

## Map Grants 2017-18 Instructions

Each year, Sask Volleyball receives funding under the Membership Assistance Program (MAP) from the Saskatchewan Lotteries Trust Fund to support sport development in the province. MAP funds are available to leagues, clubs, teams and other organizations to increase the number of participants and the quality of volleyball development at the community and club levels.

General guidelines for administering the MAP program are set by the Sask Lotteries Trust Fund while Sask Volleyball is responsible for determining funding categories, funding levels and the specific criteria to be met in order to be eligible for funding. The Sask Volleyball Board of Directors has identified six funding categories and assigned a percentage of funding to each category.

Category	Percentage
Development Volleyball	25%
Age Class - 13U / 14U / 15U	40%
Age Class - 16U / 17U / 18U	15%
High School	5%
Beach Programs	10%
Camps	5%

### **MAP Grant recipients must adhere to the following guidelines:**

#### **1. Promotion of MAP**

Sask Volleyball requests that all affiliated clubs, teams, leagues and other organizations who receive MAP funding acknowledge and publicly recognize the *Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation* and the proceeds from lottery ticket sales in Saskatchewan as a source of support for their club and programs.

Examples on how this might be done include:

- Advise your members that your club, team or organization receives MAP funding from Saskatchewan Lotteries through email, newsletters, member meetings and at tournaments and other events.
- Publicize through correspondences, photos or labels how you spent your MAP funding – identify what items were purchased or which costs were offset i.e. facility rentals, entry fees, training camps.
- Use the one or more of the Sask Sport logos on your website, in programs and correspondences or at your events – these logos are available from the Sask Volleyball website.

## **2. Eligible Expenses**

MAP funds are intended to be used to support the development of volleyball at the community and club levels. The following expenses related to the program that you are applying for funding are eligible:

- Coach and instructor honorariums
- Inner-province travel, accommodations, and food expenses
- Program or tournament fees
- Training equipment
- Computer and software costs

## **3. Ineligible Expenses**

Among the items that you cannot use the funds for include:

- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used
- Cash prizes
- Social Events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out of province travel
- Provincial or University CIS expenses
- Any other expenses as deemed ineligible by the Saskatchewan Trust Fund for Sport, Culture and Recreation or Sask Volleyball.

### **MAP Grant Procedure:**

#### **1. Application – Spending Plan**

Leagues, clubs, teams and other organizations must apply for MAP funding by submitting the appropriate **Spending Plan** by the specified deadline.

Remember...

- A separate Spending Plan must be submitted for each category under which funds are sought.
- Submit only one Spending Plan per category per organization.
- Ensure that you have met all the category requirements (i.e. sanctioning, membership fees, teams fees, etc). Different categories have different requirements.
- MAP funds must be used for activities that take place within the fiscal year for which the funds were approved. Retroactive funding or pre-funding for projects that take place outside of the fiscal year is not permitted.

#### **2. Approval**

All spending plans that are submitted by the appropriate deadline will be reviewed to ensure that all requirements have been met. Late applications will not be accepted.

### **3. Follow-up Report**

Leagues, clubs, teams and other organizations with approved Spending Plans must submit the appropriate **Follow-up Report** by the specified deadline. If your report is not received by the applicable deadline, your organization's funds will be dispersed to those organizations that did meet all the requirements.

Remember....

- To complete all required sections of the Follow-up Report;
- Attached receipts totaling at least equal to the amount of MAP funding you anticipate receiving. Please do not send every receipt you collected! Duplicate copies of receipts are acceptable.
- Receipts should indicate the name of the MAP grant applicant, describe the goods or services provided, the amount of the payment, the date of the purchase (which must be within the MAP grant year), and include third party verification (i.e. their logo, authorized signature).

### **4. Payment**

MAP funding is paid out by cheque to the Sport Organization name listed on your Follow-up Report. **Please ensure that this is the correct name. MAP cheques cannot be made out to individuals** but only to approved organizations.

Mini/Atomic, 13-15U, 16-18U, and High School grants are approved and paid out in July. Camps and Beach grants are approved and paid out in late August.