. Local Commanders have access to NPP resources through their own Base/Wing funds for Morale and Welfare purposes. The SEA Grant provides the senior appointments who do not have access to NPP funds with modest NPP resources to meet similar requirements. (Should a senior appointment, or their delegate, have discretionary access to NPP funds (i.e. local representational funds) they are not eligible for the SEA Grant.)

#### Criteria

5. The overarching criterion for the use of SEA Grants is that all expenditures must enhance the morale and welfare of the members of the CAF and/or of the military community. All expenditures must pass the test of prudence and probity. The following examples are deemed acceptable:

- a. support to special occasions such as Armed Forces Day, Canada Day, New Year's levy etc...where there is wide participation by members of the CAF and the military community;
- b. provision of a plaque or trophy commemorating a specific event or competition; and

- c. any expenditure normally allowable under a Base/Wing Fund for Morale and Welfare purposes, for example subsidization of functions such as mess dinners, Christmas functions, Town Hall meetings where again there is wide participation by members of the CAF and the military community.

6. In certain circumstances, expenditures may be made that are related to obligations to represent the department or command, provided that the overarching criterion of enhancing the morale and welfare of the members of the CAF and/or the military community is met. The following are considered acceptable use of the SEA Grants:

- a. costs associated with infrequent/impromptu meetings/visits with/of municipal, provincial or federal representatives as well as business community in regard to morale and welfare programs;
- b. costs not covered by public hospitality associated with hosting breakfasts or lunches with direct reports on an infrequent basis to discuss morale and welfare issues;
- c. support/enhancements to change of command ceremonies when public support is not provided for example: flowers, hosting expenditure to respect tradition and protocol or change of command of individuals who do not meet the public accountability framework rank eligibility for public hospitality support;
- d. support for ceremonies associated with appointment/end of tenure of Honorary Colonels – note that this does not include travel costs as this is clearly a public responsibility;
- e. costs not covered by public hospitality associated with hosting foreign forces including the provision of mementos of a minor nature to respect tradition and protocol;
- f. Expenditures for the provision of mementos of a minor nature in respect to tradition and protocol that are not covered by public hospitality may also be made on occasion by the Spouse of the CDS, or of other members of the Armed Forces Executive Council, where they are related to the obligations to represent the Department or Command. To be considered allowable, the expenditure must be for a memento given at a non-DND/CAF event or activity where the Spouse is not accompanied and is attending in their capacity as a L0 or L1 Spouse;
- g. attendance with escort at various community events;

- h. reimbursement of hosting or other expenditures that do not normally qualify for reimbursement from public funds. It is to be noted that enhancements to authorized public hospitality are also acceptable; and
  - i. to pay tribute to someone outside the CAF or military community who has made a significant contribution to the morale and welfare of CAF members or the military community during their lifetime.
- 7. SEA Grants shall not be used for the following (or similar) purposes:
  - a. to acquire (purchase or rent) items of civilian or military clothing, decorations or accoutrements; items of household furniture or decorations; personal memberships and items and services related to personal grooming;
  - b. to relieve an officer or non-commissioned member of his personal responsibility for loss or damage to Non-Public Property;
  - c. to subsidize a fund raising event, or to offset a unit fund shortfall;
  - d. to purchase gifts or testimonials, except that items of a symbolic or commemorative nature may be presented on occasions of special significance. Examples - purchasing a gift on the retirement of a CAF member would not be an appropriate use of the grant; purchasing a plaque, a book about Canada or framed print for presentation to a visiting foreign military delegation or while being hosted by a foreign military organization would be acceptable providing that the purpose of the visit or event surrounding the presentation makes a contribution to the morale or welfare of the members of the CAF and/or the military community and is not eligible for reimbursement from public funds;
  - e. expenses and support allowable under public hospitality; and
  - f. to make grants or donations to any charitable, religious, or other organizations, and/or fund-raising appeals.
- 8. If a grant recipient is unsure whether an expenditure is in keeping with the spirit of the grant, it is recommended that prior advice be obtained from the Chief Financial Officer (CFO)/Canadian Forces Morale and Welfare Services (CFMWS).



