

6.4.1 MAP Funding and Distribution Policy

The purpose of the Membership Assistance Program (MAP) is to directly provide clubs with financial assistance. The funding provided through MAP grants must be used to develop more and better athletes by having greater access to facilities, competitions, coaching and training. SASSA is eligible to receive a MAP grant from Sask Sport based upon its membership, number of coaches, number of officials, and geographic representation. Funding for MAP is provided by the Saskatchewan Lotteries Trust Fund derived from the sale of lottery tickets in Saskatchewan.

SASSA policy for MAP grant distribution is as follows:

1. Each active, affiliated clubs is eligible to receive a portion of the total MAP grant received by SASSA.
2. Each new clubs receives \$2500 for each of its first three (3) years of operation; the remaining MAP funds available are divided equally between the clubs that have been operating for more than three (3) years.
3. Each club must submit their Spending Plan to SASSA for approval. Spending Plans for the upcoming year must be in the SASSA office by October 15.
4. Upon approval from SASSA and the receipt of funds from Sask. Sport, the Executive Director will forward the appropriate amounts to each club. Submission of the Spending Plan will result in 50% of the total funding amount will be released to the club.
5. It is the responsibility of each club to administer the grant professionally and in the manner outlined in their Spending Plan. If funding is used for purposes other than those, which were approved, it must be returned to SASSA. If a club fails to provide completed reports and receipts verifying expenditures for the MAP Grant funds provided:
 - i. The club will not receive the balance of MAP funding.
 - ii. The club will be required to return MAP funds to SASSA and will be ineligible to receive any future MAP funds until receipts and follow-up records are submitted to SASSA.
6. Each club, which has received MAP funding, must return a follow-up report to the SASSA office by March 1. The club will receive the second 50% of their funding upon submission of the follow-up report. The report must include:
 - a) A detailed project report
 - b) Actual project costs with receipts verifying expenditures (audited financial statements will not be accepted)
 - i. Documentation (receipts) to verify expenditures can take various forms but should at a minimum:
 - o Indicate name of recipient (person or business) of the funds
 - o Describe goods or services provided for payment
 - o Disclose the amount of the payment
 - o Include the date that the goods/services was purchased (must be within the MAP grant year)
 - o Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)

- ii. NOTE: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the member club/team submitting the MAP grant follow-up report.
- iii. INELIGIBLE EXPENDITURES: MAP funds are to be used to support community and club-level sport development. Therefore, expenditures within the following areas are ineligible for support:
 - Any construction, upgrading, maintenance or operating costs of facilities.
 - 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.
 - Cash prizes.
 - Social events (barbecues, lunches, etc.).
 - Alcoholic beverages.
 - Research projects or feasibility studies.
 - Out-of-Province travel.
 - Provincial or University CIS team expenses.
 - Other expenses deemed as ineligible as identified by the SASSA.

c) The president/chairperson of the club's signature