



SPONSORSHIP GUIDELINES, POLICY AND APPROVAL PROCESS

1. General:

The Canadian Right of Way Education Foundation (CRWEF) proudly supports educational opportunities within the right of way / infrastructure real estate industry both locally and internationally. Each year a total of \$5,000.00 is made available for sponsorship opportunities; \$3,000.00 for Canadian initiatives, \$ 1,000.00 for US and \$ 1,000.00 for International sponsorships.

2. Purpose:

The purpose of this policy is to aid applicants in understanding the fundamental criteria that is used to help in the selection process by the CRWEF Board of Directors. Sponsorship must align with our mission, vision, values and strategic initiatives. Careful consideration is given to each application and based upon the merits submitted.

3. Eligibility:

Sponsorship possibilities are open to: IRWA Chapters and Regions, Canada, U.S. & International Professions directly related to the right of way / infrastructure profession, (appraisal, negotiations, survey, environmental, project management, engineering, law, et al.). Sponsorship is intended to benefit Chapters or Regions as a whole and are not intended for individual sponsorship opportunities.

4. Sponsorship Criteria:

- Must demonstrate an educational benefit to right of way / infrastructure real estate professionals and the profession;
- Must demonstrate contribution to professional development, (skills enhancement networking opportunities, other);
- Should be able to use the event for continuing education credits (preferable but not mandatory);
- Could provide fundraising opportunities;
- CRWEF must get recognition for the sponsorship and profile enhancement;
- A report of the event, including photos must be provided to the CRWEF within 30 days of the event.
- The financial viability and needs of the Chapter will be considered and assessed during the request evaluation process.

5. Application Questionnaire:

- a) What is the requested dollar amount?
- b) What is the purpose of the request?
- c) Why is the request being made?
- d) How does the request meet the criteria?
- e) When is the event to take place and when is the funding decision required?
- f) Who is requesting the sponsorship and who will benefit from the sponsorship?
- g) What is the budget and funding strategy for the request?
- h) If this funding is not available, will the event still run as planned?

6. Approval Process:

- Application, with support material, sent to CRWEF President (c.c.'s to Vice President and Secretary /Treasurer);
- Reviewed by the CRWEF Executive;
- Information forwarded to full Board for review and approval;
- Notification of approval / or disapproval;
- Funding payment schedule to be determined.

7. How to submit a sponsorship request:

1. Review sponsorship criteria above;
2. Go to CRWEF website under sponsorship tab and download application pamphlet: www.crwef.ca
3. Submit request with supporting documentation as outlined above;

8. Deadlines:

All requests are to be submitted prior to the deadlines as outlined below. All applications will be held until the final date of each intake at which time they will be reviewed.

1st intake- Applications accepted from: July 15th - October 15th

2nd intake- Applications accepted from: January 15th – April 15th

** Please note: Should your event not fall within the timeframes to meet the above deadlines, please contact the CRWEF President to determine if there is any funding still available. Should monies still be available applications will be considered on a first-come, first-served basis.