## SEA Grant Recipients and Grant Amounts

9. The grant amounts shall be promulgated to the senior appointments annually.
10. The CFMWS may authorize the establishment of a temporary SEA Grant, consistent with the schedule of grants established in this policy when a senior military officer is appointed to a foreign/international position. The CFMWS must report such authorizations to the NPP Board at its next meeting, for recording in the minutes/record of discussion.
11. Grant recipients may allocate a portion of their grant allocation to subordinate appointments, as they deem appropriate, if that appointment also does not have access to NPP funds. In effecting such sub-allocations, instructions must be issued to ensure compliance with the policy contained herein. The CFO/CFMWS is to be advised of such sub-allocations so that the appropriate NPP Entity Funds action can be taken in accordance with paragraphs 13 and 14.

## Reports

12. Each senior appointment designated shall provide an annual written report summarizing the uses of the grant. Annex A shall be used to summarize the use of the grant. When part or all of a grant was sub-allocated, details of the sub-allocation and how sub-allocations were used shall be included in the annual report. The annual report should not exceed one page and shall be forwarded to the CFO/CFMWS NLT one month following the end of the fiscal year (e.g. prior to 30 Apr), annually. The CFO/CFMWS shall not issue the subsequent year's grant until the annual report is received. The CFO/CFMWS shall retain the annual report as part of the auditable record.

## Accounting and Control

13. CFO/CFMWS shall establish an NPP Entity Fund for each of the SEA grants and deposit the annual grant directly to the entity fund. A petty cash advance of up to 25% of the value of the grant may be provided to the grant recipients. This petty cash advance shall be requested from the CFSG (O-G) or CFSU(E) NPP Accounting Office by means of an NPP cheque requisition (see Annex B for the cheque request form). Reimbursements for expenses shall also be requisitioned from the CFSG (O-G) or CFSU(E) NPP Accounting Office. These reimbursements shall be accompanied by supporting receipts. CFSG (O-G) or CFSU(E) NPP Accounting Office shall review all receipts to ensure compliance with the grant criteria. In those rare instances where the admissibility of an item cannot be agreed upon, CFO/CFMWS shall forward the details to the CFMWS Managing Director NPP for resolution.

14. Up to 25% of each grant allocation, if unused, may be carried forward to the subsequent NPP fiscal year (including any sub-allocations). CFO/CFMWS shall take the necessary accounting action to manage carry forward and recover any unused portion of the grant that exceeds the 25% carry forward provision.

## **REFERENCES**

[CDS Delegation of Authorities for Financial Administration of NPP  
A-FN-105-001/AG-001](#)

## **ANNEX**

[Annex A – Annual Usage Report](#)  
[Annex B – Cheque Request Form](#)

Annex A – Annual Usage Report

**(Name of Unit) SEA Grant**  
**Report of Expenses from April 1, 20\_\_\_\_ to March 31, 20\_\_\_\_**

Carry Over – FY \_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Grant Received FY \_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Total Funds Allocated FY \_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Expenses FY \_\_\_\_/\_\_\_\_

**Brief Explanation of expenses:**

**Amount**

- |     |          |
|-----|----------|
| 1.  | \$ _____ |
| 2.  | \$ _____ |
| 3.  | \$ _____ |
| 4.  | \$ _____ |
| 5.  | \$ _____ |
| 6.  | \$ _____ |
| 7.  | \$ _____ |
| 8.  | \$ _____ |
| 9.  | \$ _____ |
| 10. | \$ _____ |

**Total expenses:** \$ \_\_\_\_\_

**Allocation Remaining** \$ \_\_\_\_\_

I certify that the grant was spent to achieve the objectives of the policy, that is, to enhance the morale and welfare of members of the CAF

**Approval Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Signature Block)**

**Note: A TF activity report for the period covered should be included with this recap. This can be obtained by contacting your local Base Accounting Office.**