



Member Assistance Program (MAP) Grant

Purpose

The purpose of the Membership Assistance Program (MAP) Grant is to enable Saskatchewan Soccer Association (SSA) to allocate funds directly to members to support efforts to increase the number of participants, expand sport and organizational development opportunities, strengthen local capacity to grow the game, and assist with promotion of soccer in Saskatchewan.

Project Funding

Applications shall ONLY be considered for projects in one or more the following four areas:

1. Coaching Development
2. Grassroots and Recreational Development
3. Organizational Development
4. Referee Development

MAP Grant project applications can be submitted in two categories:

1. **Population Based Funding (PBF):** designed to support program and operational enhancements in the four priority areas noted above. This category of funding is typically for projects or programs which occur on a yearly, ongoing basis.
2. **Special Projects (SP) Funding:** one time projects that are designed to increase your organization's capacity. The SP must be in one of the four areas noted above.

Ineligible Projects include, but are not limited to:

- General operating costs such as annual administrative costs, facility rental costs and referee game fees for regular operations will not typically be approved as an eligible expenditure
- 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 team expenses
- Wages, including referee and referee mentor fees
- Debt repayment
- Other expenses deemed as ineligible as identified by SSA

Receipts

To verify expenditures, receipts 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)

Most Common Mistakes

Application:

- NOT applying! Believe it or not many MO still don't take advantage of MAP Grant – we would like to see you apply for **both** PBF and SP Funding
- Not applying for enough – don't sell yourself short!
 - To be eligible to receive over-submission funds you must have room in your initial application. For example, you apply for \$3,000 in Coaching but receive approval for \$2,000. You then may be eligible for up to \$1,000 in over-submission funding. ii. Example 2: You apply for \$2,000 and spend \$2,000 you are then NOT eligible for over-submission since you have no more room from your original application. (I.e. you cannot get approved for funding or projects that were not in your original application).
- Applying for ineligible expenses – check the policy, contact us if you're unsure
- Resubmitting a SP that has already received SP Funding in previous years – a specific SP can only receive funding once – move the project over to PBF if eligible

Follow-up:

- Submitting receipts from the wrong calendar year (i.e. submitting 2017 receipt in 2018) – receipts from previous years will not be accepted in the current calendar year of the application
- Submitting items in the follow-up that weren't approved in the application
- Submitting ineligible receipts
- Not submitting receipts
- Not taking into consideration over-submission funding when completing your follow-up for PBF – there's potential you could receive more than the minimum approval – if you have receipts in the eligible approved projects, submit them all
- Requesting a follow-up extension after the follow-up deadline – if you need an extension for the September 30th deadline let us know in advance. Extensions will not be granted after the deadline date (you must have a reason to request an extension)

Overall:

- Not recognizing Sask Lotteries – this is a requirement of MAP Grant and without them, none of this would be possible!
- Missing deadlines – deadlines are firm – mark your calendars
- Incomplete forms – incomplete forms will not be accepted – double check that everything is filled in prior to sending off any reports
- Not asking for help - if you need help, ask well before any deadline dates! With advanced notice, we will be better equipped to help you and you will have time to adjust the reports as needed.

Deadlines

- MAP Grant Spending Plan Application deadline - April 15th
- MAP Grant Follow-Up Report deadline - September 30th

Contact

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MAP Grant Process



