

Sask Sport Membership Assistance Program (MAP) Grant

(SWSA Operational Policy & Procedure Manual – June 3rd, 2014)

4.5.2.1 Introduction

The purpose of the Membership Assistance Program (MAP) Grant is to provide financial assistance to SWSA registered affiliated clubs so they may operate programs that will encourage and promote community and club level sport development in their local area. Development of these programs and services will increase membership in SWSA and the local Member organizations. MAP funding is received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from the sale of lottery tickets in Saskatchewan.

For purposes of this Grant, Sask Sport defines a registered member as an individual, or member of a team or club, who has paid an annual fee to be a member of SWSA.

4.5.2.2 Communication

SWSA will inform its membership of the MAP Grant Program via the SWSA website, electronic mail out of guidelines and applications forms to clubs, and information in the SWSA Newsletter.

4.5.2.3 Eligibility for Funding

Funds will be made available to clubs providing:

- i. Members are in good standing with SWSA
- ii. Clubs have three (3) or more registered members – a registered member is defined as an individual, or member of a team or club, who has paid an annual fee to be a member of SWSA
- iii. Membership fees are paid in full and on time
- iv. The club provides a list of all registered club members to SWSA by November 15th of the year in which application is being made
- v. Clubs must publicly acknowledge the financial support received from Saskatchewan Lotteries and SWSA

4.5.2.4 Eligible Expenses

Eligible expenses for which MAP funds can be used may include, but are not limited to, the following:

- i. Training expenses
- ii. Junior and Women's development
- iii. Coaching development
- iv. Competitions
- v. Talent identification
- vi. Special initiatives

4.5.2.5 Ineligible Expenses

Ineligible expenses for which MAP funds cannot be used include:

- i. Capital expenditures (i.e. construction, upgrading, maintenance or facility operating costs)
- ii. Expenditures for which other grant funding has been provided ~~used~~ (regardless of source of grant)
- iii. Out of Province travel

- iv. Cash prizes
- v. Social events (barbeques, lunches, etc.)
- vi. Alcoholic beverages
- vii. Other expenses deemed as ineligible as identified by SWSA

4.5.2.6 Application Process

- i. MAP Application and Spending Plan forms can be accessed via the SWSA website
- ii. Completed applications must be received in the SWSA office by November 15th
- iii. Completed Application forms and MAP Spending Plans must be signed by the club President (or designate) and mailed or submitted electronically to the SWSA office
- iv. Late or improperly completed requests will be returned to the applicant (clubs are expected to contact the SWSA office to discuss any extenuating circumstances)
- v. Club membership numbers will be determined by the number of active memberships paid to SWSA by November 15th of each year
- vi. Each club requesting MAP funding should be able to demonstrate some self-help revenue toward the funding of the project

4.5.2.7 Approval Process

- i. Final review and any approval regarding the allocation of a MAP grant, and any MAP funding amount, rests with the SWSA Board
- ii. Final MAP funding amounts will be based on a predetermined base amount that all applicants may receive and a formula calculation amount based on:
 - a. The number of member clubs applying for MAP funding
 - b. The total number of individual members registered with SWSA in each club
 - c. The number of certified coaches working with athletes in a club
 - d. Other priority areas that have been identified by SWSA
- iii. All applicants will be notified of the results of the application review and the total MAP amounts that may be approved for their club

4.5.2.8 Payment Process

- i. Existing Clubs - a club will be paid the base funding amount, or 75% of the total approved MAP grant amount, whichever is less, upon submitting membership numbers and the MAP application to SWSA no later than November 15th
- ii. A new club applying for affiliation later than November 15th may be given consideration by SWSA for MAP funding
- iii. The remaining balance of the approved grant will be considered by SWSA upon submission of the required follow-up report, including appropriate receipts to verify expenditures
- iv. Approved final payments will be made to eligible clubs by March 31
- v. Approved grants will be paid to clubs with the understanding that funds are to be used for the purposes outlined in the MAP application and Spending Plan

4.5.2.9 Follow-up Process

- i. Follow-up reports are required to be submitted to the SWSA office within 90 days of completion of the project, but in all cases, no later than May 15th.
- ii. Once the grant funds are used, a follow-up report accompanied with receipts (originals or clear photocopies) and duly signed by the club authorized person, must be submitted to the SWSA office May 15th of each year. Acceptable receipts must include, at a minimum:
 - a. Name of the recipient (person or business) of the funds
 - b. A description of the goods or services provided
 - c. Date the goods/services were purchased (required to be in the same year for which the MAP grant was provided)
 - d. Third party verification (such as a supplier logo or signature of the recipient)

4.5.2.10

Unused Funds

- i. Any unused MAP funds by clubs will result in a requirement to return those funds to SWSA
- ii. An excess of MAP revenue over expenditures will be reallocated to other SWSA MAP approved clubs which have additional program expenditures (substantiated by receipts)
- iii. Should the funds not be spent by May 15th of each fiscal year, SWSA will return the funds to the Saskatchewan Lotteries Fund

4.5.2.11

Base MAP Amounts

The SWSA Board determines base MAP funding amounts annually. Presently, affiliated clubs may apply for the following base MAP funding amounts in their MAP Spending Plan:

- i. \$500.00 for an affiliated club
- ii. \$500 for one certified NCCP Competition Introduction Coach, or
- iii. \$750 for one certified NCCP Competition Development Coach

If an affiliated club has neither a certified Competition Introduction Coach or certified Competition Development Coach, they may apply for the following funding:

- i. \$500 for coach training at the NCCP Competition Introduction level, or
- ii. \$750 for coach training at the NCCP Competition Development level
- iii. As with all MAP grants, receipts are required for any NCCP training courses

4.5.2.12**MAP Timelines Summary**

Timeline	Description
November 15	Affiliated clubs provide list of all registered members to SWSA
November 15	Completed MAP Application, accompanied with Spending Plan, submitted to the SWSA Office
November 16 – December 20	Board reviews Applications for approval
January 15th	SWSA provides base funding to approved clubs
March 31	SWSA provides balance of approved grant to eligible clubs
Within 90 days following project completion	Clubs submit follow-up report, accompanied with receipts, to the SWSA Office
May 15	Last day for clubs to submit follow-up reports to the SWSA Office