



Member Assistance Program (MAP) Grant Follow Up Step-by-Step Guide

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Questions? Contact Darcy McLeod, Coordinator of Member Services at d.mcleod@sasksoccer.com or 306-975-0870

2026

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Login:

<https://manager.submittable.com/login>

Use the same credentials used when submitting your MAP Grant application.

Enter Your Password

Enter your password for Submittable to continue to Submittable

[Edit](#)

Password* [Toggle visibility](#)

[Forgot password?](#)

[Continue](#)

Don't have an account? [Sign up](#)

[Help](#)

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- To review your original MAP Grant application “ACTIVITY” or “MESSAGES”, use the tabs listed.
- Ensure the projects in your follow-up match the approved projects from your application.
- Locate the MAP Grant Follow Up Report form under “FORMS” and click “Open”.

The screenshot displays a web interface for the MAP Grant Follow Up. At the top left, a green box indicates the application is "Accepted" with a checkmark and the date "07/10/2023". The main heading is "Test Form", followed by submission details: "Submitted to Saskatchewan Soccer Association - Member Assistance Program (MAP) 2023 - Population Based Funding (PBF) on Tue, Apr 4, 2023 8:14 PM". Below this is a horizontal tab bar with five tabs: "ACTIVITY", "MESSAGES", "FORMS", "NOTE", and "AWARDS & PAYMENTS". The "FORMS" tab is selected, indicated by a red dot. To the right of the tabs are links for "Download" and "Remove". The main content area shows a dropdown menu with the selected option "Member Assistance Program (MAP) 2023 - Population Based Funding (PBF)" and the text "Submitted on April 4, 2023". Below the dropdown is a card for the "Member Assistance Program (MAP) Grant - Follow Up Report". This card has a red dot on its left, an envelope icon, the text "Pending", a deadline of "Deadline: Nov 1, 2023 12:00 AM", and a blue "Open" button.

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- Indicate which MAP Grant application you are following up.
- If you are completing both the PBF & SPF follow ups, check both boxes.
- If you are not able to complete the application in one sitting, click “Save Draft” to save your progress and you can return to complete it later.

← Back to Forms

Member Assistance Program (MAP) Grant - Follow Up Report

Select which funding category or categories you are following up on: *

☐ Special Project Funding - Follow Up

☐ Population Based Funding - Follow Up

! The "Select which funding category or categories you are following up on:" field is required.

✓ Last Saved a minute ago

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- Complete the Receipt Tracking Table for each Stream/area from approved application.
- Enter required info from each receipt/invoice/document.
- Complete the Receipt Tracking Table (Expenses) for each Stream/area.
- The total from each table must equal the total amount of receipts/invoices/documents uploaded.
- The Vendor/Business name must match the receipt/invoice/document being uploaded.

Receipt Tracking Table (for eligible expenses only)

	A	B	C	D	E
1	Vendor/Business Name	Date of Receipt/Invoice	Receipt/Invoice #	Description of Product or Service Purchased	Cost
2					0
3					0
4					0
5					0
6					0
7					0
8					0
9					0
10					0

Receipt Tracking Table

- Follow-up reports must complete this Receipt Tracking Table, which is formatted the same as the Receipt Tracking Spreadsheet that applicants could download from the [SSA MAP Grant web page](#) to track their MAP Grant purchases.
- The information in this table must include the vendor/business name, the date (must be from current calendar year) of the receipt/invoice, description of items/services purchased, cost from each receipt/invoice and the grand total of all receipts.
- Receipts must be entered in the table with the corresponding vendor/business name as that of the uploaded copy of the receipt.
- All uploaded electronic files must be named with the title of the document or receipt, corresponding to the Receipt Tracking Table.

Eligible & Ineligible activities and expenses, examples of which can be found on [page 8](#) of the SSA Grants Policy, along with other SSA funding priorities and requirements, should be reviewed in detail prior to completing the follow up report.

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- The Total expenses for each Stream/area must match the total amount of receipts/invoices/documents being uploaded.
- The total can be found at the bottom of the Receipt Tracking Table.
- Reminder: The Vendor/Business name on each receipt/invoice/document being uploaded must match the vendor/business name entered in the Receipt Tracking Table.

