

SASKATCHEWAN KARATE ASSOCIATION (SKA)
Membership Assistance Program (MAP) Policy & Procedures
(Revised – March 2012)

1) PURPOSE OF MAP:

The Membership Assistance Program (MAP) is a grant which is intended to financially support clubs who are members of the Saskatchewan Karate Association. MAP funds are to be used to support community and club-level sport development. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

2) ELIGIBILITY:

SKA affiliated clubs who have passed their probation are eligible to apply. In order to receive the full MAP amount, clubs must fulfill their fundraising commitment (amount for each club outlined in the SKA Club Fundraising & Grant Values Document).

MAP expenditures allowed (but not limited to) are as follows:

Facility rental/supplies/up-keep, equipment purchase, seminars/clinics, instructor fees/mileage, Other eligible projects may include costs for hosting tournaments, summer camps & instructor upgrading.

The following types of expenditures or projects are **ineligible** for support:

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. Other expenses deemed as ineligible as identified by the Saskatchewan Karate Association

3) CLUB NOTIFICATION:

The SKA will mail a MAP Application & MAP Follow-Up Report to eligible clubs as soon as membership numbers are confirmed by the Auditor along with MAP instructions.

4) MAP APPLICATION PROCESS

Submit a **detailed** MAP Spending Plan listing your projected budget for the year.

DO NOT submit the Follow-Up Report with the Spending Plan.

**Clubs are able to access 50% of the grant if receipts of equal or greater value are submitted to the SKA along with 50% of their fundraising commitment. In order to receive the remaining 50% of the MAP grant, clubs must submit receipts of equal or greater value and the remaining 50% of their fundraising commitment to the SKA.

MAP Spending Plan application must include **DETAILED** spending plans outlining the project description and budget and **must be submitted by the deadline**. In the “Project Budget” box it asks for “MAP Grant Requested”. Please enter the amount indicated for your club that is shown on the Club Fundraising & Grant Values document. If you do not have sufficient expense receipts to cover the amount your club is eligible for, enter the amount you are applying for (**amount you can verify with expense receipts**).

MAP Applications must be signed by the Club President.

MAP SPENDING PLAN DEADLINE: May 31st of each year

NOTE: Clubs submitting MAP applications after the deadline date will not be considered for MAP funding for that fiscal year.

5) MAP FOLLOW-UP PROCESS

Clubs that do not provide Follow-up Reports and sufficient receipts by the deadline date, will NOT BE ELIGIBLE to receive the 50% balance of MAP funding for the remainder of that year.

Clubs must submit 100% of their club fundraising commitment along with their completed Follow-Up Report.

All Follow-Up Reports must include:

1. A detailed project report.
2. All club activities for which MAP funds were used should be reported on the Follow-Up Report Form.
3. Actual project costs with the receipts verifying expenditures must be included.

Receipts to verify expenditures can take various forms but should at a minimum:

- 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 the MAP grant 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 (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the SAA but should be maintained by the club submitting the MAP grant follow-up report.

MAP Follow-Up Reports must be signed by the Club President.

Submit MAP Follow-Up along with the total amount of your fundraising commitment only after you have submitted the MAP Application and sufficient expense receipts.

Amounts clubs are eligible to receive for all grants are outlined in the Club Fundraising & Grant Values Sheet.

MAP FOLLOW-UP DEADLINE: December 31st of each year.

All Expense receipts must fall in the date range of: February 1st - January 31st of that application year.

MAP Applications are to be submitted to the SKA via mail or fax.

Saskatchewan Karate Association

510 Cynthia St.

Saskatoon, SK S7L 7K7

Or Fax to: (306) 374-7334

6) APPROVAL PROCESS:

The SKA Executive Director will determine if MAP applications & Follow-Up Reports were filled out correctly and if sufficient receipts were submitted. MAP applications, Follow-Up Reports & receipts will then be sent to the SKA Treasurer for approval.

7) PAYMENT PROCESS:

Submit MAP SPENDING PLAN. Nothing will be paid out until sufficient receipts are submitted.

50% of the grant will be paid to clubs upon receiving the MAP Spending Plan and sufficient expense receipts to cover the amount of the grant along with 50% of their fundraising commitment.

The remaining 50% will be paid out upon the SKA receiving a completed MAP Application and Follow-Up Report (with appropriate receipts), along with the remainder of their fundraising commitment.

If for any reason clubs do not access the full amount of their allotted MAP funding, these funds may be re-distributed amongst clubs whose eligible MAP expenses (verified with receipts) exceed their original, approved MAP amount.

Please note that clubs are encouraged to submit receipts that exceed the total amount of their pre-determined MAP grant when submitting MAP Applications & Follow-Up Reports. This is encouraged so as to allow SKA to administer and redistribute any unallocated MAP funds should any remain at the end of the year.