

MEMBER ASSISTANCE PROGRAM  
EASY GUIDE  
Spending Plan Application deadline | **April 15<sup>th</sup>**  
Follow-Up Report deadline | **September 30<sup>th</sup>**

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### **MAP Grant Funding Objective:**

The purpose of the Membership Assistance Program (MAP) Grant is to enable Saskatchewan Soccer (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.

### **Grant Summary:**

- Refer to *Grants Policy, Article 1 – MAP Grant* for full details on the MAP process.
- The amount of funds received for your project(s) will be contingent on:
  - The total amount of funds available.
  - The amounts requested on the application and the receipts provided in the follow-up report.
  - Fulfilling the requirements of the grant.

### **Project Funding:**

MAP Grant project applications can be submitted in two categories.

- **Population Based Funding (PBF):** This category of funding is typically for projects or programs which occur on a yearly, ongoing basis. There is no limit to the number of projects that can be applied under each category. PBF funding is designed to support program and operational enhancements in the four priority areas:
  - Coaching Development
  - Grassroots and Recreational Development
  - Organizational Development
  - Referee Development
- **Special Projects Funding (SPF):** This category of funding is designed to support new or the expansion of existing projects meant to increase your organization's capacity. MOs are eligible to submit a SPF application in each of the following areas:
  - **For 2022** - Return to Soccer – expenses related to planning and returning to the pitch during COVID19
  - Projects aligned with SSA's Everyone's Game Strategy
  - Early sport (U3-U7) participation/physical literacy soccer program development & expansion
  - Futsal program development & expansion
  - Adult soccer program development & expansion (including walking soccer)
  - Adaptive soccer program development & expansion
  - Newcomer engagement
  - Indigenous engagement
  - Cultivating respectful game-time environments
  - Referee & rural (outside of Saskatoon & Regina) referee development
  - Development and engagement of girls and women in soccer
  - Youth leadership development and engagement
  - Club Licensing participation
  - Purchase of new equipment to align with Canada Soccer's Grassroots Standards

## **Project Examples:**

The following are examples of eligible projects in each category:

- **Coaching Development:**
  - Training and certification (Canada Soccer or NCCP, etc.)
  - Professional development
  - Coaching materials (clipboards, whistles, etc.)
  - Coach retention initiatives (thank you gift cards, coach clothing, etc.)
  - First aid/CPR/AED training, concussion training, etc.
  - Coaching resources (books, dvds, apps, etc.)
  - Sport medicine services (stretching, strength & conditioning, yoga, nutrition, etc.)
  - Mentorship of coaches
  - Recruitment of new coaches to join the organization
  - Coaching projects that fulfill Club Licensing requirements
- **Grassroots and Recreational Development**
  - Equipment (balls, cones, pinnies, nets, etc.)
  - Player or school clinics
  - Hosting a Canada Soccer Active Start Soccer Fest
  - Club Licensing requirements
  - Hosting a rules clinic
  - Promotional events (festivals, jamborees, learn to play, try it days, etc.)
  - Adaptive soccer programming
  - Respect in Sport for Parents certifications
  - Parent education
  - Programming specifically for, or to recruit, newcomers
  - Programming specifically for, or to recruit, Indigenous participants
  - Walking soccer programming (provided it's in your Conditions of Membership)
  - Beach soccer programming (provided it's in your Conditions of Membership)
  - Futsal programming (if it's in your Conditions of Membership)
  - Grassroots & recreational development projects that fulfill Club Licensing requirements
- **Organizational Development**
  - Attending SSA's AGM or Fall Member Session
  - Host a membership information night (registration night, parent info night, AGM, etc.)
  - Computer system upgrades
  - Office equipment/furniture for a new or upgraded office
  - Bylaw or policy development
  - Promotions (postage, printing, advertisements, billboards, signage, etc.)
  - Board and volunteer education/development (how to run a board, managing volunteers, attracting sponsors, etc.)
  - Volunteer retention (thank you gift cards, clothing, etc.)
  - Storage (C-Can, storage buildings, equipment (any storage facilities must, in theory, be able to be moved, otherwise they are considered a capital expense and are ineligible)
  - Respect in the Workplace certifications
  - Commit to Kids certifications
  - Organizational development projects that fulfill Club Licensing requirements
- **Referee Development**
  - Training and certification
  - Purchasing rule books
  - Professional development and educational upgrading

- Mentorship of referees
- Referee uniforms and equipment (whistles, referee wallets, ball pumps, flags, etc.)
- Referee retention initiatives
- Referee clinics specifically for females, youths, newcomers, or Indigenous participants
- **Return to Soccer – expenses related to planning and returning to the pitch during COVID19**
  - Signage related to COVID19 safety
  - Hand sanitizer, PPE, cleaning supplies
  - Individual practice jerseys (to replace pinnies)
  - Field markers
- **Projects aligned with [Everyone’s Game](#) - SSA’s Diversity, Inclusion and Equity Strategy**
  - Equipment or materials for all abilities, walking soccer, female only programs, LGBTQ2I programs, or any other relative inclusive initiatives.
  - Promotion of all abilities, walking soccer, female only programs, LGBTQ2I programs, or any other relative inclusive or diverse initiatives.
  - Educational programs or seminars that assist with the recognition of diversity gaps in soccer and nurture an inclusive environment.
  - Marketing materials promoting Diversity, Inclusion, and Equity within your organization.
- **Early sport (U3-U7) participation/physical literacy soccer program development & expansion**
  - Equipment or materials for new or expanding U3-U7 programming
  - One with One course (for more information, contact the SSA office)
  - Promotion of new or expanded U3-U7 soccer programs
  - Active Start coaching course
- **Futsal program development & expansion (provided it’s in your Conditions of Membership)**
  - Equipment or materials for new or expanding futsal programs
  - Futsal coaching course
  - Futsal referee course
  - Futsal player or school clinic
  - Promotional events (festivals, jamborees, learn to play, try it days, etc.)
  - Futsal program promotions
- **Adult soccer program development & expansion (including walking soccer)**
  - Equipment or materials for new or expanding walking soccer programs
  - Equipment or materials for new or expanding adult programs (new gender, new age category, new format, etc.)
  - Player clinics (‘Dust the rust off’, ‘How to play’, Goalkeeper specific, female specific, etc.)
  - Promotion of new or expanding adult programs
- **Adaptive soccer program development & expansion**
  - Equipment or materials for new or expanding adaptive soccer programs
  - Adaptive equipment (balls, power chair attachments, raised floor tape, etc.)
  - Promotion of new or expanding adaptive soccer programs
- **Newcomer engagement**
  - Equipment or materials for new or expanding newcomer-specific programs
  - Program for a specific newcomer group (Open Door Society, Filipino-Canadian Association, Muslim girls who participate with female coaches only, etc.)
  - Promotion of new or expanding newcomer-specific programs
- **Indigenous engagement**
  - Equipment or materials for new or expanding Indigenous-specific programs
  - Partnership with local First Nation(s)
  - Program with a specific Indigenous-focused organization (Friendship Centre, etc.)

- Promotion of new or expanding Indigenous-specific programs
- **Cultivating respectful game-time environments**
  - Field marshal program
  - Implementing the Make it Official campaign
  - Participant education sessions
  - Hosting a rules clinic
  - Coach education
  - Referee mentorship
  - Respectful game-time promotions (signage, postcards, leaflets, etc)
- **Referee & rural referee development (outside of Saskatoon & Regina)**
  - Equipment or materials for referee development
  - Training and development of referee mentor
  - Training and support
  - Mentorship of referees
  - Promotion of new or expanding referee development
- **Development and engagement of girls and women in soccer**
  - Female-specific coaching course
  - Female-specific referee course
  - CAAWS workshop
  - Training and development of female mentor (coach, referee, etc)
  - Development of a peer-to-peer mentorship program
  - Promotion of new or expanding female engagement initiatives
- **Youth leadership development and engagement**
  - Youth-specific coaching course
  - Youth-specific referee course
  - Youth education/development (leadership training, etc)
  - Materials to build a youth volunteer program
  - Promotion of new or expanding youth leadership initiatives
- **Club Licensing participation**
  - See the SSA website for Club Licensing requirements
- **Purchase of new equipment to align with Canada Soccer's Grassroots Standards**

The application must articulate the project and the types of expenditures within that project. This is to ensure that approval is provided for both items, so that Member Organizations do not spend money on items that they will ultimately not get funding for, thereby stressing their financial situation.

#### **Ineligible Projects:**

- General operating costs such as annual administrative costs, facility rental costs and referee game fees will not typically be approved as an eligible expenditure - **exceptions due to the COVID 19 Pandemic are outlined below**
- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-province travel
- Provincial or university CIS team expenses
- Wages

- Other expenses deemed as ineligible as identified by SSA

**Provisions for COVID 19 in 2022:**

Due to the COVID 19 pandemic, for PBF funding, general operating costs such as administrative costs, facility rental costs, and referee game fees will be approved as an eligible expenditure (normally deemed as an ineligible expense), however SSA encourages MOs to align projects to strategic priorities where possible. Other eligible expenses would include line paint, printing costs, printer ink, office supplies, Paystone monthly fees, facility rental costs for programs, referee game fees, etc. Ineligible costs will be wages and staff costs. If you have other general operating costs that are not explicitly included in this list, submit these requests on your application and we will consider these on a case by case basis in consultation with the SSA Board and Sask Sport.

**Revenues:**

The 'revenues' section of the application and follow-up report is the section where you show that the project will break even and that the Member Organization will not gain a profit from the project conducted. Revenues that can be listed might include general operating budget, athlete registration fees, program registration fees (if you charge a fee to the end user for the course provided), fundraising, donations, sponsorship dollars, etc.

- Expenditures for which other grant dollars have been used cannot be requested. 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.

**MAP Grant Best Practices:**

Members Organizations that follow best practices generally do very well on MAP over-submission funding.

- Upon receiving your amount approval letter, set up your MAP follow-up folder. As soon as a payment is made for any MAP eligible expense, place a copy in your folder. This will make completing your follow-up much easier.
- Track the outcomes of your projects – The follow-up report should include a summary of the outcomes of each project (e.g. purchased 20 uniforms, trained 10 coaches, distributed 200 recruitment posters, etc).
- Download SSA Receipt Spreadsheet and save one as "SSA Receipt Spreadsheet – SPF – (MO Name)", and "SSA Receipt Spreadsheet – PBF – MO Name." Update the spreadsheet as receipts are received.

**Submission:**

**April 15:** Deadline for submission of MAP Grant PBF & SPF application forms

**Sept 30:** Deadline for submission of MAP Grant follow-up report & all associated documentation

Submission by email is preferred, but submission by fax or mail is also accepted.

**Under no circumstances will late and incomplete submissions be accepted.**