

Membership Assistance Program (MAP GRANT)

Funds are to be used to support community and club-level sport development.

The Membership Assistance Program is a program provided for by Sask Lotteries through Sask Sport and Skate Canada - Saskatchewan. The program is designed to allocate funds directly to the affiliated clubs/skating schools within Skate Canada – Saskatchewan.

Eligibility:

1. Attend the Regional Spring or Fall Meeting

Membership Fees	Clubs/Skating Schools may apply for 100% of the Skate Canada affiliation fee. You are also eligible to apply for \$3.00 per member that you have registered with Skate Canada. (For the Spending Plan Application, use previous year's registration number) For example if you have 1 club and 100 members you apply for \$45.00 plus 100 x \$3.00 = 300.00 for a total of \$345.00. Ceiling = \$750.00
Director & Officer Liability	Clubs/Skating Schools may apply for 100% of the Directors & Officers Liability Insurance premium paid to Skate Canada.
SOCAN	Clubs/Skating Schools may apply for 100% of the SOCAN Fee paid to Skate Canada for programming.
ReSound	Clubs/Skating Schools may apply for 100% of the ReSound Fee paid to Skate Canada for programming.

Eligibility:

1. Attend the Regional Spring or Fall Meeting
2. Attend the Skate Canada – Saskatchewan Annual General Meeting in the current skating season

Membership Fees	Clubs/Skating Schools may apply for 100% of the Skate Canada affiliation fee. You are also eligible to apply for \$3.00 per member that you have registered with Skate Canada. (For the Spending Plan Application, use previous year's registration number) For example if you have 1 club and 100 members you apply for \$45.00 plus 100 x \$3.00 = 300.00 for a total of \$345.00. Ceiling = \$750.00
Director & Officer Liability	Clubs/Skating Schools may apply for 100% of the Directors & Officers Liability Insurance premium paid to Skate Canada.
SOCAN	Clubs/Skating Schools may apply for 100% of the SOCAN Fee paid to Skate Canada for programming.
ReSound	Clubs/Skating Schools may apply for 100% of the ReSound Fee paid to Skate Canada for programming.
Membership Drives	Programs at the discretion of the Club/Skating School to increase membership (For example: fliers, advertising, ice rental for Bring a Friend, etc). Ceiling - \$500.00
Training	Clubs/Skating Schools can apply for funding to train coaches, officials, executive, committee members and program assistants who are members of their club / skating school. (For example: Regional Fall Skate-Ins, Section Annual General Meeting, Skate Canada Annual General Meeting, Coaches' and Officials' Clinics, etc).

M.A.P. Grant Guidelines

Spending Plan Submission

1. Refer to the M.A.P. Criteria to see in what areas you can apply for funding.
2. When filling out the application form, **include estimated costs of any projects, which you are applying for.** A complete club/skating school budget is not required.
3. On the left side of the form under "Project Description", please describe projects as concise as possible.
4. **Event(s) occurring from April 1st – March 31st are eligible for funding.**
5. Items that **cannot** be claimed include:
 - Regular coach's salary and mileage
 - Ice fees for normal scheduling
 - Equipment
 - Skater's competition and test day expenses
 - Hosting invitational or provincial competitions, test days, CanSkate Fun Festivals, carnivals or achievement days
 - 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 expense, whether the grant comes from the Trust Fund or any other granting agency.
 - Subsidization of full-time employees
 - Cash prizes
 - Social events (barbecues, lunches, etc)
 - Alcoholic beverages
 - Research projects or feasibility studies
 - Out-of province travel
 - Provincial or University CIS team expenses
 - Any other expenses as deemed ineligible by Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
6. **Deadline for Spending Plan submissions is November 30th. Forms postmarked after this date will not be processed.**

Follow-Up Forms

1. When completing this form, **all receipts for expenses claimed MUST be attached.** If receipts are not attached, payment cannot be made. Documentation (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 PSGB but should be maintained by the member club/team submitting the MAP grant follow-up report.*
2. **Deadline for Follow-up submission is February 15th.** Any forms postmarked after this date **cannot** be processed. If your club/skating school is running an event in March, attach a letter - indicating an estimated cost for that particular event.
3. Cheques will be issued and sent to your club/skating school in late March / early April. Clubs/Skating Schools receiving funds must acknowledge and publicly recognize that the MAP 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.

Completed forms can be mailed to:

Skate Canada – Saskatchewan
1072 McDonald St.
Regina, SK S4N 2X8
Email – sk.skate@sasktel.net
Fax (306) 780-9242

SUPPORTED BY:

