

CanWaCH AGM and Summit on Canada's Global Leadership

Member Subsidy Program

CanWaCH is offering a limited number of travel subsidies available to our members to offset the cost of attending the AGM and Summit. For more information, please contact Nicole Jamrozinski (njamrozinski@canwach.ca). Recipients must be CanWaCH members and able to demonstrate financial need.

Guidelines and Requirements:

- Total amount available: \$4,000
- Maximum per member organization: \$750
- Available to CanWaCH members and associates in good standing
- One individual per organization
- Subsidies will be granted on a first come, first served basis
- Eligible travel costs include:
 - o the most cost-effective method of transportation (airfare, rail, bus, vehicle mileage)
 - o accommodation at the [Ottawa Courtyard Marriott or Hampton by Hilton Ottawa](#) (or lower rate found at another hotel if applicable)
 - o per diem for meals not provided at the conference per National Joint Council travel directive.
- The subsidy will be provided in the form of cost reimbursements. Recipients must follow CanWaCH's expense reimbursement guidelines, including submitting an expense reimbursement form, with quotes and receipts, by December 4, 2019.
- All cost reimbursement claims require three quotes to compare for lowest cost per National Joint Council travel directive. Where it is not possible to provide three quotes, a clear rationale is required.
- Applications will be accepted until Nov 7th or until the \$4,000 has been committed, whichever comes first.
- Applicants must register for the Summit, at their own expense. Please note that there is no cost for attending the CanWaCH AGM business meeting (November 26, 8:30am to 9:30am).

Application Process:

- Applicants must submit a short written statement, in PDF format, which includes:
 1. Demonstration/explanation of financial need
 2. Name and title of the individual who will attend on behalf of the organization
 3. Why it is important that a representative of the member organization or associate attend the conference
 4. The full amount of costs to attend the conference, itemized
 5. The percentage of total costs being requested (e.g. 25%, 50%, 100%)

- To be approved, recipients must register for the full Summit (2-days) at their own expense, and provide proof of registration to CanWaCH. CanWaCH can provide conditional subsidy approval, subject to proof of registration.
- Applications must be emailed to Nicole Jamrozinski (njamrozinski@canwach.ca).