

Saskatchewan Sailing Clubs Association

MEMBERSHIP ASSISTANCE PROGRAM

1. PURPOSE

The purpose of the Membership Assistance Program (MAP) is to provide financial assistance to the Saskatchewan Sailing Clubs Association's (SSCA's) affiliated clubs to increase the number of participants and the quality of sport development in Saskatchewan communities. MAP funds are to be used to support community and club-level sport development initiatives within the province.

2. SOURCE OF FUNDING

MAP funding is received from the Sask Lotteries Trust Fund (Trust Fund) for Sport, Culture and Recreation which is derived from the proceeds of the sale of lottery tickets in Saskatchewan

3. ELIGIBILITY

Affiliated clubs who are in good standing with SSCA and offer community or club-level sport development initiatives within the province are eligible to apply.

4. AVAILABLE FUNDING

The MAP funding level available to SSCA to allocate to clubs each year is calculated and determined by Sask Sport based on the pool of funds and performance areas (e.g. total number of registered members, total membership fees paid to the SSCA, total number of trained or certified coaches, total number of trained officials and district representation).

Eligible MAP funds to clubs will be determined as follows:

A base funding amount will be distributed equally to each eligible club, with additional funding amounts to be determined by the number of paid memberships from the prior year records.

If a club does not plan to deliver a community or club-level sport development initiative or submit a MAP Application, SSCA will reallocate their portion of the funds to other clubs that have eligible projects/programs.

5. REQUIREMENTS AND CONDITIONS

- The club must be a member in good standing with SSCA and have all prior year's membership fees paid up to date.
- MAP funds are to be used to support community and club-level sport development initiatives within Saskatchewan.

- Approved projects and grant support must take place within the SSCA's fiscal year (November 1 - October 31) for which the grant funds were approved. Retroactive funding or pre-funding for projects that take place outside of SSCA's fiscal year is not permitted.
- One MAP Application form is required for each type of program/project.
- Payment of MAP funds must be made directly to the approved applicant. Clubs must have a bank account. Payments cannot be made to an individual.
- Each club receiving MAP funds should be able to provide some self-help revenue towards funding of the project/program.
- MAP grants are approved with the understanding that funds are to be used for the purposes outlined in the MAP Application and in accordance with the SSCA's MAP Policy as well as adhering to the Sask Sport MAP Guidelines and Sask Lotteries Trust Fund Policy. In the event funds are unused or do not adhere to the policies and guidelines, they will be required to be returned to SSCA.
- This grant is made possible by Sask Lotteries, the main fundraiser for more than 12,000 sport, culture and recreation groups in communities across Saskatchewan. Sask Lotteries must be acknowledged and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at [Funding Recognition - Sask Lotteries](#).

6. APPLICATION PROCEDURES

The MAP Application deadline is May 1 annually. The MAP Application form is available at: [MAP Application Spending Plan Form](#).

The MAP Application must include the following:

- Description of the MAP project/program.
- Outline of how Sask Lotteries will be promoted.
- Detailed spending plan/budget.
- Signature of Club Commodore or Chairperson on the application form.

7. ELIGIBLE EXPENDITURES

The following programs/projects are eligible for MAP support:

- Learn to Sail program - Mobile Sailing School
- Under-Represented Populations program
- Club based and provincial competitions (e.g. medals, officials' expenses, etc.)
- Sailing related equipment (e.g. PFDs, helmets, sails, etc.)
- Coach and officials' development (e.g. introductory/community level clinics)

8. INELIGIBLE EXPENDITURES

The following expenses are ineligible for MAP Support:

- Any construction, upgrading, maintenance or operating costs of clubhouse, docks and other property.

- Expenditures for which other grant dollars have been used. Two different grant sources 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
- Full time wages
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-province travel
- Provincial or U SPORTS team expenses
- Other expenses deemed as ineligible as identified by the Sask Lotteries Trust Fund or SSCA.

If your club is unsure about the eligibility of a MAP expenditure, please contact SSCA for clarification.

9. PAYMENT PROCEDURES

The MAP grant will be paid in two installments. The club will receive the first grant payment following the approval of the MAP Application. This payment will be based on 75% of the eligible MAP grant amount. The final grant amount will be determined and paid upon satisfactory review of the MAP Follow-up.

10. FOLLOW-UP PROCEDURES

The MAP Follow-up deadline is September 15 annually. The MAP Follow-up form is available at: [MAP Follow-up Report Form](#).

The MAP Follow-up must include the following:

- Assessment of the MAP project/program.
- How Sask Lotteries was promoted.
- Detailed actual project/program costs.
- Signature of Club Commodore or Chairperson on the follow-up form.
- Financial documentation (e.g. receipts) to verify expenditures. At a minimum, the receipts must be clear/readable and must:
 - Indicate name of recipient (person or business) of the funds
 - Describe goods or services provided for payment
 - Disclose the amount of the payment
 - Include the date that the goods/services was purchased (must be within SSCA's fiscal year)
 - 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)

NOTE: Legible copies of documents for financial accountability (e.g. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to SSCA but should be maintained by the club submitting the MAP grant follow-up report.

Any MAP grant funds that are unused or not verified by receipts will be required to be returned to SSCA.

11. SUBMISSIONS

Completed MAP Application and Follow-ups must be submitted to:

Executive Director
Saskatchewan Sailing Clubs Association
Attn: MAP Requests
510 Cynthia Street Saskatoon, SK S7L 7K7
director@sasksailing.ca