Please enter total expenses for Coach Development activities (required)

Please note:

This amount should be the total of all receipts and documentation uploaded below.

Eligible & Ineligible activities and expenses, examples of which can be found on [page 8](#) of the SSA Grants Policy, along with other SSA funding priorities and requirements, should be reviewed in detail prior to completing the follow up report.

Upload all receipts and documentation for Coach Development activities (required)

Choose File

Select up to 40 files to attach. No files have been attached yet. You may add 40 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip, .adoc, .ai, .bbl, .dae, .dwg, .eps, .fbx, .fdx, .heif, .hevc, .iba, .ibooks, .itx, .mpp, .mpx, .psd, .step, .stl, .stp, .tex, .vdx, .vsd, .vss, .vst, .vsx, .vtx

Receipt and Documentation Standards:

- Include receipts or appropriate documentation to verify all expenses incurred, which must be approved in the original application.
- Documents can be receipts, invoices, signed expense claims, copy of cleared cheque.
- Each document must be listed in the Receipt Tracking Table above.
- Each receipt/document must include the following:

1. Vendor/Business name (business or individual) of who received payment of funds.
2. Date of purchase (must be in current grant year).
3. Receipt/Invoice #.
4. Description of goods or services purchased.
5. The value of the purchase.
6. Total Costs

Eligible & Ineligible activities and expenses, examples of which can be found on [page 8](#) of the SSA Grants Policy, along with other SSA funding priorities and requirements, should be reviewed in detail prior to completing the follow up report.

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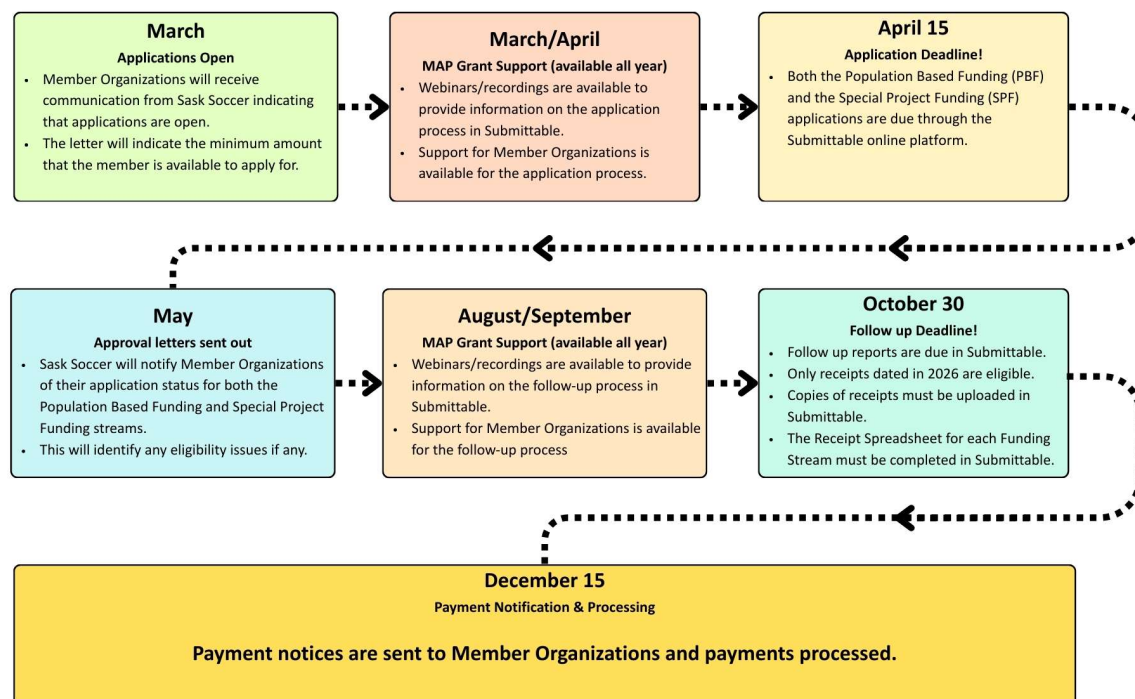
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- Submit the form once you have completed the follow up report.
- MAP Grant notice and payment processing are scheduled for December 15th.
- Learn more about the MAP grant [here](#).



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