

MEMBERSHIP ASSISTANCE PROGRAM



SASKATCHEWAN ATHLETICS

Application and Program Guidelines

for the period October 1/2016 to September 30/2017

MAP Funding is financially supported by

Saskatchewan Lotteries

SASKATCHEWAN ATHLETICS

MEMBERSHIP ASSISTANCE PROGRAM

1. Introduction

The Membership Assistance Program (MAP) was developed through the combined efforts of Sask Sport Inc and the Provincial Sport Governing Bodies.

2. Purpose

MAP funding provides direct financial assistance to our affiliated membership to operate programs that will encourage and promote membership for their club.

The financial support received from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

3. Eligibility

Grants are dispersed to affiliated clubs who meet the eligibility criteria as established by Saskatchewan Athletics.

Clubs are eligible to apply for support based on the total percentage of club members that are valid members of Saskatchewan Athletics.

Definitions of the various levels of clubs are included in the Application for Affiliation.

4. Application Procedures

MAP Spending Plans and Follow Up Reports **MUST BE SIGNED** by the club contact responsible for the program (usually the President or Treasurer) and forwarded to:

Saskatchewan Athletics
2020 College Dr
Saskatoon, SK S7N 2W4

A detailed MAP Spending Plan **MUST** be received by **April 30th** along with your club's Application for Affiliation **and your total club member list.**

MAP Follow Up Reports **MUST** be received by Saskatchewan Athletics no later than **August 15th** of the current fiscal year **and your final total club member list.**

5. MAP Policies

The MAP grant for all clubs will be paid out in two instalments. Clubs will receive an initial MAP payment following satisfactory review and approval of their Application for Affiliation and submission of a MAP Spending Plan. This payment will represent up to 50% of their eligible MAP funding level. The final MAP payment will be paid out upon satisfactory review of a MAP Follow Up Report by the deadline date of August 15th along with a final total club membership list.

All applications will be reviewed by the staff of Sask Athletics and will be approved in principal by them and then passed at the next available Board meeting. Once submitted, applications will be notified within 10 business days of approval.

Each club is responsible for administration of MAP funds in accordance with the policies established by Sask Sport Inc (see **Ineligible Expenditures**). If in doubt, clubs should consult with Saskatchewan Athletics and seek prior approval for any projects.

Special consideration will be given to an organization who may need assistance in the formation of a new club and who will become members of Saskatchewan Athletics.

MAP funds must be disbursed as detailed in the MAP Spending Plan. Clubs must submit a Follow Up Report and a **PHOTOCOPY OF THE ACTUAL RECEIPTS FOR COSTS INCURRED** and be prepared to submit **ORIGINAL** receipts if requested by Sask Sport.

6. Conditions

Approved projects must take place within the fiscal period of Saskatchewan Athletics, October 1 – September 30. Retroactive funding or pre-funding for projects outside the current fiscal year is not permitted.

Clubs are encouraged to circulate newsletters and/or maintain contact with their local Sport, Culture and Recreation Districts.

Clubs are encouraged to promote MAP as a benefit of membership in their organization and affiliation with Saskatchewan Athletics. Clubs are **REQUIRED** to acknowledge and publicly recognize the financial support received from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

Approved grants are paid to your club with the understanding that funds will be used for the purposes as outlined in your MAP Spending Plan, and abiding by the guidelines established by Saskatchewan Athletics. In the event funds are used that do

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not adhere to these guidelines, they may be required to be returned to Saskatchewan Athletics.

7. Ineligible Expenditures

The Membership Assistance Program was developed in order to increase the quality and level of participation in sport. Therefore, expenditures within the following categories will not be accepted:

1. Any construction, upgrading, maintenance, or operating costs of facilities.
2. Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out of Province travel.
8. Provincial or University CIS team expenses.
9. Other expenses deemed as ineligible as identified by the PSGB.

NOTE: Clubs must contact Saskatchewan Athletics if there is any doubt as to the acceptance of a project **PRIOR** to any expenditure. The PSGB may refer the decision to the Sport Funding Committee for clarification.

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APPENDIX A

MAP SPENDING PLANS

Proposals should be written bearing in mind that clubs and Saskatchewan Athletics are accountable for the expenditure of funds made available from Sask Lotteries Trust. MAP Spending Plans should include the following information:

1. Purpose

If the project is new, the expected short term and long term benefits to the club should be explained. If it is an existing program, give a short history and explain how additional funding will lead to improvements.

2. Project Description

A detailed description of the project should include:

- Who and how many will participate
- Names of participants (if appropriate) and instructors
- When and where the program is to be conducted
- Equipment on hand or required for the program

3. Project Budget

A detailed budget should include the following if appropriate:

Revenue

- MAP grant request
- Registration fees
- Club support
- Other self help revenues

Expenditures

- Transportation (actual or mileage rate)
- Accommodation
- Registration/Entry fees
- Honoraria

Examples of possible projects include:

Training	Clinics/Equipment/Facility Rental
Competition	Travel/Accommodation/Entry Fees
Coaches	Upgrading/Technical Material
Promotion	Membership Drives/Local Advertising

The above is only intended as a guideline. Some parts will not be relevant to your situation, but the need for detail is common to all projects. Use your imagination. Contact the office to discuss possible projects. Whenever possible, MAP funding should be directed towards **NEW** incentives.

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APPENDIX B

MAP FOLLOW UP REPORTS

Once the project is complete, the club must submit a MAP Follow Up Report. **All actual receipts for costs incurred must be kept by the Club** and a photocopy of receipts must be submitted to Saskatchewan Athletics. MAP Follow Up Reports **MUST** be received by Saskatchewan Athletics no later than August 15th of the current fiscal year.

1. Purpose

Briefly describe if the project fulfilled expectations.

2. Project Description

Follow Up Reports should refer to the project outlined in the spending Plan. Provide an honest appraisal of the project. Will it be continued, or are improvements required? Actual numbers of participants should be included if appropriate.

3. Actual Project Costs

This is your financial statement for the project. Revenues and expenditures must reflect actual monies generated/dispersed. All MAP projects should operate with a BALANCED budget.