



Member Assistance Program (MAP) Grant Follow Up Guide

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Month, 2023

MAP Follow Up – Step by Step



Submittable 

Login:

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

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

A screenshot of the Submittable login interface. At the top, there are two tabs: "Sign Up" (which is selected and highlighted in light grey) and "Sign In". Below the tabs, the text "Welcome back!" is displayed in a large, bold font, followed by "Sign in to your Submittable account." in a smaller font. The main form area contains two input fields: "Email" with the value "e.senger@sasksoccer.com" and "Password" with masked characters "*****". A "Forgot?" link is positioned to the right of the password field. Below the input fields are three buttons: a large orange "Sign In" button, a dark blue "Sign in with Facebook" button, and a white button with a Google logo and "Sign in with Google" text.

 Powered by Submittable

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- To review your original MAP application “ACTIVITY” or “MESSAGES” use the tabs listed. Make sure you know what items you have been approved for prior to submitting the follow up.
- Locate the Follow Up Report form under “FORMS” and click “Open”

Accepted
✓ 07/10/2023

Test Form

Submitted to Saskatchewan Soccer Association - Member Assistance Program (MAP) 2023 - Population Based Funding (PBF) on Tue, Apr 4, 2023 8:14 PM

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS [Download](#) | [Remove](#)

Member Assistance Program (MAP) 2023 - Population Based Funding (PBF)
Submitted on April 4, 2023

Member Assistance Program (MAP) Grant - Follow Up Report
Pending Deadline: Nov 1, 2023 12:00 AM [Open](#)

MAP Follow Up – Step by Step



- Indicate which MAP Grant application you are following up for. If you are completing SPF and PBF check both boxes.
- If you are not able to complete the application, click “Save Draft” to save your progress.

[← 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

MAP Follow Up – Step by Step



- Fill in the application for the correct areas you are following up for. Example” PBF – Coach Development, Grassroots and Recreational Development
- Fill in each area required with details regarding your expenses.
- Complete the “Expense Table” for each category this table must total to the total amount of receipts being submitted in the application. The “Receipt Title” must match the name on the receipt/invoice being uploaded

Expenses Table *

	A	B	C	D	E	F	G	H
1		Receipt Title	Amount	Invoice #	Receipt/Invoice Date	Expense Detail		
2	1	Invoice 345	789	345	April 30, 2023	Course Instructo		
3	2							
4	3							
5	4							
6	5							
7	6							
8	7							
9	8							

PBF - Receipt Table

- PBF Follow-up reports must include the Receipt Table which tracks all the receipts information including, the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts.
- Within the Receipt Table, receipts must be labelled with the same name of the uploaded receipt. All uploaded electronic files must be named with the title of the document or receipt, corresponding to the Receipt Table.

MAP Follow Up – Step by Step



- Reminder: The “Receipt Title” in the “Expense Table” **must match** the name on the receipt/invoice being uploaded
- The “Expenses” amount **must match** the total amount of receipts/invoices being submitted. The total can be found at the bottom of the “Expense Table” grid.

Expenses: List total expense related to Coach Development: *

785

This amount **must total** the total of all receipts and documentation uploaded.

Upload all receipts and documentation for expenses related to Coach Development: *



Invoice_345.pdf



Choose File

Select up to 40 files to attach. You have attached 1. You may add 39 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Receipts and Documentation Standards:

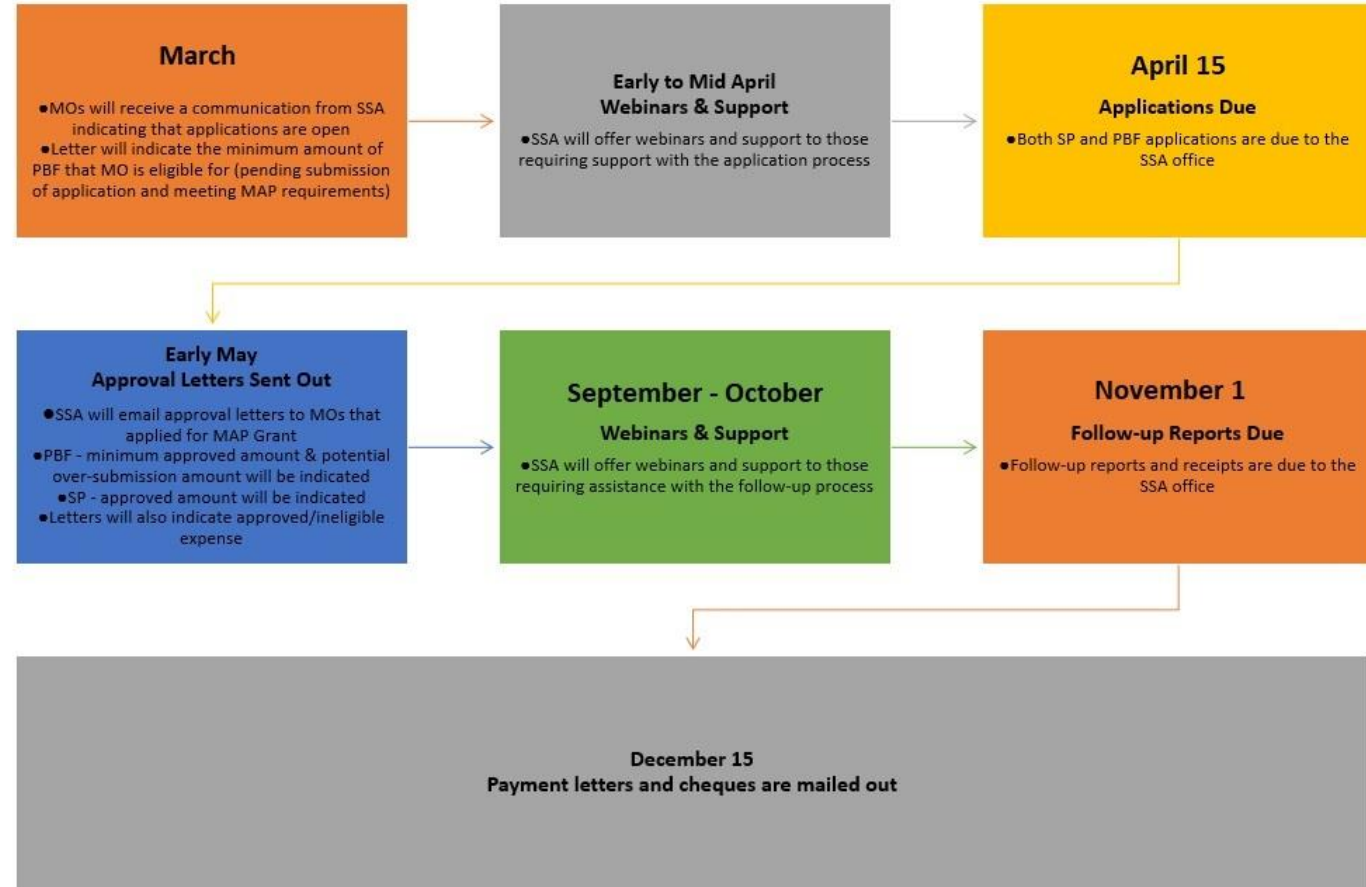
Include receipts or appropriate documentation to verify all expenses incurred and approved in the application. Documentation (receipts) to verify expenditures can take various forms but should at a minimum:

- 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 calendar 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)
- Be documented in the Receipt Spreadsheet

MAP Follow Up – Step by Step



- Submit the form once you have completed the follow up report.
- Unless otherwise requested MAP Grant cheques and letters will be mailed out December 15
- If payment is requested prior to December 15 the applicant will not be eligible for PBF oversubmission.
- To learn more about MAP grant visit: <https://sasksoccer.com/content/member-assistance-program-map>





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